

SESQUICENTENNIAL PARK – EVENT RESERVATION APPLICATION

(Email completed application to sparoffice@sparcouncil.org)

We recommend emailing us with your requested date as soon as possible, even if you're still working on the application so we can let you know if that date is available.

Please include your \$20 application fee at the time of submission at <https://www.sparcouncil.org/donatetoday> .

If you are a member of the Springfield Area Merchants & Business Association, this fee is waived.

Applicant Information

Organization Name/Client: _____

Organization's Website(s): _____

Co-Promoters involved with this Event: _____

Social Media: _____

Contact Information

Contact Name: _____ Email Address: _____

Primary Telephone Number: _____ Street Address: _____

Alternative Telephone Number: _____ City: _____ State: _____

Event Information

Name of Event: _____ Date(s) Requested: _____

Summary of Event: _____

Principal Beneficiary(ies) of Event: _____

Estimated Attendance: _____

SPAR has the right to be listed as a sponsor of the event in exchange for the use of the space.

TIMING DETAILS (Hours of use from 9am-9pm)

Load-in Begins: _____

Event Begins: _____

Event Concludes: _____

Load-Out Begins: _____

Load-Out Concludes: _____

Insurance Information

Insurance Provider: _____

Agent Name: _____

Insurance Company Phone: _____

***Insurance information is not required at time of application, but must be submitted within 30 days of approval.**

Applicants will need to have \$1 million in general coverage / \$2 million aggregate limits. You will need to list Springfield Preservation and Revitalization (SPAR) Council and We're for Jesus Inc. as additional insured. (If insurance requirement is cost prohibitive for your organization, please fill out the form and we will be in touch with you.)

Additional Event Information

Is this event open to the public free of charge? YES NO

Is there an Admission / Entry Fee for this event? YES NO

- If yes, list fee amount: _____

Will you host vendors at this event? YES NO

- If yes, list fee amount: _____

- If yes, list number of vendors: _____

Springfield Preservation and Revitalization (SPAR) requires a 10% fee back to the organization for use of the park if the applicant is charging Admission/Entry fee or charging vendor fees

Is any portion of this event closed to the public? YES NO

Is this event a fundraiser? YES NO

Will sales occur during this event? YES NO

- If yes, circle type: Food & Drink Alcohol Merchandise

Alcohol sales must be coordinated with Springfield Preservation and Revitalization (SPAR). Additional fees for security may apply.

Will cooking occur during this event? YES NO

- If yes, please provide details. A Certificate of Insurance (COI) will be required for any food

vendors. _____

| | | |
|--------------------------------------|-----|----|
| Will this event require electricity? | YES | NO |
|--------------------------------------|-----|----|

| | | |
|--|-----|----|
| Will this event utilize amplified sound for music or speakers? (You will need to provide your own sound equipment.) | YES | NO |
|--|-----|----|

| | | |
|--|-----|----|
| Will this event require onsite vehicle access? | YES | NO |
|--|-----|----|

- If so, please describe: _____

**** Note: This option may not be possible**

| | | |
|--|-----|----|
| Are sponsors involved with this event? | YES | NO |
|--|-----|----|

- If yes, please list sponsors: _____

| | | |
|---|-----|----|
| Will there be organizational and/or sponsor signage visible onsite? | YES | NO |
|---|-----|----|

| | | |
|--|-----|----|
| Will information / goods / promotional materials be distributed? | YES | NO |
|--|-----|----|

- If yes, please describe: _____

| | | | | | |
|---|-------|----|-------|---------|-------|
| How will this event be promoted? (Circle all that apply) | Radio | TV | Print | Posters | Other |
|---|-------|----|-------|---------|-------|

- Please provide detail: _____

| | | |
|---|-----|----|
| Do you want this event to be listed on the Historic Springfield Calendar website? | YES | NO |
|---|-----|----|

Authorization: _____

Authorized Client Representative (Print Name)

On-site Designated Person(s) in Charge

On-site Designated Person(s) in Charge

Emergency Contact Person

FALSIFICATION AND/OR MISREPRESENTATION IN COMPLETING THIS APPLICATION MAY RESULT IN REVOCATION OF EVENT

I UNDERSTAND THAT CHANGES TO THE DETAILS OF THIS EVENT REQUIRE IMMEDIATE WRITTEN NOTIFICATION TO SPRINGFIELD PRESERVATION AND REVITALIZATION STAFF. I HAVE READ AND UNDERSTAND THE POLICIES AND PROCEDURES.

Signature of Authorized Client Representative

Date

The approval, denial, or approval with special conditions of this application are at the sole discretion of Springfield Preservation and Revitalization.

YOU WILL BE NOTIFIED OF THE STATUS OF YOUR APPLICATION WITHIN 14 BUSINESS DAYS FROM RECEIPT OF COMPLETED APPLICATION.

