## Special Event Permit Application

**Department of Development Services**

205 East Graves Avenue, Orange City, FL 32763

386-775-5415

### Permit Requirements

- Application Fee: $50.00
- Resource Fees (to be paid prior to permit issuance)
- Completed Application Form
- Description of event (Pg 2)
- Hold Harmless Agreement (HHA) from Sponsor and Owner Authorization and HHA from Owner (Pg 3)
- Event Flyer
- Proof of Insurance from property owner and/or the Event Sponsor/Applicant
- Attach a copy of the conceptual site plan for all activities, including but not limited to:
  - rides, tents, food vendors, music, booths
  - ingress/egress for people and vehicles, parking areas, ticket booths, access ways
  - traffic control, road closures, changes in traffic pattern proposed that may preempt normal use of streets
  - stages, electrical layout, speakers, lighting
  - restrooms, waste facilities
  - sale or service of alcohol
  - temporary signage
  - Park closures or limited public access require City Council approval

### Location of Special Event

- **Event Name:**
  - Event Start Date: ____________ Time: _______ to _______
  - Event End Date: ____________ Time: _______ to _______

- **Event Location / Property Address**
  - Business or Facility Name

- **Property Owner’s Name**
  - Mailing Address
  - same as location

- **Property Owner’s Telephone Number**

- **Parcel Identification Number**

### Applicant / Sponsor Information

- **Applicant/Sponsor:** Name & Title

- **Organization/Company/Sponsor**

- **Mailing Address**

- **City**
  - State
  - Zip

- **Business Telephone Number**

### Contact Person(s)

- **Primary Contact:** Name & Title
  - Company
  - Cell Phone Number
  - E-Mail Address

- **Secondary Contact:** Name & Title
  - Company
  - Cell Phone
**SPECIAL EVENT PERMIT APPLICATION**

**Department of Development Services • 205 East Graves Avenue, Orange City, FL 32763 • 386-775-5415**

**Description of Special Event:** Description of all proposed activities (rides, music, DJs, bands, tents, food vendors, booths, stages, etc.), description of advertising, construction activities, support facilities, parking accommodations, and identify provisions for access management, public safety and cleanup (within 24 hours after the event). A star (*) Denotes that additional fees may be associated with the selection.

Number of Attendees/Participants: ______________

- Is the event open to the public?  ❑ Yes  ❑ No
- Will there be the sale or service of alcohol?  ❑ Yes, additional liability insurance and license required  ❑ No
- Will there be a temporary banner/sign?  ❑ Yes, see attached sign/banner permit  ❑ No
- Will there be live entertainment?  ❑ Yes, list names of all entertainment acts or groups  ❑ No
- Will there be a 5K Run?  ❑ Yes, attach route plan  ❑ No
- Will there be lighting/electric or power generator?  ❑ Yes  ❑ No
- Will there be Fireworks?  ❑ Yes, see attached state wholesale/retail/ATF licensing  ❑ No
- Will there be stages or constructed tents?  ❑ Yes, see attached tent permit  ❑ No
- Will there be retail sales and/or food vendors?  ❑ Yes (Applicant is responsible for ensuring proper licensing and/or certification)  ❑ No
- Will there be Port-O-Lets?  ❑ Yes, how many? __________, and indicate on site plan  ❑ No
- Will there be road closures?  ❑ Yes, describe road segments and plan in depth  ❑ No
- Will there be restricted or obstructed public parking areas?  ❑ Yes, provide parking plan  ❑ No
- Will there be a shuttle used to transport attendees?  ❑ Yes, provide a transport plan  ❑ No
- Will you charge for parking?  ❑ Yes  ❑ No
- Is there a plan for handling garbage and event clean up?  ❑ Yes, provide a sanitation plan  ❑ No

❑ See attached Site Plan illustrating location of all activities, including proposed access management plan

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❑ Event Description continued on an additional page (See Attached)

**Off-Duty Police or Fire Requested**  ❑ Yes  ❑ No

**City Public Works Staff Requested**  ❑ Yes  ❑ No

# of Hours Requested __________________________________________ # of Hours Requested __________________________________________

I have read and understand the requirements for a Special Event Permit as provided the City of Orange City Land Development Code. I agree to comply with all of the requirements. I understand that it is my responsibility to coordinate with other departments, agencies, and/or the County, including acquiring any supporting documents or approvals, required to facilitate and support the event that I propose. I understand that my permit will be revoked if I fail to comply with any of the requirements or fail to submit any required documentation. I further understand that all areas of the Special Event must be cleaned up within 24 hours after the end of the event.

