

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@cityofcocoa-beach.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 _____

Special Events Application (pg 2)



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