



SPECIAL EVENT PERMIT APPLICATION

City Hall 71 US Hwy. 90 West, DeFuniak Springs, FL 32435  
Phone: 850-892-8500 Hours: Monday – Friday, 8 am to 5 pm

Print all information and sign below.

1. Name of Organization: \_\_\_\_\_
2. Name, title, and contact information for individual responsible for conducting the event:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Purpose of the event: \_\_\_\_\_
4. Date and time of event: \_\_\_\_\_
5. Number of participants: \_\_\_\_\_ Number of vehicles: \_\_\_\_\_
6. Event route, including point of beginning and ending: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Number of event monitors, captains, or supervisors and their means of identification: \_\_\_\_\_  
\_\_\_\_\_
4. Method of notifying participants of terms and conditions of the special event: \_\_\_\_\_  
\_\_\_\_\_
7. Is music provided? \_\_\_\_yes \_\_\_\_no  
If yes, provide number, type, and quantity of speakers and amplifying devices: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Provide information on how provisions shall be made for the following:
  - a. Adequate police presence, traffic control, and compliance with fire prevention rules, regulations, and guidelines. \_\_\_\_\_  
\_\_\_\_\_
  - b. Garbage and litter clean-up \_\_\_\_\_  
\_\_\_\_\_
  - c. Immediate removal of all temporary structures and signs pertaining to the event: \_\_\_\_\_  
\_\_\_\_\_

