



Does the application include:

- Receipt from City Cashier for \$50 non refundable application fee
- 501c3 papers if applicable
- Site Map
- Alcohol permit if applicable

Applications will not be reviewed without the receipt for payment and a site map.

SPECIAL EVENTS ON PRIVATE PROPERTY APPLICATION

APPLICANT NAME: (please print) _____

SIGNATURE: _____ TITLE: _____

ADDRESS: _____

PHONE: () _____ CELL: () _____ FAX: () _____ EMAIL: _____

DESCRIBE YOUR EVENT IN DETAIL: _____

EVENT DATE: _____

LOCATION: _____

EVENT HOURS: _____

SET UP (TIME): _____ BREAKDOWN (TIME): _____

MUSIC: (if yes, describe) _____

ESTIMATED ATTENDANCE: _____

ALCOHOL: _____ TENTS: _____

(attach state alcohol permit if applicable, attach site map indicating tent location(s) It is the applicant's responsibility to secure all necessary tent & electric permits from the Permitting Division and Fire Department)

BUSINESS INFORMATION:

OWNER'S NAME: _____

MAILING ADDRESS: _____

BUSINESS NAME: _____

D/B/A: _____ (Must supply proof of fictitious name registration)

BUSINESS ADDRESS: _____

STATE LICENSE OR FL BAR: _____

5013c NON PROFIT STATUS: _____ (PAPERWORK MUST BE ATTACHED)

APPROVAL:

APPROVED: _____ DISAPPROVED: _____

MAYOR OR DESIGNEE: _____

SIGN OFF:

Zoning: _____ Date: _____ Fire: _____ Date: _____

Police: _____ Date: _____ Traffic: _____ Date: _____

APPROVED APPLICATIONS SERVE AS THE SPECIAL EVENT PERMIT AND SHOULD BE POSTED CONSPICUOUSLY DURING THE SPECIAL EVENT.