

Cover letter ✓ DW 7/22/24



U.T.B. UNITED THIRD BRIDGE, INC.

EDUCATIONAL AND CULTURAL FUND

FLORIDA'S 27TH ANNUAL PUERTO RICAN DAY PARADE AND MULTICULTURAL FESTIVAL

Saturday, October 5, 2024

Fred Poppe Regional Park, Palm Bay, Florida

utbine77@gmail.com 599 Teak Drive, Melbourne, FL 32935 (863) 381-4858 or (321) 292-2527

www.utbunitedthirdbridge.org

Co-Sponsorship In-Kind Services Proposal 2024

U.T.B. United Third Bridge, Inc. is a 501c3 not for profit organization that promotes and encourages the education of minorities, in addition to hosting events that celebrate the contributions of minorities living in Florida. This year's special Event U.T.B. United Third Bridge, Inc. Florida's 27th Annual Puerto Rican Day Parade and Multi-Cultural Festival in Palm Bay, Florida will be October 5, 2024, Saturday and will promote the city of Palm Bay as a desirable place to live, visit and to do business. We will also promote Palm Bay as a visitor destination, provide a positive economic impact and generate tourism associated revenue. We will continue to enhance the quality of life and well-being of all the residents of the community with our multicultural festival at Fred Poppe which we have been doing for the past 26 years. Our event will continue to advance the City of Palm Bay's commitment to and pride in being a multicultural community as we will continue to promote culture and artistic awareness.

Our events are free and open to the public, 27th Annual Puerto Rican Day Parade in Palm Bay on Saturday, October 5, 2024. This is the oldest Puerto Rican Day Parade in the State of Florida. It typically attracts anywhere from 1000-4000 people annually. This year commemorates the Parade and Multicultural Festival's 27th Anniversary. Our board is committed to carry on the legacy and vision for the Hispanic and minority community in Brevard County. Since the passing of our founder, Samuel Casiano Lopez, the City of Palm Bay has named the entrance in front of City Hall as "Samuel C Lopez Way", to honor him and all his accomplishments. Funds raised during this year's event will fund the Educational and Cultural Samuel Casiano Lopez Memorial scholarships for local Hispanic students in Brevard County.

Sponsorship is an extremely cost-effective marketing tool to reach out to the Hispanic and minority community in the City of Palm Bay. This year we are asking for your support again for our 2024 Florida Puerto Rican Day Parade in way of an in-kind CO-Sponsorship from your organization, The City of Palm Bay.

We are seeking:

- The Stage Rental Use
- The Stage Rental Set-Up/ Break Down fee
- The Special Event Fee
- Police for Parade route and event security
- Traffic
- City to provide their generator for the stage
- City to provide an onsite Electrician
- City to open restrooms at Fred Poppe Park
- Bleachers to be set up at Fred Poppe Park
- Fire inspection fees for parade floats and site inspection
- Trash cans and for the trash to be removed by the city and city staff available to help with emptying trash cans

• Extra Dumpster needed < DW 7/22/24

• 4 maintenance Staff → 9 hours each > DW 7/22/24

• Rec Staff → for Building & Event

Light towers
for Breakdown
x 4

Sunday
October 6th

We truly appreciate your continued support for the past 27 years of this event and we look forward to a successful parade and multicultural festival.
Thank you kindly,

Samantha Bickman

U.T.B. United Third Bridge, Inc.

PRDP24

President

Edwin Santos

U.T.B. United Third Bridge, Inc.

PRDP24

Chair

"Self Esteem Through Education"



CO-SPONSORSHIP REQUEST PACKAGE AND APPLICATION

FY2024

Organization Name: UTB United Third Bridge, Inc.
Event Name: Florida's 27th Annual Puerto Rican Day Parade + Festival ^{Multicultural}
Contact Name: Samantha Lopez-Bickman

City Use Only

Date Received: 3/14/2024

Received By: Daniel Waite

Council Meeting Date: August 15th, 2024

*Please submit a completed package and application with all applicable attachments to:

specialeventapplications@palmbayflorida.org

Subject Line: Co-Sponsorship Request – Event Name – Organization – Event Date

Co-Sponsorship Application

The City does not provide direct monetary funds, but in-kind services only

I.

The City of Palm Bay reserves the right to refuse any request of co-sponsorship.