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

By signing the below the:

Applicant releases and forfeits any right of action against Springfield Preservation and Revitalization (SPAR) Council, We're For Jesus, Inc., the City of Jacksonville or its members, officials, employees, and agents from any liabilities, claims for damages, losses, and costs which arise out of or in connection with their participation in the event and to the fullest extent permitted by law, indemnifies, defends and saves Springfield Preservation and Revitalization (SPAR) Council, We're For Jesus, Inc., the City of Jacksonville or its members, officials, employees, and agents harmless:

- (1) Against any and all liability, claims for damages, and/or suits, including any and all attorney's fees and/or legal costs associated therewith, for or by reason of any injury to any person, including death, and damage to any property for every cause in any way connected with the event irrespective of negligence, actual or claimed, upon the part of Springfield Preservation and Revitalization (SPAR) Council, We're For Jesus, Inc., the City of Jacksonville, its agents and employees, except where caused by the willful and wanton acts of Springfield Preservation and Revitalization (SPAR) Council, We're For Jesus, Inc., the City of Jacksonville or its members, officials, employees and agents, and
- (2) From all expenses incurred by the Springfield Preservation and Revitalization (SPAR) Council, We're For Jesus, Inc., the City of Jacksonville for police protection, fire protection and emergency medical services, restoration and clean up, sanitation and maintenance costs and expenses that are required to preserve public order and protect public health, welfare, and safety at the event.

The Applicant shall also indemnify Springfield Preservation and Revitalization (SPAR) Council, We're For Jesus, Inc., the City of Jacksonville or its members, officials, employees, and agents, and hold all of the foregoing harmless, against all charges, expenses and costs, including the reasonable value of the services of the Office of General Counsel of the City of Jacksonville and/or any and all other attorney's fees and/or legal costs, incurred on account of or by reason of any such injuries, damages, liability, claims, suits or losses and all damages growing out of the same.

Date: _____

Applicant or Authorized Representative Printed Name

Application or Authorized Representative Signature

EVENT RESERVATION GUIDE

Sesquicentennial Park, presented by Springfield Preservation and Revitalization (SPAR), is free of charge to use (with restrictions). There may be fees associated with your use, which could include but are not limited to:

- Charging admission/entry and/or vendors to attend the event. **(10% of collected funds will be required to use the facility)**
- Security is required for events held after 7pm, on holidays or weekends, and any time alcohol is served.
- Alcohol Sales (SPAR will receive first right of refusal to sell alcohol at the event if alcohol sales will occur).
- Garbage Removal
- Street Closure
- COJ Electrician – Special power needs will be subject to COJ electrician fee. Applicant is responsible for notifying SPAR of special power needs
- Portalets

PERMIT APPLICATION / PROCESSING FEES

- The Client, Authorized Representatives, and/or Co-Promoters must be disclosed in the application.
- Once approved, change of event description or date requires a new application.

Springfield Preservation and Revitalization may decline any application for a permit for any event for any reason or for no reason, in its sole discretion.

RESERVATIONS

- The site plan and any fees/costs associated with the event shall be prepared and submitted to the Client for consideration within eight (8) weeks following receipt of application fee. (collectively, “Estimated Event Budget”)
- All reservations are “rain or shine,” meaning that fees will not be refunded. Clients are advised to secure weather insurance as an additional method of event protection. If the Client chooses to cancel the event due to inclement weather, they will be responsible for all costs and will need to reapply through the application system.
- Date(s) requested are not guaranteed and Springfield Preservation and Revitalization may require the submission of alternative event date(s) by Applicant.

FEES

- The Estimated Event Budget must be approved by Client within 10 business days of issued budget date. Approval will be issued by SPAR within 3 days after payment in full of all fees. Payment of the “Estimated Event Budget” is due within 10 business days of invoice date. **See terms of payment below.**
- Client acknowledges estimated budget does not always represent the total event cost. Any additions and/or deletions to the Client’s estimated event budget will be accounted for in the final settlement in advance of and/or immediately following the event.
- Additional charges will be detailed on a final invoice.

- If approval of the event application occurs within 3 weeks of requested event date(s), Client must submit signed approval paperwork, and payment of the full estimated event budget invoice no later than **three business days** prior to the date of the event.
- The Client, its Authorized Representatives and any Co-Promoters will be financially and legally responsible for any and all unpaid expenses incurred.

PAYMENTS

- SPAR will accept Visa, MasterCard, Discover, American Express, Check or Money Order made payable to Springfield Preservation and Revitalization. Payment of all invoices is due no later than 10 business days of invoice date. Payments made by credit card will be subject to an additional 3% processing fee.
- If payment is made within 10 business days of the event, checks will not be accepted. A payment must be submitted in the form of credit card, money order or cashiers' check.
- If the event is timely canceled pursuant to SPAR cancellation policy (see below), refunds to Client will be processed within 60 days from the date of the cancellations.

