

City of DeFuniak Springs

Post Office Box 685

35 US Hwy 90 West
DeFuniak Springs, FL 32433



Phone: 850-892-8571
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DeFuniak Springs, FL 32435

SPECIAL EVENT PERMIT APPLICATION

Section 1, Applicant:

1. Applicant's Name:
2. Mailing Address:
3. Telephone Number:
4. Email Address:
5. Name of Organization:
6. Is this organization qualified under IRS Code Section 501(c)(3) and registered under Ch. 496, Florida Statutes? Yes No (If yes, please provide additional information on page 2.)
7. Mailing Address:
8. Chairman Responsible of Special Event:
9. Mailing Address:
10. Telephone Number:

Section 2, Event Information:

1. Name of Event:
2. Purpose of Event:
3. Date(s) of Event:
4. Time of Event (hours it will begin and end):
5. Location(s) of Event: (Please note: Submission and/or approval of this application **does not** reserve your space; please contact city hall to reserve any city building or property.)
6. Describe any fees associated with the event (fees charged vendors, attendees, items to be sold at the event, etc.):
7. The method of notifying participants of the terms and conditions of the special event:
8. Number of: Participants/Attendees: Vehicles:

9. Number of Event Monitors:
- a. How will they be identified? (t-shirts, badges, etc.)
10. Will there be vendors at event? Yes No
- a. If yes, how many vendors:
- b. Attach a map to illustrate vendor locations.
11. Will any music be provided, either live or recorded? Yes No **(If yes, city council must approve.)**
12. Will amplification devices be used at event? Yes No **(If yes, city council must approve.)**
- a. If yes, provide: How many:
- b. Type/Quality:
- c. Attach a map to illustration the loudspeakers and amplifying devices to be used.
13. Is electricity required for event? Yes No Is water service required for event? Yes No
14. Is a street closure required for the event? Yes No **(If yes, city council must approve.)**
- a. List names of streets to be closed:
- b. Attach a map to illustrate the areas to be closed.
15. Is there a parade associated with event? Yes No **(If yes, city council must approve.)**
- a. Describe route:
- b. Attach a map to help illustrate the parade route and include any specific areas for staging and/or loading.
16. Does the parade cross the railroad? Yes No (Applicant is responsible for contacting RR.)
17. Provide information on how provisions shall be made for the following in the spaces provided with each statement and initial as requested:
- a. The applicant will make provision for adequate police presence, if any, and that the applicant will conform to necessary fire prevention rules, regulations, and guidelines.
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- Initials
- b. The applicant will make provision for garbage and litter cleanup associated with the special event during and after the special event in the specified area, to include a signed statement by public waste department that satisfactory arrangements have been made. For events ending by 6:00 p.m., all cleaning activities shall be completed within six (6) hours after the end of the event; and for events ending after 6:00 p.m., all cleanup activities shall be completed by 8:00 a.m. the following morning.
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- Initials
- c. The applicant will cause all booths, stands, signs and any other movable fixtures pertaining to the event to be removed immediately after the special event.
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- Initials

Important Notes for Applicant:

1. **Any business, group, organization, or individual** who is approved for a special event permit:
 - a. Will not be required by the City, to carry additional General Liability Insurance for such event; however, this does not relieve any business, group, organization, or individual of any liability for damages to persons or property, and at their option and expense, may obtain General Liability Insurance coverage.
 - b. Shall comply with all City Code requirements and any special conditions established by the City Council. Code requirements may be viewed in online at www.defuniaksprings.net.
2. **If the organization is IRS qualified 501(c)(3) and registered with the State pursuant to Chapter 496, Florida Statutes, the following additional information is required to be submitted:**
 - a. A plan for the safety of all persons participating in the solicitation, as well as the motoring public, at the location(s) where the solicitation will take place;
 - b. Specific details of the locations(s) of the proposed solicitation and the hours during which the solicitation activities will occur;
 - c. Proof of commercial general liability insurance against claims for bodily injury and property damage occurring on streets, roads, or rights of way arising from the solicitor's activities or use of the streets, roads, or rights of way by the solicitor or solicitor's agents, contractors, or employees. The insurance shall have a limit of not less than \$1 million per occurrence for the general aggregate. The certificate of insurance shall name the City of DeFuniak Springs as an additional insured and shall be filed not later than 72 hours (three days) before the date of the solicitation.
 - d. Proof of registration with the Florida Department of Agriculture and Consumer Services pursuant to Section 496.405, Florida Statutes, or proof that the soliciting organization is exempt from the registration requirement.
 - e. The following requirements apply to solicitation in public streets, roads, and rights of way:
 - 1) All solicitation shall occur during daylight hours only;
 - 2) Solicitation activities shall not interfere with the safe and efficient movement of traffic and shall not cause danger to the participants or public;
 - 3) No person engaging in solicitation activities shall persist after solicitation has been denied, act in a demanding or harassing manner, or use sound or a voice amplifying apparatus or device;
 - 4) All persons participating in the solicitation shall be at least 18 years of age and shall at all times during the solicitation activity possess picture identification;
 - 5) Signage providing notice of the solicitation shall be posted at least 500 feet before the site of the solicitation.
3. By signing this form, I certify that the information provided is complete and accurate, to the best of my knowledge.

Applicant's Signature

Date

If the event is approved, you may contact the following individuals for additional assistance, where needed:

Signs, Zoning, Code Enforcement: (850) 892-8571 Ext 118	Banner on 331 South (City's Property): (850) 892-8500	Banner on Highway 90 (CHELCO's Property): (850) 892-5069, Ext. 105
Barricades: (850) 892-8534	Public Works: (850) 892-8534	City of DeFuniak Springs Fire Department: (850) 892-8515
City of DeFuniak Springs Police Department: (850) 892-8513	Walton County Mosquito Control: (850) 892-8183	City Clerk: (850) 892-8500

For City Staff

Code Enforcement - Compliance Review

Date

City Manager

Date

If City Council approval required:

City council agenda date:

Approved

Denied

List conditions of approval (if any):

Map to illustrate vendor locations

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Map to illustrate the areas to be closed

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Map to help illustrate the parade route

- Starting time:
- Minimum speed:
- Maximum speed:
- Maximum interval of space to be maintained between units, if the special event is a parade:
- The portions of the streets to be traversed that may be occupied by the special event:
- The maximum length of the special event in miles or fractions thereof: