



City of Green Cove Springs Special Event Application

Instructions: The information requested in this application will help staff approve your event and ensure adequate facilities are provided. Each section must be completed in its entirety. This application should be submitted to the Development Services Department a **minimum** of 30 days in advance for a minor event and 60 days in advance for a major event. Staff will determine whether the event is major or minor.

EVENT SUMMARY

Event Title	End of Summer Bash
Description	Free, family-friendly event, A way of saying Thank you to our amazing clients and community.

Event Purpose	<input type="checkbox"/> Promotional Event	<input type="checkbox"/> Concert/Performance	<input type="checkbox"/> Festival
	<input type="checkbox"/> Fundraiser	<input type="checkbox"/> Parade/Procession/March	<input type="checkbox"/> Walk/Run
	<input type="checkbox"/> Outdoor Market	<input checked="" type="checkbox"/> Community Gathering	<input type="checkbox"/> Other: _____

If other, please describe: _____

Estimated Attendance Peak 100 Average Per Day _____ Total 200

Event Website	_____
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Date/Time

Day of Event: 8/2/25 Set-Up: 9:00 AM PM
Start/End Time: 11-3 Breakdown: 3-5 AM PM

Provide the address and a general description of the venue and space to be utilized there.

Location	100 St. John Ave, Green Cove Springs, FL 32043
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Area of Event Site (SqFt or Acres): _____

APPLICANT

Host Organization (if any)

Name	Keller Williams First Coast Realty
Address	151 College Dr, Unit 14, Orange Park, FL 32065
Phone Number	904-541-0180
Email	

Contact Person

Name	Alize Torres
Address	151 College Dr, Unit 14, Orange Park, FL 32065
Phone Number	904-505-3764
Email	Das323@kwfirstcoast.com

VENUE SPECIFICS

Please provide a **site sketch** for the venue which shows: (1) ingress and egress to the site, (2) any requested closure of public roads or public parking spaces, (3) designated event parking, (4) location of first aide, (5) location of garbage and recycling cans to be provided, (6) location of restrooms (on-site and portable, including those which are ADA accessible) and handwashing stations, (7) location of vendors, (8) location of entertainment, and (9) location of any other event infrastructure.

YES NO

- ☒ ☐ Are you requesting the closure of any roads or public parking spaces in conjunction with this event? If yes, please provide details. Blocking Walnut between the parking lots and St. Johns Ave (for food trucks)

NOTE: Road closures must be approved by City Council.

- ☒ ☐ Are you requesting any aide from the City for this event (police presence, barricades for road closures, etc.)? If yes, please provide details. Barricades

NOTE: Assistance is subject to availability and staff approval; payment for services may be required. If approved, assistance will be coordinated by the applicant with the appropriate department.

- ☐ ☒ Will there be any tents / canopies used as part of the event? If yes, please indicate how many and what size(s). _____

NOTE: All tents must be properly anchored. Tents may require additional review, associated fees, and permitting. Staff will help you determine if a tent permit is required.

SUBMISSION INFORMATION

Applications should be submitted to the Development Services Department. E-mail your completed application to planning@greencovesprings.com or mail / hand deliver your completed application to:

City of Green Cove Springs
Development Services Department
321 Walnut Street
Green Cove Springs, FL 32043

Minor events are decisioned by the Site Development Review Team (SDRT). Major events must be approved by City Council. After an initial approval of a major event, additional information may be required, as written in City Code Sec. 117-791 of the city code.

Upon approval by SDRT (and when necessary, City Council) and payment of fees, staff will issue an event permit.

FEEES

Minor Event: \$50

Major Event: a. \$500.00 for the first 5,000 persons in attendance over the entire event.
b. \$100.00 for each additional 1,000 persons in attendance.

The applicant will pay the appropriate fee based on estimated total attendance but must provide attendance figures after the event to verify fees paid.