**Applicant’s Signature** ____________________________  **Date** ________________

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**For Staff Use Only**

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<th>Police Review Date: __________</th>
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# Resource Hours: ________ X  # Resource Hours: ________ X  # Resource Hours: ________ X  # Resource Hours: ________ X

Hourly Rate: ________  Hourly Rate: ________  Hourly Rate: ________  Hourly Rate: ________ +

Total DS Resource Fee ________  Total FD Resource Fee ________  Total PD Resource Fee ________  City Equipment Rental Fee ________ =

Permit # __________________________  Approval Date ________________  Approved By: __________________________
***COVID-19 DISCLAIMER: The City of Orange City cannot prevent you from becoming exposed to, contracting, or spreading COVID-19 while utilizing the City of Orange City’s services or premises. It is not possible to prevent against the presence of the disease. Therefore, if you choose to utilize the City of Orange City’s services and/or enter onto the City of Orange City’s premises you may be exposing yourself to and/or increasing your risk of contracting or spreading COVID-19.***

**Hold Harmless Agreement from Event Sponsor**

I, ______________________ (Applicant’s Name) as authorized representative for (Event Sponsor/ Company Name), ____________________________, its officers, employees, and members shall, through the signing of this Agreement by an authorized party or agent, indemnify, hold harmless and defend the City of Orange City, and its agents and employees from all suits and actions, including reasonable attorney’s fees and all costs of litigation and judgment of every name and description against the City as a result of loss, damage or injury to person or property by reason of any action or omission by the Event Sponsor, property owner, its agents or employees, for the following activities: (Event Name) ________________________________, on (Event Dates) ____________. Signed and agreed on this _______ day of ___________, 20____.

Signature: ___________________________ Printed Name & Title: __________________________

**STATE OF FLORIDA**

**COUNTY OF __________________**

The foregoing instrument was acknowledged before me this ______ day of _____________, 20____, by ____________________________ (Name ), who is ☐ personally known OR ☐ produced Identification (Type of Identification Produced ________________________________)

Notary Signature ______________________________________ (NOTARY SEAL)

Notary Public _________________________________________

My Commission Expires: _____________________________

**Owner Authorization & Hold Harmless Agreement from Property Owner**

I, (Property Owner) ____________________________ am the property owner of property located at (Property Address) ____________________________, Orange City, Florida. By signing this agreement, I hereby authorize (Event Sponsor/Company Name), ____________________________ to host a Special Event on my property as described herein. The property owner, its officers, employees, and members shall, through the signing of this Agreement by an authorized party or agent, indemnify, hold harmless and defend the City of Orange City, and its agents and employees from all suits and actions, including reasonable attorney’s fees and all costs of litigation and judgment of every name and description against the City as a result of loss, damage or injury to person or property by reason of any action or omission by the Event Sponsor, property owner, its agents or employees, for the following activities: (Event Name) ________________________________, on (Event Dates) ____________, which are being held on my property. Signed and agreed on this _______ day of ___________, 20____.

Signature: ___________________________ Printed Name & Title: __________________________

**STATE OF FLORIDA**

**COUNTY OF __________________**

The foregoing instrument was acknowledged before me this ______ day of _____________, 20____, by ____________________________ (Name ), who is ☐ personally known OR ☐ produced Identification (Type of Identification Produced ________________________________)

Notary Signature ______________________________________ (NOTARY SEAL)

Notary Public _________________________________________

My Commission Expires: _____________________________
Special Event Permit Process

Intent:

It is the intent of this policy to provide minimum standards for the regulation of special events within the City of Orange City, to protect the health, safety and welfare of participants.

Application:

The applicant for a Special Event permit shall file the attached application, including all exhibits and attachments, with the Development Services Department at least 30 days prior to the special event. Any special event permit application requiring City Council Approval must be submitted at least 60 days prior to the special event.

Process:

Applicant submits complete application including all required attachments and permit fee. Upon receipt of the application, the Development Services Department (DSD) will contact the applicant concerning immediate deficiencies. Once an application is deemed sufficient, a copy of the application will be distributed to the appropriate City Departments for review, comment, and approval. Comments and Requests for Additional Information will be submitted to the DSD, which will coordinate with the applicable reviewers and the applicant to resolve conflicts pass along requests for additional documentation or information. The applicant shall be responsible for resubmitting all requested information or documents. Once the review has been completed, the application will be sent to the City Manager or designee for final approval, approval with conditions or denial. Applications for a Special Event on City-owned property require City Council approval. The City will inform the applicant of any resource fees to be paid before the special event permit is issued.

A copy of the special event permit must be available for inspection during the event.

Appeals:

The applicant may appeal the City Manager’s decision on a special event permit to the City Council at their next regularly scheduled meeting.