Non-Profit/Organization Name: UTB: United Third Bridge, Inc.
Last Name: Lopez-Bickman First Name: Samantha
Address: 599 Teak Dr. Melbourne
City/State/Zip: Melbourne, FL 32935
Home Phone: N/A Cell Phone: 863-381-4858
Email: UTBinc77@gmail.com

Please select applicable options:

☒ Free Event ☒ Open to the public ☒ Tax exempt ☐ Government Entity

Applicant must submit a copy of their W-9 form and IRS Certification of Exemption

All application packets must be submitted well in advance of the event, at a minimum of forty-five (45) days prior to the allotted Regular Council Meeting (RCM) Agenda date as assigned by City staff where the application will be considered. (Organization representative must attend scheduled council meeting)

Event Date(s) being requested: October 6, 2024 (Sunday) DW
October 5, 2024

Events that do not qualify include the following:

* Charge a fee for public participation. This includes events with an admission fee, ticket fee, and/or team/individual entry fees) includes benefit walks, runs and challenges where participation fee or team fundraising takes place.)

* Are used to promote political parties or political advocacy groups.

* Are primarily focused on commercial or nonprofit promotion, fundraising, or personal gain.



Co-Sponsorship Application

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II.

The following evaluation criteria is being requested for recognition:

{Check all that apply and please explain your selections, you may attach answers as an additional sheet}



Provides public purpose by meeting one or more of the goals noted within the Co-Sponsorship Policy. {check all that apply}



Promote the City as a desirable place to live, visit and do business.



Promote the City as a visitor destination, provide a positive economic impact, and/or generate tourism-associated revenue.



Enhance the quality of life and well-being of some or all residents of the community



Advance the City's commitment to and pride in being a multicultural community.



Promote cultural and artistic awareness within the City.

Please explain:

see attached

In cover letter ✓ DW



Costs for this co-sponsorship serves a public purpose by providing or expanding public services or programs.

Please explain:

see attached

✓ → DW



The event complements current City Special Event Programming.

Please explain:

see attached

✓ - DW



Applicant has prior experience with organizing/producing this type of event.

Please explain:

UTB has had our parade and festival with the City of Palm Bay for over twenty plus years.



Co-Sponsorship Application

The City does not provide direct monetary funds, but in-kind services only

III.

The following evaluation criteria is being requested for recognition:

Please provide your in-kind request from the city that would affect in-kind City impact for which co-sponsorship is requested. Ex: Stage, Bleachers, Tents, PD, Fee Waiver, Etc. {separate sheet can be used if necessary}

see attached → ✓ In car letter

Volunteer hours the organization will provide to conduct this event, please break down by planning, set-up, breakdown and clean-up.

{Please provide a break down on separate sheet}

Estimated Total Hours: 1704 hours

Estimated Total Volunteers: 8-12

Please provide a full budget reflecting the contributions the organization will make toward the event, including all direct or in-kind costs, including volunteer group donations, staffing costs, or other sponsorships if applicable.

{Please provide a break down on separate sheet}

Estimated Total Monetary Contribution from Organization: \$19,125.00

*Funds will be available on a first-come, first-served basis.

*Consideration will be based on the availability of City funds at the time of the application.

*An eligible applicant seeking co-sponsorship shall not exceed \$12,500, of in-kind General Fund impact per event, and is limited to one co-sponsorship per fiscal year, per taxpayer identification number.

*For calculation purposes, in-kind labor is calculated for labor provided on the day(s) of event.



Co-Sponsorship Application

The City does not provide direct monetary funds, but in-kind services only

IV.

Applicant Check List

Please use this checklist to make sure you are submitting a completed Co-Sponsorship request application

- ☒ a. A cover letter describing how the event will meet each of the evaluation criteria, as stated above, will benefit the City, its residents and visitors;
- ☒ b. A completed City Special Events Application and Agreement;
c. In-Kind expenses/waivers from the City will be provided by the City of Palm Bay based on your response to section III and the completed special event application -
- ☒ d. A list of volunteer/staff hours the organization is providing to conduct the event, delineated by categories of event preparation to include (but not limited to): planning, set-up, breakdown, and clean-up.
- ☒ e. Applicant must also provide a full budget reflecting the contributions the organization will make toward the event, including all direct or in-kind costs, including volunteer group donations, staffing costs, or other sponsorships if applicable.
- ☒ f. Applicant must submit a copy of their W-9 Form for Taxpayer Identification Number and Certification, and
☒ A copy of the organizations IRS Certification of Exemption

Filing of an application is not a guarantee that co-sponsorship will be approved. Other factors may be reviewed, including but not limited to safety and liability concerns for the public, at the discretion of the City Manager. Following recommendation by the City Manager, the City Council will have the final determination as to whether the application is approved or denied, at a regularly scheduled Council meeting.

