

# Welcome to the City of Cocoa Beach

The City of Cocoa Beach celebrates special events for their contributions to cultural, community and economic growth. We are pleased you have selected Cocoa Beach as the site for your special event. Cocoa Beach strives to provide excellent customer service while facilitating your event needs.

City Event Coordination staff oversee the outdoor special event permitting process. We serve as a resource to assist event organizers during event planning and will coordinate the collaborative involvement of City resources. Depending on the scope of your event, a number of City departments may be involved in the logistics necessary to produce a safe and successfully executed event. The **Outdoor Special Event Permit Application** will facilitate these requirements.

The **Special Event Resolution** has been developed for you to use as a reference while you complete your application. The Resolution provides a review of the process and key information needed during the planning stages of your event. Please feel free to contact the City Event Coordination staff at 321-868-3252 or [lmclean@cityofcocoabeach.com](mailto:lmclean@cityofcocoabeach.com) if you have any questions.

It is our goal to work with event organizers to ensure safe and successful events are held in the City of Cocoa Beach. We hope you find these instructions helpful in completing your Outdoor Special Events Application and your event is a great success!

Sincerely,

City Events Coordinator  
City of Cocoa Beach



DATE: \_\_\_\_\_

### SPECIAL EVENTS APPLICATION

The City of Cocoa Beach understands the benefits of holding Special Events in the City for our residents and guests. Please take the time to fill out the Special Events Application completely before submitting it.

All Special Events applications are reviewed by City Staff. After all documents are turned in a Special Events Committee Meeting is scheduled with the event promoter and City Staff to facilitate the event.

The attached check list will assist you in filling out the application and helping you to be sure you have all necessary documents prior to the Special Events Committee meeting.

TYPE OF EVENT: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

EVENT TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

EVENT PROMOTER: \_\_\_\_\_

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

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

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

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

ESTIMATED ATTENDANCE NUMBERS: \_\_\_\_\_

ALCOHOL: YES \_\_\_\_\_ NO \_\_\_\_\_

MUSIC: YES \_\_\_\_\_ NO \_\_\_\_\_

TEMPORARY STRUCTURES: YES \_\_\_\_\_ NO \_\_\_\_\_

Types (circle all that apply): Stages Fencing Bleachers Tents Booths

Scaffolding Bandstands Other \_\_\_\_\_

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SPECIAL EFFECTS:      YES \_\_\_\_\_      NO \_\_\_\_\_

Types of special effects: \_\_\_\_\_

FOOD TRUCKS:      YES \_\_\_\_\_      NO \_\_\_\_\_

Please attach to application:

- Schedule of events per day
- Parking Plan
- Site Plan
- Sanitation Plan
- Dune Protection Plan (if located adjacent to or on beach)

All vendors that do not have a City of Cocoa Beach Business Tax Receipt must purchase a temporary one for every event.

No fires on the beach during turtle season (March 1- November 1).

All fire permits must be obtained from Cocoa Beach Fire Department.

All aerial events must have FCC approval/permit.

Turtle Permits are required by State of Florida during turtle season to have structures on the beach (March 1- November 1).

Special Events will be strictly limited during Spring Break (three weeks before Easter and three weeks after Easter, March and April).

Agree to abide by all conditions  
(Promoter/Event Applicant)

City of Cocoa Beach

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Signature/Date

**Special Events Checklist**

Date and times of Event:

Applicant Name:

Event Name:

Contact number day of event:

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

**Documents needed for Special Events Meeting**

- Complete site plan.
- Complete parking plan- including property owner approvals
- Sanitation site plan (trash and portable toilets). Number determined by City.
- Dune protection plan (if required).
- Letter from upland owner authorizing the event at their location,if required.
- If needed per ordinance, copy of letter/postcard notifying surrounding businesses and/or residents.
- Proof of insurance naming City of Cocoa Beach as an additional insured.  
\* City determines security numbers- Police and Fire.

**Documents needed prior to issuing Special Event Permit**

- All of the above documents on file.
- Turtle Permit (March 1- November 1).
- Proof of Temporary Business Tax Receipts for vendors.
- All City fees paid.

**Event Promoter requirements**

- Schedule building inspections, as needed.
- Schedule Fire inspections, as needed.
- Schedule lifeguards through Brevard County, as needed.

**Post Event**

- Remove all signs and banners within 24 hours of event completion.
- Clean up of event area immediately after completion of event.
- Remove all trash cans, portable toilets within 24 hours or the Monday following the event if event ends on Saturday, Sunday or holiday.

\_\_\_\_\_  
Promoter

\_\_\_\_\_  
City Of Cocoa Beach