



SPECIAL EVENTS PERMIT APPLICATION

APPLICATIONS MUST BE RECEIVED BY CITY BY AT LEAST 45 DAYS OF EVENT.

FEE: \$25.00 Please note this fee is non-refundable

| APPLICANT INFORMATION | | | | | | | | | | |
|------------------------------|------------------------------------|--|---------|----------------|--|----------|------------------|----------|--|--|
| Name | | | | | | | | | | |
| Address | | | | | | | | | | |
| Contact # | | | | | | Fax # | | | | |
| Email Address | | | | | | | | | | |
| Organization Name | | | | | | | | | | |
| 501(c)3 (check yes or no) | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | | |
| Website Address | | | | | | | | | | |
| EVENT INFORMATION | | | | | | | | | | |
| Event Type | | | | | | | | | | |
| Location | | | | | | | | | | |
| Start Date | | | | | | End Date | | | | |
| Start Time | | | | | | End Time | | | | |
| Parade? | Bands | | | Marching Units | | | Floats | | | |
| | Start Location | | | | | | Start Time (Inc. | | | |
| | End Location | | | | | | End Time (Inc. | | | |
| | Detailed Route | | | | | | | | | |
| Will Event Be Advertised? | | | Details | | | | | | | |
| Fee To Attend? | | | Adults | | | | | Children | | |
| Physical Setup | Toilets Provided? | | | | | | # Toilets | | | |
| | Locations(s) | | | | | | | | | |
| | Music Provided? | | | | | | # Loudspeakers | | | |
| | Location of Speakers | | | | | | | | | |
| | Pamphlets, Handbills, Advertising, | | | | | | | | | |
| | | Describe | | | | | | | | |

405 Larue Avenue, Edgewood, Florida 32809

Phone: 407.851.2920 / Fax: 407.851.7361

Email: bmeeks@edgewood-fl.gov Website: www.edgewood-fl.gov



EVENT INFORMATION (CONTINUED)

| | | | | |
|----------------|--------------------|---|---------|--|
| Physical Setup | Tents (see page 4) | | # Tents | |
| | Tent Location(s) | | | |
| | On-Site Medical? | | | |
| | Locations(s) | | | |
| | Describe | | | |
| | On-Site Security? | | | |
| | Describe | | | |
| | Crowd Control? | | | |
| | Describe | | | |
| | Insurance? | | | |
| | Describe | | | |
| | | (If Event Requires Insurance, Proof of Insurance must be provided.) | | |

PARTICIPANTS & VENDORS

| Estimated # of Participants | | Estimated # of Spectators | | Estimated # of Vehicles | |
|-----------------------------|---|---------------------------|--|-------------------------|--|
| Physical Setup | Vendors Participating? | | | | |
| | Vendor Fee Schedule | | | | |
| | Parking Locations | | | | |
| | Merchandise For Sale? | | | | |
| | Food/Beverage For Sale? | | | | |
| | Describe | | | | |
| | Alcoholic Beverages? | | | | |
| | Who Receives the proceeds for Food / Beverage Sales | | | | |



SPECIAL EVENTS PERMIT APPLICATION CONTINUED

IMPORTANT!

A Fee may be required for the use of City services and/or equipment. Events are not approved until permit issued to the applicant and all required fees are paid. The Applicant will be notified of fees prior to final approval of this application.

As the Applicant of this Special Events Permit, I hereby certify that the information I have provided on this application is complete and accurate to the best of my knowledge and belief. I agree to abide by the terms set forth in this application and the ordinances/codes of the City of Edgewood. I understand that failure to do so may lead to the cancellation of the event, the denial of future permit applications, and/or other legal action(s).

Date: _____

Applicant Signature and Agreement: _____

Print Name: _____



SPECIAL EVENTS PERMIT APPLICATION CONTINUED
APPROVAL / DENIAL

| | |
|-----------|--|
| Permit #: | |
|-----------|--|

| | | | | | |
|----------|-----------------------|----------|--|--------|--|
| | Edgewood Police Chief | Approved | | Denied | |
| Date | | | | | |
| Comments | | | | | |
| | | | | | |
| | | | | | |

| | | | | | |
|----------|---------------------|----------|--|--------|--|
| | Edgewood City Clerk | Approved | | Denied | |
| Date | | | | | |
| Comments | | | | | |
| | | | | | |
| | | | | | |

| | |
|---|--|
| Additional / Miscellaneous Comments: | |
| | |
| | |
| | |
| | |

Please submit your completed application to City Hall via email to:
srepp@edgewood-fl.gov or bmeeks@edgewood-fl.gov , via facsimile at (407) 851-7361, or hand deliver to Edgewood City Hall located at 405 Larue Avenue. For additional questions, please contact Edgewood City Hall at (407) 851-2920.

The event is not approved until permit is issued to the applicant and required fees are paid. We recommend that you do not proceed with advertising your event until you have received your permit approval. Submittal of application is not a guarantee of event approval. Thank you in advance and we look forward to working with you in coordinating your event.

Please note: A separate permit from Orange County is required if your event requires a tent. When applying for a Tent permit, you must first apply with the City of Edgewood for zoning approval.

Revised 1/31/2017