



SPECIAL EVENT PERMIT APPLICATION

Completed form should be submitted to the Town of Eatonville Town Hall located at 307 Kennedy Blvd.

Town Hall: 407.623.8900/ Fax 407.623.8919

APPLICANT INFORMATION

Today's Date _____ Event Coordinator _____

Event Sponsor/Organization _____

Physical Address _____

Email Address _____

Phone Number _____ Fax Number _____

EVENT INFORMATION

Name of Event _____

Event Location _____

Estimated Number of Guest _____

Event Start Date _____ Event End Date _____

Event Start Time _____ Event End Time _____

Event Set-Up Date _____ Event Breakdown Date _____

Event Set-Up Time _____ Event Breakdown Time _____

Type of Event ☐ Festival ☐ Run/Walk (Requires TCP) ☐ School Event ☐ Street Fair ☐ Other

Sponsorship? Y or N **If yes, by whom?** _____

Will the event be advertised? Y or N

TRAFFIC/ POLICE/ UTILITY

Will your event require the following? If so, how will the service be provided? **-check all that apply:**

☐ **Parking Arrangements**

- What type of parking will be utilized by this event? Onsite ☐ Offsite ☐ Both ☐
If off-site and parking is on private property, Applicant must submit a letter of permission from property owner.
- Parking attendants? Yes ☐ No ☐ If yes, how many?
- How will attendees be transferred from off-site parking to the special event area and returned?

☐ **Electricity-** Will there be electrical panel and/or generator:

☐ **Police Security-** The applicant may be required to provide police officers for security, crowd control, and/or traffic control at the Special Event. The total number of police officers working at the Special Event is determined by the Eatonville Police Department, and in some cases may use planning variables, including: **(1)** the estimated number of participants and spectators; **(2)** the availability of alcoholic beverages; **(3)** topography and size of the event location; **(4)** weather conditions; **(5)** the time of day during which the Special Event is conducted; **(6)** the need for street closures or rerouting of vehicular or pedestrian traffic; and **(7)** the history of the particular Special Event.

Traffic Control – include number of cones and/or barricades and identify location of each one on site map. Excluding road closures and barricades related to a Traffic Control Plan. Barricades must be approved and detour signs will be required and approved as well. (**Applicant must provide cones and barricades.**)

☐ Barricades ☐ Cones ☐ Pedestrians Crossing

List rental company name and contact information providing names.

☐ **Standard Parade or Race Route**

If applicable, please identify which city route and Traffic Control Plan will be utilized (**Use separate sheet of paper if necessary**)

☐ **Temporary Road Closures** This also requires a traffic control plan. Please identify requested road closures intersections, distances, and time of requested closure. Road closures require approval from the Town of Eatonville, Town Hall administration and Orange County, separate Road Closure form is required to be completed through the Town of Eatonville as well. **Attach map on separate page.**

☐ **Traffic Control/Security** May require the completion of short-term agreement for off-duty officers (Excluding officers related to a Traffic Control Plan)

☐**Amplified Sound** Include SPECIFIC details on the type of amplified sound

If you are planning to utilize any loudspeakers or other form of amplified sound, please indicate on an attached site plan or map of the location and orientation of those systems. Speakers should not be positioned so as to adversely affect any adjacent residential area between the hours of 9:00 p.m. and 7:00 a.m. A separate approval may be required by the police department if you plan to utilize any type of amplified sound systems.

PROVIDE A SITE MAP INCLUDING AN EVENT SITE PLAN, PARKING, BOOTHS, AND EMERGENCY ENTRANCE & EXITS. ALL ITEMS CHECKED "YES" BELOW MUST ALSO BE IDENTIFIED ON THE SITE MAP.

Check all that apply (items marked with * must provide additional information or permits)

☐

Yes

☐

No Will there be a petting zoo or any type of animals at the event? (Exotic animals require Eatonville Police Department approval)

☐

Yes

☐

No Will there be any inflatable's?

☐

Yes

☐

No Will there be portable restrooms?

☐

Yes

☐

No Will there be trash dumpster(s)?

☐

Yes

☐

No Will there be any special seating. i.e. bleachers?

☐

Yes

☐

No Will there be a first aid station? Who will man it?

☐

Yes

☐

No Will there be amusement rides? (Police inspection & insurance required)

☐

Yes

☐

No Will there be selling of alcoholic beverages?* (Requires fencing and controlled entrances)

☐

Yes

☐

No Will there be selling of food or beverages?

