



Application Date: _____

Name / Organization:					
Responsible Person:					
Address:					
Phone(s):					
E-Mail:					
EVENT NAME:					
Date of Event	** Set Up Time **	Event Time	Clean Up Time		
Location:					
Activities:					
# Participants	# Vehicles	# Food Trucks	# Food Tents	# Vendors	# Bounce Houses
<p>**Must supply own trash containers and liners. Empty all trash during and after event</p> <p>**Must leave grounds clear of all trash and debris Initial acknowledgement _____</p>					
Need for electricity:	Number of Tents exceeding 900 Sq Ft overall _____				
If yes, additional \$50.00 fee per day	How many tents under 900 Sq ft _____ Each Size: _____				
	If yes, Permit is required from Fire Department & Building Department				
Will streets be closed?	Hours of Closure:				
	If any Houses or Businesses are affected: (must provide survey and map)				
Location: Must provide map of road closure for all events and routes for 5K events)					
Will Alcohol be consumed?			Will Alcohol be sold?		
Diagram of event space to include stage(s), vendors, food trucks, etc.					

Signature of Applicant

Permit Fee \$ _____ Electricity \$ _____ Barricades \$ _____ Alcohol \$ _____ Dumpster \$ _____ Building \$ _____

*****Setup at Marina Square*****

NO vendors, bands, etc. will be allowed to setup or begin selling until **AFTER 3:00 pm on Saturdays** at Marina Square / Melody Lane. If not in compliance, they will immediately be shut down.

Initial Acknowledgement _____



SPECIAL EVENT WORK ORDER REQUEST

Event:

Date of Event:

	How Many	Where to drop off	Comments
Barricades			
Cones			
Detour Signs			
Road Closed Signs			
Electric if available			
Dumpsters:			
4 cy			
8 cy			
Irrigation - off			
Parklets			
Miscellaneous			



Fort Pierce Police Department Review

(Do NOT write below - For Police use only)

Special Event: _____

Comments: _____

Hiring of Police for Security and Crowd Control:

Hours	# of Officers	Rate	# of Supervisors	Rate	Total
		\$50.00/hour		\$55.00/hour	
Payments must be made one (1) week prior to the date of the event, unless specified. Payments should be made at the Fort Pierce Police Department, payable to "Fort Pierce Off-Duty Detail Association" in the form of check, cash or money order. Please contact Off-Duty Detail Coordinator, 772-467-6858. Designated holidays will be charged at the holiday rate, i.e. Thanksgiving Day, day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.					

Approved	Denied	Date: _____
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Signature – Chief of Police/Representative

CANCELLATIONS - The Fort Pierce Police Department reserves the right to cancel an off-duty detail assignment at any time. Vendors are permitted to cancel an off-duty detail, without incurring any costs, under the following conditions:

1. The vendor must make **personal contact** (either via phone or in-person) with the Off-Duty Detail Coordinator and inform him/her that they wish to cancel the Off-Duty Detail (office number is (772) 467-6858 or (772) 467-6881 Monday-Friday 8:00AM–4:00PM).
2. If the Off-Duty Detail Coordinator is unavailable, **personal contact** must be made with the On-Duty Road Patrol Supervisor by calling the 9-1-1 non-emergency number at (772) 465-5770.
3. This personal contact notification to cancel a detail must be done within twenty-four (24) hours of the start time of the Off-Duty Detail.
4. If notification of cancellation of the Off-Duty Detail is not made as required by this policy, then the vendor must pay the employee assigned to work the Off-Duty Detail the minimum 3-hour pay per officer at the Off-Duty Detail rate. As long as the vendor makes notification to the agency within the required time limits, they will not have to pay the 3-hour minimum required.
5. If the time worked is less than one-half (1/2) of the assigned time, the officer will be paid for the time worked or a minimum of three (3) hours, whichever is greater. If the time worked is greater than half (1/2) of the assigned time, the officer will be paid for the full time of the assignment scheduled.

"Personal contact" means the vendor must actually speak with either the Off-Duty Detail Coordinator (or his/her designee) or the Road Patrol Supervisor (no messages or e-mails). Cancellations made by voice messages or emails will not be accepted.