Submission Date:

3/14/2024

Applicant Signature:



Co-Sponsorship Application

The City does not provide direct monetary funds, but in-kind services only

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Submission Date:

Applicant Signature:



PRDP 2024 Budget

EXPENSES

TOTAL EXPENSES		
	Estimated	Actual

Parade	Estimated	Actual
Port A Potty	\$500.00	
Golf Carts	\$450.00	
Flags/Giveaways	\$550.00	
Insurance	\$475.00	
Total	\$1,975.00	\$0.00

Festival	Estimated	Actual
Sound System	\$1,500.00	
Artists expenses	\$3,500.00	
Insurance	\$700.00	
Media/Advert./Print	\$4,400.00	
Total	\$10,100.00	\$0.00

Award Ceremony/Gala	Estimated	Actual
Food	\$2,000.00	
Plates/Napkins/supplies	\$500.00	
Rent Linens	\$200.00	
Bar	\$750.00	
Photography	\$300.00	
Total	\$3,750.00	\$0.00

Awards/Postage/Tshirts	Estimated	Actual
Sashes	\$500.00	
Awards & scholarships	\$2,000.00	
Tshirts	\$300.00	
Mis. Admin fees		
ink, postage,paper,etc	\$500.00	
Total	\$3,300.00	\$0.00

City of Palm Bay	Estimated	Actual
Stage Rental Use/generator		
Stage Set up/ break down		
Special Event Fee		
Total	\$0.00	\$0.00

City of Palm Bay	Estimated	Actual
Police for Parade route		
event security, traffic		
Total	\$0.00	\$0.00

City of Palm Bay	Estimated	Actual
Trash Cans and city help		
onsite electrician		

Bleachers/ open restrooms		
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Fire inspections fees		
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Total	\$0.00	\$0.00
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Saturday, October 5, 2024

Fred Poppe Regional Park, Palm Bay, Florida

utbinc77@gmail.com [599 Teak Drive, Melbourne, FL 32935](https://www.utbunitedthirdbridge.org) (863) 381-4858 or (321) 292-2527
www.utbunitedthirdbridge.org

Volunteers – approximately 8 -12

Beginning February 1, 2024- ending October 5, 2024

Planning volunteer hours (approximately): 1680 hours

Set up: Friday and Saturday 16 hours

Breakdown/Clean up: Approximately 8 hours.

Total Hours: 1704

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
UTB United Third Bridge, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☒ Other (see instructions) ► **501C3 NON-profit organization**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
599 Teak Dr.

6 City, state, and ZIP code
Melbourne, FL 32935

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-			-			
--	--	--	---	--	--	---	--	--	--

or

Employer identification number

1	3	-	2	9	0	9	0	0	8
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ►  Date ► **3/14/2024**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 01/18

85-8012566775C-8	03/31/2021	03/31/2026	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

U T B UNITED THIRD BRIDGE INC
599 TEAK DR
MELBOURNE FL 32935-6306

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 01/18

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

FOOD VENDORS/ TENT VENDORS EVENT REQUIREMENTS

- All tents shall be secured with a minimum of 25 lb. weight on each leg or preferably 1 (8x8x16) cinder block per leg tied with rope directly to top frame of leg down to 25 lb weight.
- Tents shall be spaced at a minimum of 3 feet apart.
- Tents exceeding 900 sq ft in size will require a permit from the City of Palm Bay Building Department 321-953-8924.
- Food trucks shall be spaced 10 feet from other food truck vendors.
- All cooking vendors shall have a 10 feet separation from all other non-cooking vendors.
- No deep frying or open flames under tents unless the tent is Certified Flame Resistant.
- Food truck vendors/ cooking vendors shall have current DBPR License on hand, one Class K fire extinguisher with current tag, one 2A:10BC fire extinguisher with current tag.
- Hoods shall be clean and current tag of cleaning posted on hood.
- Hood suppression system shall have current tag, service and maintenance reports on hand.
- Any extension cords being used shall be in good condition.
- Taping, mending, or exposed wires on the extension cords will NOT be accepted.
- Any vendor(s) found not complying with any of the requirements may not be allowed to operate until compliance is made.
- Food Truck Vendors shall have current Certification for LP-Gas Systems from Licensed Company.
Attached is list of companies that can be used for Certification

Break Down Time: Oct 5, 24 Sat. 7:30pm Event End Time: 7pm Sat. Oct 5, 24

ROAD / TRAFFIC NEEDS

Will you be requesting any road closures? ☒ Yes ☐ No

Parade Inside of
FPZP

Championship
Circle NW

Name of specific street/road: (Heritage HS. → Fred Poppe Park) Malabar Rd NW

Times of Road Closure: 9:30 AM → end of parade 11:00 AM approx.

Please include all roads to be closed on the site map that is submitted, including location of any barricades, cones, etc. Applicant must provide written notification to each occupant within the proposed event area at least two weeks prior to the event.

TEMPORARY STRUCTURES

Will you have Temporary Structures? ☒ Yes ☐ No

☒ Booth If yes, how many?: 20 Measurements: Same as last yr.

