



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