AFFIDAVIT OF APPLICANT

I certify that I am at least eighteen (18) years old, that I am empowered to execute this application on behalf of the host organization. and that the information on this application is true and complete to the best of my knowledge. I agree to hold harmless, indemnify and defend the City of Green Cove Springs, its officers and employees from any liability costs and attorney fees, which may arise from the Special Event.

I understand that this Special Event application does not guarantee approval of my event or reservation of the event location. I understand that failure to provide information and/or failure to obtain permits by established deadlines will result in cancellation of such Special Event.

I agree to comply with all City ordinances and regulations in connection with this Special Event. I understand that the violation of any City ordinances and/or regulations during the event will result in immediate termination at the City’s discretion and ineligibility for future Special Events.

I understand it is my responsibility to (1) ensure all vendors are properly licensed with the appropriate authorities and (2) return the site to its original condition after the event. Food vending is subject to inspection by the Department of Business and Professional Regulations, Division of Hotels and Restaurants (DBPR). Event coordinators are responsible for notifying DBPR that they intend to conduct an event with food vendors. Call DBPR – (850) 487.1395 for details. Alcoholic beverages may not be consumed as part of the event without the appropriate State and City approvals

I understand temporary signs and banners are not allowed in the City Limits of Green Cove Springs unless in areas designated by the City Manager or for events which are City Sponsored. Signage otherwise would be limited to the duration of the event.

I agree to pay the City for any services required in staging this Special Event. I understand that a Final Permit authorizing the conduct of the event will not be issued until all permit fees are paid and all required information has been provided.

If the event is cancelled after receipt of the permit, I understand a refund is not guaranteed. Any changes in venue or event dates must be submitted to the Development Services Department to be routed for review; approval of changes is not guaranteed.

Applicant Signature	<u>Amie bn</u>
Applicant Printed Name	<u>Amie Torres</u>
Applicant Title(if any)	<u>Director of Agent services</u>
Date	<u>4/27/25</u>



GREEN COVE SPRINGS POLICE DEPARTMENT

Application for Off-Duty Service



This application is required to engage the off-duty services of police officers for public safety, health and welfare services in addition to those already provided to the public. It is understood that this is a non-binding agreement. A minimum of 10 days-notice should be given when requesting services. The Green Cove Springs Police Department may cancel this service without advance notice or cause at any time. The Green Cove Springs Police Department will attempt to place officers during the requested dates and hours. Because of emergencies, inability to find a police officer to work this request, may not be filled when requested. The Green Cove Springs Police Department will not permit an officer to work in the capacity of “bouncer” at a bar or other establishment where liquor is served. There is a three (3) hour minimum for all off-duty employment. A supervisor may or may not be required and will be determined on an individual basis. **Details that are canceled with less than 24 hours’ notice will be subject to a 3-hour payment. Details canceled more than 24 hours prior will not be billed.**

Rate per hour:	Officer	\$50.00
	Supervisor	\$54.00

Scheduling fee rate \$25.00 is assessed for the following conditions:

Detail over 5 days/month:

Detail requires more than 10 officers/month:

The Green Cove Springs Police Department reserves the right to negotiate a scheduling fee

Business Name: Keller Williams First Coast Fax Number:

Applicant: Alize Torres Phone Number: 904-541-0180

Address of Event: 106 S JOHN AVE, GREEN LAKE SPRINGS, FL 32043

Mailing Address: 151 college Dr, unit 14, orange park FL 32005

Contact Person at Event: Aine Tynes Phone Number: 904-541-0180

Type of Event: End of Summer Bash

Will alcohol be served at the event? NO Number of expected participants: 200

What are the officer(s) duties: protect people

Do you require a uniformed officer? yes How many? 2

Starting Date: 8/2/25 Ending Date: 8/2/25
Starting Time: 11:00 am Ending Time: 3:00 pm

Other Comments:

