



CITY OF LAKE MARY, FLORIDA
100 N. Country Club Road, P. O. Box 958445
Lake Mary, FL 32795-8445

APPLICATION FOR SPECIAL EVENTS PERMIT

PLEASE TYPE OR PRINT CLEARLY:

TODAY'S DATE: _____

Special Event shall mean any outdoor public assembly for a celebration, gathering, ceremony, show, exhibition, concert, pageant, rally, demonstration, or assembly of any kind, which is calculated to attract at any one time the physical attendance of at least one hundred (100) individuals. This includes any event that is held in or on any street, sidewalk, or right-of-way, or is held on public or private property which impacts adjacent streets, sidewalks or rights-of-way, to the extent that closure may become necessary in order to assure the safety of vehicular and/or pedestrian movement in the area.

AN APPLICATION FOR A SPECIAL EVENTS PERMIT SHALL BE FILED WITH THE CITY CLERK'S OFFICE NOT LESS THAN SIXTY (60) CALENDAR DAYS PRIOR TO THE DATE ON WHICH THE EVENT IS TO OCCUR.

Name of Organization: _____

Address: _____

Contact Person: _____ Telephone # _____

E-Mail Address: _____

Applicant: _____ Telephone # _____

Applicant's Address: _____

Describe the Event: _____

Date and Time of Event: _____

Location of Event: _____

Owner of Property: _____ Telephone # _____

Attach notarized authorization from property owner to utilize this property.

If using City Hall/Central Park, availability needs to be confirmed prior to submitting this application by calling 407-585-1416. Date will be held until Special Permit process is complete at which time an applicant has seven (7) days to execute the Rental Contract and pay all appropriate fees. No guarantee of requested date will be made if contract is not submitted and payment made within that time period.

List of Streets Involved if applicable: _____

Approximate Number of: Spectators: _____ Participants: _____

Description of any and all recording equipment, sound amplification equipment, or other attention-getting devices which will be utilized in connection with the event:

Will alcohol be: Served? Yes____ No____ Sold? Yes____ No____
(State Alcoholic Beverage License REQUIRED for sale of alcoholic beverages. 1-800-375-6975)

Please designate public facilities or equipment proposed to be utilized:_____

If City Hall restrooms are proposed to be used, there is a \$35/hour fee required in addition to rental fees for Central Park.

Do you plan to have food trucks? Yes____ No____

If answer is yes, each truck shall complete an application and pay a \$25.00 fee. Additionally, they will have to provide a copy of their state license and the trucks have to be inspected by the Lake Mary Fire Department.

PLEASE NOTE: The issuance of a Special Events Permit from the City shall NOT relieve any person from the duty to secure other permits or approvals as may be required by the City Code to include, but not be limited to, a tent permit, fireworks permit, business tax receipt, street, lane or sidewalk use/closure, etc.

Please attach a site plan of the site being utilized and indicate parking, restrooms, tent location, etc. Additional information may be required by the City including a plan for crowd control.

Indemnification and Insurance:

The applicant and any other persons, organizations, firms or corporations on whose behalf the application is made shall sign contract agreeing that they will jointly and severally indemnify and hold the City harmless against liability, including court costs and attorney's fees, and attorney's fees on appeal, for any and all claims for damage to property, or injury to or death to persons, arising out of or resulting from the issuance of the permit or the conduct of the Special Event.

The applicant may be required to provide insurance, as determined by the City Manager, if the Special Event is expected to attract over 500 people. In that case, the City shall be named as an Additional Insured.

Applicant's Signature

Fee: \$50 Non-Refundable

Printed Name

Paid:_____ PERMIT#_____

*****FOR CITY USE ONLY*****

ROUTED: City Manager, Police Department/Code Enforcement, Fire Department, Community Development, Public Works, Parks and Recreation

**CITY OF LAKE MARY
HOLD HARMLESS AGREEMENT
SPECIAL EVENT**

DATE OF COVERAGE: _____

NAME: _____

ADDRESS: _____

I, _____, agree to jointly and severally indemnify and hold the City of Lake Mary, its officers, and employees harmless against liability, including court costs and attorney's fees, and attorney's fees on appeal, for any and all claims for damage to property, or injury to or death to persons, arising out of or resulting from the issuance of the permit or the conduct of the Special Event.

Signature

Printed Name/Title

DATE: _____

STATE OF FLORIDA

COUNTY OF SEMINOLE

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____.

Signature of Notary

Printed Name: _____

Personally Known _____ OR Produced Identification _____

Type of Identification Produced: _____