☐

Yes

☐

No Will there be merchandise sales?

☐

Yes

☐

No Will there be use of liquid propane or BBQ pits? (Fire Extinguisher may be required)

☐

Yes

☐

No Will there be fencing around the event?

☐

Yes

☐

No Will there be hot air balloons?

☐

Yes

☐

No Will there be fireworks? (Must be approved by Fire Dept and Police Station)

☐

Yes

☐

No Will there be tents (top with sides)? Certain tents are not allowed. See Town Hall for details

☐

Yes

☐

No Will there be canopies (top with no sides)?

☐☐

Yes No Will there be banners and signs?* (All banners and signs, especially with Town logo must go through Town Hall)

Public Notification

If required, the applicant shall deliver written notice to all owners or occupants of real property abutting the boundaries of the area in which the Special Event will be conducted. The notice must include the following information: **(1)** event date, time, and location, and **(2)** statement that an application for a Special Event Permit has been filed with the Town of Eatonville.

Signage

All signage must remain on the event site and be removed after the event. So not place signs in the City's right-of-way.

Disposal of Wastewater

Applicant shall submit a plan for disposal of any wastewater in connection with the Special Event and such plan must be approved by the Utilities Department.

Other Permits and Fees

Please attach copies of any required insurance, surety bonds, permits or other documents as described in the application and ordinances of the Town of Eatonville for this event.

Insurance and Bonds

If a Special Event uses any portion of the Town's right-of-way, the Applicant shall provide a certificate of insurance that complies with the standards established by the Town's Risk Manager.

If a Special Event is on City Property, a Five Thousand Dollar (\$5,000.00) surety bond shall be deposited with the Application to ensure that no damage is done to City Property. If the Town Chief Administrative Officer certifies that all conditions from the event are in order the bond shall be returned in full. If the Town Chief Administrative Officer does not certify that all conditions are complied with, any costs expended for policing and/or cleaning shall be deducted from the bond and the remainder returned.

If a Special Event is fully on private property, Applicant shall deposit Five Hundred Dollars (\$500.00) with the Town Chief Administrative Officer as a condition that no paper, liter, or debris shall remain on the site after the Special Event is over. The deposit shall be returned to Applicant upon certification by the Town Chief Administrative Officer that all conditions are met. If the conditions are not met, such costs for cleaning shall be deducted from the deposit and the remainder returned.

All Special Events must have a valid insurance certificate is required for use of any town facility. The insurance certificate must afford one million dollars (\$1,000,000.00) of general liability coverage per occurrence and contain the following information:

General Liability coverage (property and bodily injury) as evidenced by an insurance certificate with an endorsement naming the Town of Eatonville as ADDITIONAL INSURED, and guaranteeing 30 days prior notice to change or cancellation of the policy.

Use of any facility for the Special Event will not be permitted unless a valid insurance certificate has been received by no later than ten (10) business days prior to the first scheduled date of the event for facility use.

1. The permit holder shall be responsible for any and all damage to the Town's facilities, equipment, and/or property, as previously stated. If additional maintenance is deemed required (in excess of normal services/time) to restore the premises, equipment, and/or property to reasonable use by others the permit holder will be held responsible, by the bond agreements, as previously mentioned.
2. The Town disclaims responsibility for any accident, injury, liability, loss, or damage to person or property as a result of unauthorized facility use.
3. The permit holder will be responsible for all actions and omissions that result in damages that are caused by their attendees.

Indemnity Agreement

As a condition of a Special Event Permit being issued, the Applicant acknowledges that he/she has voluntarily applied for a Special Event permit that in consideration of the privileges, associated therewith, Applicant agrees to PROTECT, INDEMNIFY, and HOLD HARMLESS, the Town of Eatonville, its officers, agents, and employees, from and against suits, actions, claims, losses, liability, or damage of any character, and from and against costs and expenses including attorney fees incidental to the defense of such suits, actions, claims, losses, damage, or liability on account of omission of the undersigned, its officers, employees, or agents, arising out of, resulting from, or caused by any act occurring as a result of the exercise of the privileges granted by this permit.

Applicant Signature: _____ Date: _____

I hereby grant the Applicant and the affiliated organization permission to use my property in connection with the Special Event and as described herein.

Property Owner Signature _____ Date _____

Please note that is the responsibility of the applicant/organization to complete all ADDITIONAL and required applications, permits, and forms as they relate to the Special Event.

