



TEMPORARY SPECIAL EVENT/TENT PERMIT APPLICATION

PERMIT NUMBER _____

This form is intended for use in requesting a temporary extension of the licensed premises for the sale of alcoholic beverages on private property. A Temporary Premises Extension Permit Application is a request submitted by an alcoholic beverage establishment with an on-premises consumption of alcoholic beverage license to temporarily extend the area authorized for the sale of alcohol beverages on private property, directly adjacent to and accessible from the Establishment's main business premises where alcoholic beverages are sold in the normal course of business. All applications for a temporary premises extension permit shall be accompanied by a nonrefundable fee of \$250.00.

ESTABLISHMENT INFORMATION

Name of Establishment _____

Establishment Address (*Street*) _____

Applicant Name** _____

Mailing Address (*Street*) _____

City _____ County _____ State _____ Zip Code _____

Applicant Telephone _____ Applicant Email _____

In the previous 12 month period from the date of this application, has the Establishment been issued any Temporary Special Event Permits? ☐ Yes ☐ No If Yes, please specify the Permit Number _____

****NOTE: Notarized authorization letter from the property owner is required if the applicant is not the owner.**

EVENT DATA

DESCRIPTION OF EVENT	
EVENT TYPE/CATEGORY	
EVENT COUNT-CALENDAR YEAR	
EVENT NAME	
EVENT START DATE & TIME	
EVENT END DATE & TIME	
ESTIMATED ATTENDANCE	

EVENT ENTERTAINMENT

☐ Indoor ☐ Outdoor ☐ Sound Amplified Entertainment ☐ No Entertainment

EVENT SECURITY

Provisions for police protection and crowd and traffic control _____

Provisions to enforce, restrict or control access to the extension area _____

Applicant Signature _____ Print Name _____ Date _____

DO NOT WRITE BELOW THIS LINE: OFFICE USE ONLY

Reviewed By:

Approved _____ Approved, with Conditions _____ Disapproved _____ Reviewer Initials/Date _____

Maximum Capacity as determined by the Fire Marshal _____

Comments: _____



TEMPORARY EXTENSION PERMIT INFORMATION & GUIDELINES

DEFINITION: A Temporary Premises Extension Permit Application is a request submitted by an alcoholic beverage establishment with an on-premises consumption of alcoholic beverage license to temporarily extend the area authorized for the sale and consumption of alcoholic beverages on private property, directly adjacent to and accessible from the Establishment's main business premises where alcoholic beverages are sold in the normal course of business for a maximum period of two (2) days. No more than two (2) permits for a qualified establishment per calendar year will be issued.

APPLICATION: Submit complete applications, notarized letter of authorization from the land owner and application fee to the Planning and Development Department. The application must be received no later than ten (10) business days prior to the proposed event.

FEE: A **non-refundable** fee of **\$250**, payable by check or money order, made payable to: City of Jacksonville Beach. Fee must be paid at the same time the application is filed.

REVIEW PROCESS: The city manager or his/her designee shall coordinate review of the permit application by the applicable City departments. The City reserves the right to disapprove any request and, in doing so, shall take the following into consideration:

- (1) Whether the hours of operation of the event would create a nuisance to the peaceful use of nearby areas, such as residential areas or would cause a traffic hazard;
- (2) Whether inspection by the authorized public officials determines that the site is insufficient to accommodate the anticipated number of attendees;
- (3) Whether adequate parking exists to accommodate the anticipated number of attendees;
- (4) Whether the permit application and its attachments are fully completed and properly signed;
- (5) Whether the permit application contains a material falsehood or misrepresentation;
- (6) Whether the permit applicant or the Establishment has on prior occasions caused damages or nuisance or been previously suspended in connection with the City's prior grant of a Temporary Premises Extension Permit;
- (7) Whether the permit applicant or Establishment has in the prior 12 month period from date of the application received a suspension of its extended hours of operation permit; and
- (8) Whether after applying objective criteria it is determined that granting the permit would result in an unreasonable danger to the health, safety or welfare of the public.

ADDITIONAL PERMITS OR LICENSES: If applicable, documents shall be submitted showing that all necessary building permits and/or other licenses and approvals for any tent or other structure erected to facilitate use of the area covered by the permit have been obtained, or are being applied for concurrently with the temporary premises extension application.

