

HAVE EVERYTHING YOU NEED?

MAKE SURE YOU SUBMIT EVERYTHING NEEDED FOR APPROVAL

AT LEAST 8 WEEKS BEFORE EVENT:

- Application signed and dated
- VPA Rental Application [if applicable]
- Submit VPA Deposit
- Insurance Certificates
- Indemnity & Hold Harmless Agreement
- Event Layout/Map
- Licensed and bonded security for event (if applicable). *Any event with an expected attendance of 200 or more, should have 1 security guard per 200 people to manage crowd control.*
 - 1 security personnel per 200 people
 - Events with Alcohol- 1 security personnel per 100 people
- Schedule a walk-thru with VPA staff [if needed]
- Public Works Application [if needed]
- Attend Park Board meeting [if applicable]
- Resource / Scholarship Application [if applicable]

AT LEAST 2 WEEKS BEFORE THE EVENT:

- St. Joe County Health Department Temporary Food Permit Application (if applicable)
- Approved ATC Beer and Wine Permit (if applicable)
- Rental agreements with any outside companies (tents, equipment, AV, portable restrooms, etc.)
- Insurance certificates from any outside companies for inflatables, entertainment, etc.
- Submit Full Park Usage Fee

THANK YOU

We appreciate you contacting Venues Parks and Arts and taking the time to fill out our parks use application. Someone will get back in touch with you soon regarding the next steps and assist you in making your event a possibility.

Have a great day!