☒ Tent If yes, how many?: 20 Measurements: Same as last yr.

If the tent is over 800 square feet in size, the tent will require a permit from our City Building Department.

☐ Inflatables If yes, how many?: N/A Measurements:

☐ Other

All items above must be clearly marked with all details on the site map that is submitted.

MUSIC INFORMATION

Will music be provided at your event? ☒ Yes ☐ No

Will there be sound amplification? ☒ Yes ☐ No

☒ Band ☒ DJ ☐ Stereo System ☐ Other

List sound/equipment provider: U.T.B.

Applicant must adhere to the City of Palm Bay Special Event Ordinance Number 2019-09. The maximum permissible sound level is 65db at the event boundary. If the adjacent land use is residential, the level may not exceed 55db.

FOOD / VENDORS

Will there be food? ☒ Yes ☐ No

Provided at a charge? ☒ Yes ☐ No

Will there be soft drinks/water? ☒ Yes ☐ No

Provided at a charge? ☒ Yes ☐ No

Will there be vendors? ☒ Yes ☐ No

If yes, how many vendors? 40 Vendors

If yes, what kind? ☒ Cooking Vendor ☒ Non-Cooking Vendor

approx. 8 food trucks.

A Business Tax Receipt and Department of Health Certificate is required for the sale or distribution of food. Already prepared food must be approved by the Department of Health prior to the event. All vendors location must be clearly marked on the site map that is submitted.

ALCOHOL

Will there be alcohol? ☒ Yes ☐ No

Provided at a charge? ☒ Yes ☐ No

☒ Beer ☐ Wine ☐ Liquor

A State license is required for alcohol sales and can be obtained from the Florida Division of Alcoholic Beverages. The sale of alcoholic beverages must follow the liquor control regulations of the City and the State of Florida.

MISCELLANEOUS

Will off-site parking be used at the event? ☐ Yes ☒ No If yes, location?

Will you need electricity? ☒ Yes ☐ No Will you be using generators? ☒ Yes ☐ No

Are you providing additional dumpsters? ☐ Yes ☒ No If yes, provider name:

Are you providing additional toilets? ☒ Yes ☐ No If yes, provider name:

How many additional toilets will you have? How many toilets will be ADA Accessible?

(Some as last year)

NOTICE: You must have at least one ADA Accessible portable toilet for your event.

Will there be first-aid stations? ☐ Yes ☒ No Will there be amusement rides? ☐ Yes ☒ No

Will there be fireworks? ☐ Yes ☒ No Will there be fire? ☐ Yes ☒ No

SERVICES REQUESTED BY APPLICANT:

☒ Police Officer(s) If yes, how many? *10 approx. (Some as previous years)*

The City reserves the right to assess the need for additional City services.

Please be aware that employing a service member incurs a fee for each person requested for your event. Each police officer requested is a paid, off-duty detail and forms/applications will be sent from the PD for request review.

SITE PLAN REQUIREMENTS

Detailed Site Plans are required for special events on City-owned and non-City-owned properties.

A preliminary site plan for city-owned property shall be submitted no less than thirty (30) days before the event. A final site plan must be submitted no less than fifteen (15) days before the event.

A preliminary site plan for non-city-owned property shall be submitted no less than ten (10) days before the event. A final site plan must be submitted no less than five (5) days before the event.

****Please refer to the City of Palm Bay Special Event Ordinance Number 2019-09 for full details regarding the Site Plan Requirements****

INSURANCE REQUIREMENTS

Applicants for a Special Event on City property must follow the insurance requirements as described in the City of Palm Bay Special Events Ordinance Number 2019-09:

- Commercial General Liability
- Worker's Compensation and Employer's Liability
- Liquor Liability (if alcoholic beverages are to be sold, served, or consumed at the event)

The City must be provided with a Certificate of Insurance listing the "City of Palm Bay" as the Certificate Holder and naming the "City of Palm Bay" as an additional insured. The insurance requirements must be met not less than fifteen days (15) days prior to the scheduled event.

****Please refer to the City of Palm Bay Special Event Ordinance Number 2019-19 for full details regarding the insurance requirements for Special Events held on City owned property****

APPLICANT SIGNATURE

I hereby certify that the information provided in this application is true and correct and agree to adhere to the City of Palm Bay Special Events Ordinance 2019-09.



Applicant (Required)



Date (Required)

If you are submitting this document electronically, please email this document to:
specialeventapplications@pbfl.org

**An attachment notating the approval by the pertinent
City of Palm Bay Departments will follow this page.**

UTB United Third Bridge Puerto Rican Day Parade + Oct. 5, 2024 Multicultural Festival

