



## ***SPECIAL EVENT APPLICATION PROCESS***

- **Sec. 57:71, Paragraph A: There shall be no more than two special event permits granted with reference to any single property of an applicant during a given calendar year, unless approved by the City Commission or City Manager.**
- Applications must be submitted to Code Enforcement with all required documents listed in the application check list.
- The application must be submitted **NO LESS THAN THIRTY (30)** days prior to the scheduled event.
- **Incomplete Applications will not be accepted.**
- If City Staff and or Facilities are required for the event, the applicant is responsible for contacting the appropriate departments' representatives directly to communicate and coordinate their needs.

Capt. Pat McCabe	Fire Department	407-599-3608
Lt. Randy Durkee	Police Department	407-599-3256
Johnny Miller	Parks Department	407-599-3323
Butch Margraf	Public Works/Traffic	407-599-3411
Larry Sylvester	Streets Department	407-599-3537

- The non-refundable application processing fee will be the only fee accepted upon application submittal.
- The Permit fee and Street Closure Fee (if applicable) will be accepted upon application approval.
- **THE EVENT IS NOT APPROVED UNTIL PERMIT IS PRESENTED TO THE APPLICANT.** We recommend that you do not proceed with advertising your event until you have received your permit of approval.
- The submission of an application should not be considered, and is not a guarantee of approval.

Thank you in advance and we look forward to working with you in coordinating your event.

**City of Winter Park Code Enforcement 407-599-3600**

## ***Special Event Permit Requirements Checklist***

### **When required:**

Special event permits are required for any occasion or event including but not limited to exhibitions, celebrations, festivals, shows, and any event that is not a normal function of any location or zoning district.

### **Processing a Special Event permit application:**

After the application has been submitted with all required information, allow 14 days prior to the event for processing and approval. If City Commission approval is required, processing may take thirty (30) to forty-five (45) days for approval and issuance of the permit.

### **PLEASE COMPLETE THE FOLLOWING CHECKLIST**

- Applicant's full name, address, telephone number, & proof of identity, & person to contact during the event.
- A full and complete description of the event or activity to take place.
- A plan detailing the general layout of the event.
- The duration of the event, with the date and time.
- Specific address and location at which the event will be conducted.
- An estimate of the anticipated attendance of the event.
- Proposed arrangements to provide for all off-street parking on the site of the event or on adjacent property.
- Description of proposed use of temporary structures, arrangement & duration of the structures.
- Proposed plan for sanitation, including disposal of waste & refuse & placement of portable toilet facilities.
- Proposed plan for street or sidewalk closures.
- Proposed utilization of City employees, equipment, and facilities, if applicable.
- Signed consent forms
- A hold harmless agreement in favor of the City executed by the applicant.
- General liability insurance certificate in the amount of \$1,000,000 & naming the City as additional insured.

### **Other Requirements or limitations:**

1. Signage shall be limited to one temporary sign no larger than 32 square feet in area and one banner sign measuring 2 feet by 18 feet or less.
2. Signage shall not be placed on the public street right-of-way or public property.
3. Signage may not be displayed more than 4 days prior to the start of the event and must be removed at the end of the event.
4. No more than one special event per year.
5. Hiring of off-duty police officers or security personnel may be required.
6. Payment of fees for additional services that may be required by the event.



# SPECIAL EVENT APPLICATION

City of Winter Park  
401 S Park Avenue  
Winter Park, FL 32789  
407-599-3600

PERMIT # \_\_\_\_\_

DATE OF SUBMITTAL: \_\_\_\_\_

FEES:	FOR PROFIT:	NON-PROFIT:
<b>PROCESSING</b>	<b>\$100.00</b>	<b>\$10.00</b>
<b>PERMIT</b>	<b>\$50.00</b>	<b>\$30.00</b>
<b>STREET CLOSURES (UP TO 400 PEOPLE)</b>	<b>\$100.00</b>	<b>\$100.00</b>
<b>STREET CLOSURES (401 + PEOPLE)</b>	<b>\$200.00</b>	<b>\$200.00</b>

**\*\*\* ALL FEES ARE NON-REFUNDABLE \*\*\***

CHECK ONE: For Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_ (Must provide proof of IRS Code 501C(3))

Charity the event is supporting/how much was raised at event last year (if new event, N/A).

\_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

ADDRESS OF EVENT: \_\_\_\_\_

DATE OF EVENT: From \_\_\_\_\_ To \_\_\_\_\_

TIME OF EVENT: From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

**ANY EVENTS THAT INVOLVE USE OF PUBLIC PROPERTY, CREATE TRAFFIC, NOISE, OR SIMILAR CONCERNS MAY REQUIRE APPROVAL BY CITY COMMISSION.**

DETAILED EVENT DESCRIPTION EXPLAINING BRIEFLY HOW EVENT WILL BENEFIT THE RESIDENTS AND BUSINESSES OF WINTER PARK: (Please see attached information sheet)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Use of the city's official seal on any marketing, promotional or like materials without approval by the City of Winter Park is in violation of the city seal's copyright. Please direct all matters and inquiries related to using the city seal on event materials to the Communications Department at 407-599-3343 or e-mail [PRDept@cityofwinterpark.org](mailto:PRDept@cityofwinterpark.org).*

City Seal required: **YES** \_\_ **NO** \_\_ Est. Attendance: \_\_\_\_\_ City Staff Required **YES** \_\_ **NO** \_\_

Will there be any type of sound equipment: **YES** \_\_ **NO** \_\_ If yes, please describe below:

\_\_\_\_\_

Are there any active construction sites within the area of this event? **YES** \_\_ **NO** \_\_

Are alcoholic beverages being: Served? **YES** \_\_ **NO** \_\_ Sold? **YES** \_\_ **NO** \_\_

**(State Alcoholic Beverage License REQUIRED for sale of alcoholic beverages. 1-800-375-6975)**

\*\*\*\*\*

APPLICANT/CONTACT PERSON NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

# SPECIAL EVENT- HOLD HARMLESS AGREEMENT

**Date of Coverage:** \_\_\_\_\_

CITY OF WINTER PARK  
401 S. PARK AVENUE  
WINTER PARK, FLORIDA

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

I, \_\_\_\_\_, agree to protect, indemnify, defend, save and hold harmless the City of Winter Park, its officers, and employees from any and all claims, liability, lawsuits, damages, and causes of action which may arise out of the permit or the permittee's activity on the permitted premises in accordance with Chapter 90, Section 90-161 (a) of the City of Winter Park Code of Ordinance.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

## SPECIAL EVENT CONSENT

**Chapter 26, Section 26-109 (9) and Chapter 58 Section 58-82 b 1.2.: Neighborhood consents signed by the majority of proprietors or authorized representatives of any business and residents and occupants of any property located within a 500 foot circumference of each film production or Special Event site as well as a signed consent from each neighboring business or resident on the immediate right, left, front, and rear of the film production or Special Event site. The consents shall be informed consents reflecting that the signatory party has been advised of the location, duration, and nature of the film production, including any special effects and the number and type of production vehicles to be used.**

NAME OF EVENT: \_\_\_\_\_

ADDRESS OF EVENT: \_\_\_\_\_

DATE OF EVENT: From \_\_\_\_\_ To \_\_\_\_\_

TIME OF EVENT: From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

APPLICANT/CONTACT NAME/COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

EVENT DESCRIPTION (Include nature of film, any special effects, & number & type of production vehicles)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

\*\*\*\*\*

**YES, I give my consent for the above-described event/filming.**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

\_\_\_\_\_  
CONSENTING SIGNATURE

\_\_\_\_\_  
DATE