CANCELLATIONS

- All reservations are "rain or shine", meaning they will not be refunded or automatically rescheduled due to inclement weather. Clients are advised to secure weather insurance as an additional method of event protection.
- Cancellations for all events must be received in writing to qualify for a refund.
 - o If cancellation occurs **at least 120 days in advance** of the event, SPAR will refund all fees actually received by SPAR in connection with the event, less any actual costs incurred by SPAR.
 - o If cancellation occurs **at least 60 days in advance** of the event, SPAR will refund half (50%) of all fees actually received by SPAR in connection with the event, less any actual costs incurred by SPAR.
 - o If the cancellation occurs **less than 60 days** in advance of the event, no refunds will be given.

PERMITS

- Permits will be issued based upon information provided in the submitted application.
- An Event Permit will be issued upon receipt, review, and approval by SPAR of the following executed documents:
 - o Event Reservation Application
 - o Insurance Documentation (ie: Certificate of Insurance naming SPAR as a named insured on such policy).
 - o Full Payment of the Estimated Event Budget
 - o Food Vending Request with details of type of food to be sold
 - o Copies of any third-party permits granted by governmental agencies or otherwise Special Event Endorsement Requests* (for Non-Profits)

SPAR reserves the right to decline any permit application for any reason or for no reason, in its sole discretion

- All Sesquicentennial Park event related permits will be issued to Client upon Client's successful completion of SPAR's Rental Policies and Procedures (including providing SPAR with copies of any permits addressed in the Special Conditions section necessary for Client's event) prior to the event.
- The certificate of insurance (see attached sample certificate for details and required language) and additional insured endorsement (which must be signed by the Authorized Insurance Representative) must state the specific date(s) of coverage approved for the event and must be on file with SPAR.
- Client is responsible for indemnifying the Springfield Preservation and Revitalization (SPAR) Council, We're For Jesus, Inc., and the City of Jacksonville in order to obtain a permit to hold an event at Sesquicentennial Park.
- The Client, its Authorized Representatives and Designated Persons in Charge must have all event-related permits in their possession during the event (including load-in and load-out) for on-site event authorization.
- The Sesquicentennial Park permit is subject to all applicable provisions of the City of Jacksonville Municipal Code and the Rules and Regulations governing Springfield Preservation and Revitalization.

SPECIAL CONDITIONS

- SPAR may impose additional requirements in its sole discretion, depending upon the nature of the event or to address any concerns that SPAR may have in relation to the event.
- SPAR must approve all merchandise to be sold at the event.
- SPAR reserves the right to require, at the Client's sole expense, on-site event security.
- Such security coverage must be provided by SPAR's authorized security personnel or the Jacksonville Sheriff's Office.
- No outside security personnel, unauthorized by SPAR, can be utilized as on-site security coverage during the event (this restriction does not apply to certified alcohol monitoring personnel required by the Florida Liquor Control Commission).
- SPAR reserves the right to require at Client's sole expense:
 - o Certified alcohol monitoring personnel
 - o Additional load-in charges for over-sized or heavy vehicles
 - o Storage fees for items left on-site pre and post event based upon the nature and/or size of the item(s) left on-site, in the sole discretion of SPAR.
 - o Cleaning or damage assessments imposed as a result of any incidents that occur during the event, or other event impact. Client compliance with portable toilet recommendations issued by United States Services (unitedstatesservices.com)
- Client must inform themselves of, and fully comply with, all City, County, and State requirements. All permits and/or inspections are Client's responsibility to arrange and acquire at Client's sole expense. Client must provide SPAR copies of all permits issued by third parties prior to receiving the Sesquicentennial Park Use Permit. Below are some of the permits and/or inspections that may be required:
 - o Vehicle Access Permit/Security/Fire Permits/Alcohol License
 - o Duval County Health Department Permit

- It is the Client's sole responsibility to comply with all applicable ADA requirements. Tenant and ADA access must be maintained during SPAR regular business hours (for example, do not block sidewalk and ramp street entrances).
- Only authorized personnel of SPAR and/or client designed personnel are allowed to handle event-related equipment.
- Repairs for damages are calculated at a minimum of \$65.00 per hour per person for labor plus the cost of materials. Additional costs may be assessed by SPAR, in its sole discretion, based upon the nature of repairs and/or replacements.
- No illegal activity of any kind will be tolerated in connection with any event. Where applicable, such activities will be reported to law enforcement or other relevant authorities.

If you violate any of the above policies and procedures, or any other rules and requirements of SPAR, your permit will be revoked and you will not be eligible to submit applications for future events at Sesquicentennial Park.