



## APPLICATION FOR SPECIAL EVENT PERMIT

Date: \_\_\_\_\_

An application for a special events permit shall be filed with the City Clerk's office no less than 30 calendar days prior to the event date.

Name of Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Initial Set-Up Time: \_\_\_\_\_  AM  PM / Breakdown End Time: \_\_\_\_\_  AM  PM

Event Start Time: \_\_\_\_\_  AM  PM / Event 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 and 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. For outdoor events, existing license holders are required to obtain State approval of a temporary extension of licensed premises.

**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 and Fire Safety Division.

**Electrical Use:**  Yes  No

If Yes, subject to permits as required by the Building and 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 of Rides:  Mechanical  Inflatables  Manual  Animals

**Pyrotechnic/Fireworks Displays:**  Yes  No

If Yes, requires separate approval process completed by the display 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)
  - Location of generators
  - Canopy/Tent Locations w/ sizes
  - Location of temp power drop
  - Fuel storage/dispensing areas
  - Rides w/ descriptions
  - Emergency Access Route for LEO and Fire
  - Identify any fences/gates around event
  - Location of vendor booths & games
  - Stage locations
  - Residential trailers for crews (carnivals)
  - Table, chair, and equipment layout
  - Cable covers for electrical lines and hoses that are in path of egress for patrons
  - Distances of structures, roadways, cooking equipment, canopies, etc.
  - Location of hazards on property such as ditches, canals, lakes, construction, etc.
  - Traffic routing, road closures, separation of parking area from event
  - Location of fire extinguishers and other required life safety equipment
  - City facilities or equipment to be utilized
  - Description of sound amplification facilities or equipment to be utilized
  - Location and description of banners or signage (not permitted in ROW)
  - Location and description of Attention Getting Devices (Balloons, etc.)
  - Location of portable restrooms
  - Location of alcoholic beverage service areas (if applicable) and boundary line of consumption areas. This information shall be consistent with the State Alcoholic Beverage License application.
- 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:

1. Police
2. Growth Management
3. Building and Fire Safety
4. Public Works
5. Events Management/TCSI
6. Risk Management

**City Staff**—Provide email comments back to [BusinessTax@altamonte.org](mailto:BusinessTax@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.