



APPLICATION FOR SPECIAL EVENT PERMIT

225 Newburyport Avenue | Altamonte Springs, FL 32701 | www.Altamonte.org

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. 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/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 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 & 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 & 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 & 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:

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

City Staff: Provide email comments back to Rachel Demasi at rdemasi@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.