Altamonte Springs

225 Newburyport Avenue
Altamonte Springs, Florida 32701-3697

APPLICATION FOR SPECIAL EVENTS PERMIT

PLEASE TYPE OR PRINT CLEARLY: **TODAY'S DATE:** _____

AN APPLICATION FOR A SPECIAL EVENTS PERMIT SHALL BE FILED WITH THE CITY CLERK'S OFFICE NOT LESS THAN THIRTY (30) CALENDAR DAYS PRIOR TO THE DATE AT WHICH THE EVENT IS TO OCCUR.

Name of Organization:_____

Organization Address:_____

Authorized Representative:_____

Cell Phone #:_____ Work Phone #:_____

Email Address:_____

Secondary Contact Person:_____

Cell Phone #:_____ Work Phone #:_____

Describe the Event:_____

_____

_____

Approximate Number of: Spectators: _____ Participants:_____

Event Start Date: ___/___/____ Initial Setup Start Time: _____ am/pm

Event Start Time: _____ am/pm Event End Date: ___/___/____

Event End Time: _____ am/pm Breakdown End Time: _____am/pm

Location of Event:_____

Owner of Property:_____

Cell Phone #:_____ Work Phone #:_____

Email Address:_____

Banners or Attention Getting Devices: ☐ Yes ☐ No If Yes, Attention Getting Devices and Banners require a separate permit with the Building/Fire Safety Division. Temporary signage is not permitted in right-of-ways.

Alcohol Served: ☐ Yes ☐ No If Yes, State Alcoholic Beverage License REQUIRED for sale for alcoholic beverages 1-800-375-6975 and approval from the Police Department.

Public Facilities or Equipment Used: ☐ Yes ☐ No If Yes, please indicate on the attached site plan.

Canopy/Tent Use: ☐ Yes ☐ No If Yes, subject to permits as required by the Building/Fire Safety Division.

Electrical Use: ☐ Yes ☐ No If Yes, subject to permits as required by the Building/Fire Safety Division.

Electrical Power Provided With: ☐ Generator ☐ Temporary Power Drop ☐ Property Power

Gas Fueled Equipment: ☐ Yes ☐ No

Fuel Sources: ☐ Propane gas ☐ Natural gas ☐ Diesel Fuel ☐ Gasoline

Cooking Equipment Use: ☐ Yes ☐ No If Yes, subject to approvals as required by the Florida DBPR, Division of Hotels and Restaurants. Contact number 1-850-487-1395.

Types: ☐ Fryers ☐ Propane Grills ☐ Charcoal Grills ☐ Concession Trailer ☐ Food Trucks

Rides: ☐ Yes ☐ No If Yes, may require State inspection 1-850-488-9790.

Type: ☐ Mechanical ☐ Inflatables ☐ Manual ☐ Animals

Pyrotechnic/Fireworks Displays: ☐ Yes ☐ No If Yes, requires separate approval process completed by Company with the Building/Fire Safety Division. (The release of Sky Lanterns is not permitted under state law.)

Streets to be Closed or Traffic Control: ☐ Yes ☐ No If Yes, requires separate approval process completed by applicant with the Police Department.

Fire or Law Enforcement Stand-by Requested: ☐ Yes ☐ No If Yes, requires separate approval process completed by applicant with the Police Department and Seminole County Fire Department. (Law enforcement or fire/ems stand-by may be required by the City for certain events/activities and at the applicant's cost.)

Live Television or Radio Broadcast: ☐ Yes ☐ No

Band, Music or Sound Amplification Devices: ☐ Yes ☐ No If loud sounds are created that require a permit under Section 12-9 of the City Code, a letter requesting a permit for such activity must accompany this permit application.

Temporary Water or Sewer Connections Requested: ☐ Yes ☐ No If Yes, requires separate approval process completed by the applicant with the Public Works Department.

Documents to be presented to the City with completed application:

☐ Site Plan (Maximum Size of 8 ½" X 11" including the following information):

___ Location of food vendor area(s)

___ Canopy/Tent Locations w/ sizes

___ Fuel storage/dispensing areas

___ Emergency Access Route for LEO & Fire

___ Location of vendor booths & games

___ Residential trailers for crews (carnivals)

___ Cable covers for electrical lines & hoses that are in path of egress for patrons

___ Location of hazards on property such as ditches, canals, lakes, construction, etc.

__ Location of fire extinguishers & other required life safety equipment

___ Description of sound amplification facilities or equipment to be utilized

___ Location and description of Attention Getting Devices (Balloons, etc.)

___ Location of generators

___ Location of temp power drop

___ Rides w/ descriptions

___ Identify any fences/gates around event

___ Stage locations

___ Table, chair, and equipment layout

___ Distances of structures, roadways, cooking equipment, canopies, etc.

___ Traffic routing, road closures, separation of parking area from event

___ City facilities or equipment to be utilized

___ Location and description of banners or signage (not permitted in ROW)

___ Location of portable restrooms

☐ Copy of written permission from the property owner allowing the event on their property.

☐ If the event is on City right-of-way, parks or other City property, provide a copy of proof of public premises liability insurance in the amount of $1,000,000, naming the City of Altamonte Springs as an additional insured. If liquor is to be served on City right-of-way or other City

property, the applicant will also need to provide proof of liquor liability naming the City of Altamonte Springs as an additional insured.

☐ Proof of Non-Profit Organization Status (If Applicable).

☐ Business Tax Receipt Application (If Applicable).

☐ If regulated by the State of Florida, copy of State License (If Applicable).

PLEASE NOTE: The issuance of a Special Events Permit from the City shall NOT relieve any person from the duty to secure other City, State or County permits or approvals as may be required to include, but not be limited to, Department of Business and Professional Regulation, Health Department, tent permits, fireworks permit, attention getting device permits, business tax receipt, etc. The applicant agrees that no advertising for the event shall occur until this Special Event Permit has been approved. If any information is found to be false, incomplete or misrepresented, such fact is just cause for the immediate revocation of any permit issued. In addition, failure to correct any on-site condition or code violation as identified by the City staff will result in revocation of the permit and/or code enforcement fines.

Indemnification, Insurance and Additional Costs

The applicant and any other persons, organizations, firms or corporations on whose behalf the application is made agree that they will jointly and severally indemnify and hold the City harmless against liability, including court costs and attorney's fees, and attorney's fees on appeal, for any and all claims for damage to property, or injury to or death to persons, arising out of or resulting from the issuance of the permit or the conduct of the Special Event. The applicant may be required to provide insurance, as determined by the Risk Manager. In that case, the City shall be named as an Additional Insured. The applicant also agrees to reimburse the City for all costs due to damage, or use of City resources that are unanticipated but required to support this event.

_____ _____

Applicant's Signature Title

_____

Printed Name

**********FOR CITY DEPARTMENT REVIEW ONLY**********

Department/Division Routing:

a) Police Department	b) Growth Management/BFSD	c) Public Works Department
d) Events Management	e) Economic Development	f) Risk Management

Provide email comments back to Ginger Wright at gwright@altamonte.org and Joyce Rund at jrrund@altamonte.org within 7 calendar days of application receipt by the City. Comments need to include a specific denial or approval of the permit and any specific conditions required to be met or listed on the permit.