



VILLAGE OF PALMETTO BAY
SPECIAL EVENT PERMIT APPLICATION
FOR PRIVATE PROPERTIES

APPLICANT INFORMATION

Date:
Name of Applicant:
Name of Owner, if other than applicant (as applicable):
Address:
Telephone: Fax:
\*Contact Person: Mobile No.:
Email Address:

\*Must be available for the duration of the event, including overnight if applicable

EVENT INFORMATION

Title of Event: Purpose of the Event:
Location of Event:
Date(s) of Event: Time(s) of Event:
Anticipated Peak Hour(s) of Attendance:
Anticipated Attendance (including event crew & participants):
Set-up Date: Clean-up Date:

EVENT LOGISTICS

\*No. & size of tents requested:

\*No. & size of temporary signs/ banners requested:

\*Tents and temporary signs/ banners may require building permits. For information, please contact the Building & Permitting Division at 305-259-1250, before submitting your permit application. No special events permits will be approved until all applicable building permits have been issued.

Event equipment to be used (include dimensions, staging/platforms, canopies, booths, vehicles, etc...):

Check all applicable and provide a description of each item in the space provided:

Music Fireworks Food

Describe sound equipment to be used (ie PA systems, microphone speakers, band, DJ, etc...):

Will alcohol be served? (Please check one) Yes No

Applicants are responsible for obtaining a liquor permit as required by statutory regulations. To determine whether a liquor license is required for your event, please contact the Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco Application, 850-487-1395.

Please include any printed material on the event with your completed application.

Notice to Applicants:

This permit application may be denied or revoked by the Village Manager based on endangerment of the health, safety or welfare of the community. The Village Manager may impose reasonable conditions on the permitted activities as deemed necessary. Events are only approved for thirty calendar days.

Signature of Property Owner

Date

APPROVAL- FOR OFFICE USE

Police: Approved Denied Reason:

Signature: Date:

Zoning: Approved Denied Reason:

Signature: Date:

Permitting: Approved Denied Reason:

Signature: Date:

Public Works: Approved Denied Reason:

Signature: Date:

Village Manager: Signature

Date