

CITY OF WINTER GARDEN
CARNIVAL LICENSE APPLICATION

A permit and a local business tax receipt are required, which may be obtained by doing the following:

1. Obtain a regulatory permit from the City Commission. To obtain this permit, the applicant must submit the following information to the Local Business Tax Clerk 3 weeks prior to a regularly scheduled City Commission meeting in order to be placed on the City Commission agenda. Regular meetings are the second and fourth Thursday of each month at 6:30 p.m.. The applicant must also appear before the City Commission, in order to provide detailed information on the request submitted. The written request must have the following information provided, before the request is put on an agenda.

Name/Address/Phone/cell & fax number of applicant:

Name and Address of person/company whom applicant is employed by or who applicant represents:

On a separate sheet of paper you must provided the following information:

- Dates and times of proposed sale
- Location the vendor will use (address & map) with a parking plan
- Name and address of the property owner
- Proof of property owner's permission
- Expected attendance
- A description of goods, wares or merchandise to be offered by the vendor
- List of animals
- Proof of adequate restroom facilities
- Proof of current insurance coverage for each vendor naming the City of Winter Garden, as additionally insured must be attached
- Proof of current occupational license from where is business is headquartered must be attached

2. After City Commission approval, obtain an occupational license from the Business Tax Tech at the Building Department (407) 656-4111 x 2291. Providing all information has been provided, this may take up to 2 days to process.

Fees are:	31.a Each engagement	\$343.98
	31.b One day's performance, each concession	\$172.00
	31.c For more than 1 day's performance, each concession	\$114.66
	31.d Peddlers, hawkers or similar salespersons connected with Carnivals, per day	\$ 17.20

3. BUILDING PERMIT APPLICATION IS REQUIRED

You must request a building permit from the Building Department, prior to the regulatory permit if any tent will be erected or there will be electrical items. Call (407) 656-4111 x 2245 at least 3 (three) weeks in advance of the dated requested. For tent information, see attached