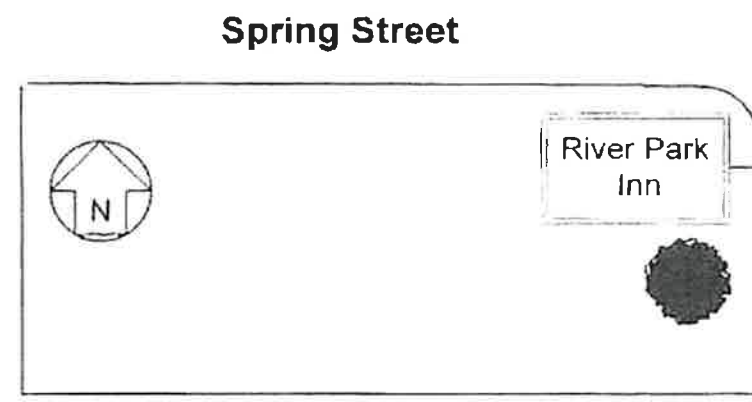
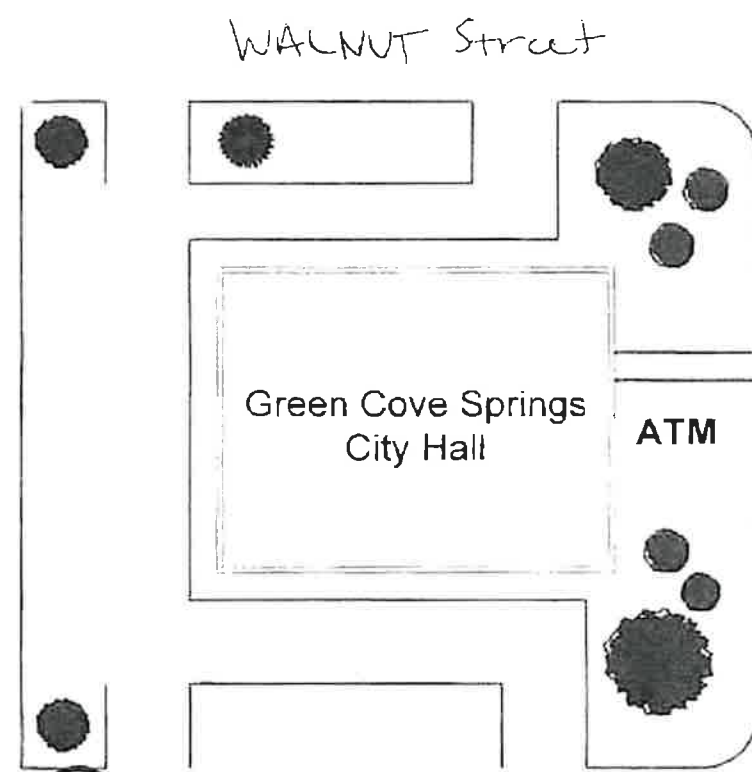
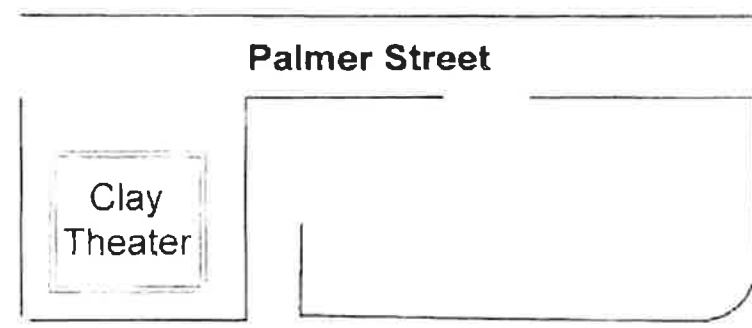
Applicant Signature: Alvin Brown Date: 6/27/25

Official Use Only

Approval: ☐ Yes ☐ No By: _____ Date: _____

Notes/Comments:

Orange Avenue - Hwy 17



Ferris Street

Magnolia Avenue