PERMIT ISSUANCE: A permit may be issued if the Establishment has met the application requirements in Section 4-5(d) through (f) and maintains compliance with all applicable laws and regulations relating to the sale of or dispensing of alcoholic beverages and shall agree to, but shall not be limited to, the following provisions:

- (1) The designated event date(s) and hours during which alcoholic beverages will be sold or consumed. The City shall retain the right to approve or disapprove such dates and hours;
- (2) A plan for enforcing, restricting or controlling access to the temporary use area;
- (3) A plan for police protection and crowd and traffic control. The plan and the personnel necessary to implement the plan shall be approved by the chief of police and all resources necessary to implement the plan shall be furnished at the expense of the individual or organization. The costs for provision of City public safety personnel and equipment at events required to have such services under this chapter shall be determined by the City police department in accordance with departmental policies. The payment of such expenses shall be the responsibility of the Establishment;
- (4) The Establishment shall ensure that the temporary use area and adjacent properties and rights of way are cleared of all trash, debris, or other materials related to the Temporary Premises Extension Permit no later than twelve (12) hours after the permit expires;



TEMPORARY PREMISES EXTENSION PERMIT INFORMATION AND GUIDELINES

- (5) Any activity or event within an area of temporary licensed premises extension shall comply with the standards of Chapter 18 - Noise of the Code of Ordinances of the City of Jacksonville Beach, Florida;
- (6) The Establishment shall indemnify and hold the City, its officials, and employees harmless from any claim arising from the Temporary Premises Extension Permit; and
- (7) The City reserves the right to immediately revoke the temporary permit, and to suspend or terminate the event or any portion of it, if any of the elements of the agreement are violated, or if deemed necessary for the protection of the general peace, property, life or limb. In such case, all fees and charges shall be nonrefundable.

DISCRETION: The discretion granted to the City Manager to grant exceptions, require the presence of police officers at a function, or terminate any permit issued under subsection (b), may be exercised for any purpose or in any manner which is lawful under the Constitution or laws of the United States or the State. This discretion shall be exercised with regard to the protection of life, limb and property, and the preservation of the public safety, health and welfare, according to the judgment of the city manager or designee based on the facts and circumstances of each case.

OBTAINING A PERMIT: To obtain a Temporary Premises Extension Permit, an Establishment must meet the following conditions:

- (1) Assure that the area authorized for the sale of alcoholic beverages shall be located on private property, directly adjacent to and accessible from the Establishment's main business premises where alcoholic beverages are sold in the normal course of business.
- (2) Submit a site plan identifying the area where the Establishment proposes to sell or dispense alcoholic beverages, and providing the overall square footage of that area. The area authorized for the sale of alcoholic beverages shall be contained by a minimum forty-two inch (42") high wall or fence. The area shall also be included within the Establishment's premises as described in the alcoholic beverage license issued by the State as an area within which the Establishment is temporarily permitted by the State to serve alcoholic beverages.
- (3) Enforce the maximum capacity of person as set by the City fire marshal after he/she reviews the site plan and assigns a maximum capacity to the extended premises area.
- (4) Mark the access point(s) into and out of the extended license area with signs informing patrons that alcoholic beverages are not to be taken past the perimeter of the area shown on the site plan, and staff the access points with personnel to assure that this condition is properly enforced.
- (5) Provide sufficient trash receptacles to serve patrons and to prevent littering.
- (6) Obtain all necessary building permits and other licenses and approval for any tent or other structure erected to facilitate use of the area covered by the permit. Under no circumstances shall any ground surface on private property be punctured or otherwise damaged by the placement or removal of any tent or other structure unless the Establishment first has the appropriate qualified party perform an inspection for the purpose of locating water, wastewater, electrical, underground cable or fiber optic, or gas lines; and if such damage occurs, the Establishment shall be liable for the full cost of repairs. If a permit is issued and there are breaches to any private property owner's asphalt or concrete surface, the Establishment is fully responsible for any expenses associated with repairing the damages.
- (7) Comply with all applicable laws, rules, and regulations in the operation of its business within the permitted area.

SITE PLAN REQUIREMENTS:

- (1) North arrow;
- (2) Streets and intersections bordering the proposed extended premises area;
- (3) Existing licensed premises and proposed extended premises area;
- (4) Square footage of extended premise area;
- (5) Material and location of required perimeter enclosure;
- (6) Identify the access points into and out of the extended premises area; and
- (7) Identify the proposed area for sale or consumption of the alcoholic beverages.