



CITY OF GREEN COVE SPRINGS
APPLICATION FOR BUSINESS BANNER DISPLAY
BANNERS CANNOT BE LARGER THAN 8 FT. BY 2 FT.

APPLICANTS MUST PROVIDE CORDS FOR HANGING UP BANNER

PROPOSED USE: Advertise for 3rd Saturday Market in the Park

TIME NEEDED FOR SPACE: The day before 3rd Saturday, Market in the Park

ORGANIZATION NAME: Green Cove Springs Business League

ORGANIZATION ADDRESS: 203 N. Orange Ave. PHONE: 904-662-3444

CONTACT NAME: Brandon Basselli or Pam Lewis

CONTACT'S ADDRESS: 203 N. Orange Ave. GCS. PHONE: 904-662-3444

CONTACT'S E-MAIL ADDRESS: GCSBL.com, gcsbusinessleague@gmail.com

SIZE OF BANNER: 3rdsatmarketinthepark@gmail.com

(BANNERS LARGER THAN 8 FT. BY 2 FT. CANNOT BE USED)

CONTENT OF BANNER

3rd Saturday, Market in the Park
10 AM - 2 PM

Temporary banners may be erected and displayed at areas designated by the City Council under the following terms and conditions:

- 1. Only Clay County-based nonprofit organizations approved, Clay County governmental entities, and recognized churches located within the city limits of Green Cove Springs may be allowed to erect temporary banners.
2. Temporary banners may be displayed for no longer than fourteen (14) days and cannot be any larger than 8 ft. x 2 ft.
3. The applicant will provide the City with the cords to hang the banner.
4. The City reserves the right to limit the number of banners displayed at one time.
5. Acceptance of applications for the display of banners shall be first come, first served.
6. Banners must be picked up within 7 days of being removed or they will be disposed of.

I have read and accept the terms and conditions stated above:

Applicant Signature: Pamela J Lewis Date: 1-25-2026

City Approval: Kimberly House Date: 1-26-26

FEEES

Minor Event: \$50 *We have not paid an event fee as the City is a co-sponsor. We can if that is a requirement.*

Major Event: a. \$500.00 for the first 5,000 persons in attendance over the entire event.
 b. \$100.00 for each additional 1,000 persons in attendance.

The applicant will pay the appropriate fee based on estimated total attendance but must provide attendance figures after the event to verify fees paid.

AFFIDAVIT OF APPLICANT

I certify that I am at least eighteen (18) years old, that I am empowered to execute this application on behalf of the host organization, and that the information on this application is true and complete to the best of my knowledge. I agree to hold harmless, indemnify and defend the City of Green Cove Springs, its officers and employees from any liability costs and attorney fees, which may arise from the Special Event.

I understand that this Special Event application does not guarantee approval of my event or reservation of the event location. I understand that failure to provide information and/or failure to obtain permits by established deadlines will result in cancellation of such Special Event.

I agree to comply with all City ordinances and regulations in connection with this Special Event. I understand that the violation of any City ordinances and/or regulations during the event will result in immediate termination at the City's discretion and ineligibility for future Special Events.

I understand it is my responsibility to (1) ensure all vendors are properly licensed with the appropriate authorities and (2) return the site to its original condition after the event. Food vending is subject to inspection by the Department of Business and Professional Regulations, Division of Hotels and Restaurants (DBPR). Event coordinators are responsible for notifying DBPR that they intend to conduct an event with food vendors. Call DBPR – (850) 487.1395 for details. Alcoholic beverages may not be consumed as part of the event without the appropriate State and City approvals

I understand temporary signs and banners are not allowed in the City Limits of Green Cove Springs unless in areas designated by the City Manager or for events which are City Sponsored. Signage otherwise would be limited to the duration of the event.

I agree to pay the City for any services required in staging this Special Event. I understand that a Final Permit authorizing the conduct of the event will not be issued until all permit fees are paid and all required information has been provided.

If the event is cancelled after receipt of the permit, I understand a refund is not guaranteed. Any changes in venue or event dates must be submitted to Kimberly Thomas, Executive Assistant/Event Coordinator to be routed for review; approval of changes is not guaranteed.

Applicant Signature *Pamela J Lewis*

Applicant Printed Name Pamela J. Lewis

Applicant Title(if any) Board / Green Cove Springs Business League

Date 1-25-2026