

# SPECIAL EVENTS APPLICATION

This section to be completed by City Special Events Coordinator

Meeting Date _____			
<input type="checkbox"/> Processing Fee Paid	<input type="checkbox"/> IRS Form W-9	<input type="checkbox"/> Insurance	<input type="checkbox"/> PD
<input type="checkbox"/> Site Sketch Provided	<input type="checkbox"/> Class A \$225.00	<input type="checkbox"/> Wedding	<input type="checkbox"/> Fire
<input type="checkbox"/> Tentative Schedule of Events	<input type="checkbox"/> Class B \$175.00	<input type="checkbox"/> Parking Plan	<input type="checkbox"/> EMT
<input type="checkbox"/> Cost Sheet	<input type="checkbox"/> Class C \$35.00	<input type="checkbox"/> Sanitation Plan	<input type="checkbox"/> Development Services
			<input type="checkbox"/> Finance
			<input type="checkbox"/> Marketing
			<input type="checkbox"/> Events Coordinator
			<input type="checkbox"/> Public Works
			<input type="checkbox"/> Other

Event Sponsor/Promoter(s)/Production Company

Name of Organization \_\_\_\_\_ Tax Exempt No. \_\_\_\_\_

Billing Address \_\_\_\_\_

Event Contact Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cellphone # \_\_\_\_\_ Fax# \_\_\_\_\_

Email Address: \_\_\_\_\_ Day of event contact # \_\_\_\_\_

Name and Type of Event/Production \_\_\_\_\_

Location of Event: \_\_\_\_\_

Letter from upland property owner/or property owner authorizing event.  Yes  No

Date of Event: \_\_\_\_\_

# SPECIAL EVENTS APPLICATION

Times of Event:

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Type of Event Activities

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Special Effects

Provide description

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Advertising Materials: Please list types and placement

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Alcohol Sales  Yes

No

License  Yes

No

Business Tax Receipt

Yes

No

Tax Receipt #

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Music

Yes

No

Main Sound System Location

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Proposed Temporary Structures

Fences

Bleachers

Bandstands

Booths

Scaffolding  Tents

Stages

Other- Explain

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Police required per Ordinance

Firemen/EMT required per Ordinance

# SPECIAL EVENTS APPLICATION

Access

Parking - where \_\_\_\_\_

Type of Vehicles

Cars

Buses

Vans

Other \_\_\_\_\_

Public Street

Closures

Detours

Barricades

Parking meters to be rented

Yes

No

Number \_\_\_\_\_

Parking Agreements with owners of properties

Yes

No

Handicapped Accessibility

Yes

No

Adjoining Properties Impacted

Yes

No

Notified

Sanitation

Number of portable toilets

Locations \_\_\_\_\_

Number of garbage cans

Locations \_\_\_\_\_

Environmental Protection Permits

Turtle

Property  
dunes

DEP beach

DEP Turtle

USCG

FAA

DOT

Other

Measures that will be used to protect property and turtles \_\_\_\_\_

Estimated Peak Number of Participants: (each day of event):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_