

COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION

300 WEST PLANT STREET WINTER GARDEN, FLORIDA 34787

P: 407.877.5136 F: 407.656.0839 WWW. WINTERGARDEN-FL.GOV

OPEN-AIR SPECIAL EVENT PERMIT APPLICATION FOR PRIVATE PROPERTY

PLEASE BRING ALL OF THE FOLLOWING ITEMS THAT APPLY WHEN SUBMITTING YOUR APPLICATION.

 USE OF PROPERTY – PROOF OF REAL PROPERTY OWNER'S OR LESSEE'S PERMISSION						
 IF REGULATED BY THE STATE OF FLORIDA, A COPY OF THE STATE LICENSE, AND INSURANCE.						
SITE PLAN INDICATING ALL AFFECTED AREAS, STREETS PROPOSING TO BE CLOSED, TEMPORARY POWER SOURCES TO BE INSTALLED, PORTABLE RESTROOM LOCATIONS, VENDOR PLACEMENT, PARADE ROUTE OR ANY OTHER SIGNIFICANT FEATURES						
Non-Profit Organizations/Businesses (501/3(c))— Must provide proof of non-profit status						
COPY OF APPLICANT'S INSURANCE CERTIFICATE. IF THE EVENT USES PUBLIC RIGHTS-OF-WAY OR CITY PROPERTY TO SUPPORT THE EVENT THE APPLICANT NEEDS TO NAME THE CITY OF WINTER GARDEN AS ADDITIONALLY INSURED. LIMITS WILL IN MOST INSTANCES BE REQUIRED IN THE FOLLOWING AMOUNTS: GENERAL AGGREGATE 1,000,000 PRODUCTS AGGREGATE 1,000,000 PROSONAL & ADVERTISING INJURY 250,000 EACH OCCURRENCE 250,000 FIRE LEGAL LIABILITY 50,000 MEDICAL PAYMENTS 2,000 CITY STAFF RESERVES THE RIGHT TO REQUEST INCREASED LIMITS DEEMED NECESSARY FOR CERTAIN HIGH-RISK ACTIVITIES. INDIVIDUALS AND GROUPS WITHOUT INSURANCE, OR GROUPS THAT DO NOT PRODUCE AN APPROPRIATE CERTIFICATE OF						
INSURANCE TWO WEEKS PRIOR TO THE EVENT DATE WILL BE REQUIRED TO PURCHASE INDIVIDUAL EVENT POLICIES THROUGH THE CITY INSURANCE CARRIER AT LIMITS DEEMED NECESSARY BY CITY STAFF. PRICES FOR APPROPRIATE POLICIES ARE ESTABLISHED BY THE INSURANCE BROKER AND ARE NON-NEGOTIABLE. IF PROPER INSURANCE IS NOT OBTAINED OR PAID FOR AT LEAST TWO WEEKS PRIOR TO THE SCHEDULED EVENT, THE CITY RESERVES THE RIGHT TO CANCEL THE EVENT REQUEST.						
 PROMOTIONAL EVENT: \$0.00 APPLICATION / PERMIT FEE						
APPLICATION FEE: \$25.00 (NON-REFUNDABLE – WILL APPLY TO PERMIT FEE UPON APPROVAL)						
PERMIT FEE: If ≤ 15 DAYS \$50.00; IF >15 DAYS \$100.00 (NO PRO-RATIONS)						

REQUIREMENTS

PLEASE NOTE: IT SHALL BE UNLAWFUL FOR ANY OPEN AIR VENDOR TO OPERATE WITHOUT VALID OPEN AIR VENDOR PERMIT GRANTED BY THE CITY MANAGER, AND ANY SUCH INFRACTION SHALL BE PUNISHED AS SET FORTH IN CHAPTER 2, ARTICLE II OF THE CITY CODE. (REFERENCE ORDINANCE 09-25)

1. PERMIT:

APPLICATION FOR PERMIT MUST BE SUBMITTED A MINIMUM OF TWO (2) WEEKS PRIOR TO SPECIAL EVENT.

2. Business Tax Receipt

IF THE SALE OR EVENT IS PART OF AN OWNER OCCUPIED EVENT OR SALE, ONLY THE EVENT PERMIT WILL BE CHARGED. HOWEVER; IF THE EVENT OR SALE IS A NON-OWNER OR ON-SITE BUSINESS, THE VENDOR WILL BE REQUIRED TO PAY A BUSINESS TAX FEE.

CHARITABLE ORGANIZATIONS OR 501/3(s) AGENCIES CAN REQUEST A WAIVER OF THE APPLICATION FEE, PERMIT FEE, AND BUSINESS TAX RECEIPT. THIS REQUEST MUST BE SUBMITTED IN WRITING TO THE CITY MANAGER.

3. FOOD VENDING:

THE DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION OF THE STATE OF FLORIDA REQUIRES THAT YOU NOTIFY THEIR DIVISION OF HOTELS AND RESTAURANTS OFFICE NO LATER THAN THREE DAYS TO ANY TEMPORARY EVENT WHERE FOOD WILL BE SOLD. ALL FOOD VENDORS MUST MEET MINIMUM SAFETY AND SANITATION REQUIREMENTS AND PAY A TEMPORARY EVENT LICENSING FEE IF THEY DO NOT ALREADY HOLD AN ANNUAL LICENSE WITH THE STATE OF FLORIDA. THE DIVISION OF HOTELS AND RESTAURANTS CAN BE REACHED AT 850-487-1395 OR www.myflorida.com/dbpr FOR MORE INFORMATION.

4. ELECTRIC:

 $\ensuremath{\mathsf{IF}}$ ELECTRIC IS BEING USED AN ELECTRICAL PERMIT WILL BE REQUIRED.

 NO ATTENTION GETTING DEVICES ALLOWED. (I.E. INFLATABLE BALLOONS, SEARCHLIGHTS, STREAMERS, AND FLAGS)



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APP	LICANT NAME:					
ORGA	ANIZATION/GROUP NAME:					
NAME	OF EVENT:					
Busin	NESS ADDRESS:					
CITY:						
	NESS PHONE:		BUSINESS FACSIN	MILE:		
EMAIL						
	NG ADDRESS FERENT FROM ABOVE):					
CITY:			STATE:	ZIP:		
FEIN	:		Non Profit	CORPORATI	ON 🔲	INDIVIDUAL
	T LOCATION: MUST BE ATTACHED)					
CITY:			STATE:	ZIP:		
	TYPE OF EVENT	Eve	NT DETAILS			EVENT EQUIPMENT
	FESTIVAL	ADMISSION CHA	ARGE/TICKET SALES	S		AMPLIFIED SPEAKING/MUSIC
	EXHIBIT(S)	ALCOHOL SERV	VED			PORTABLE RESTROOMS
	CARNIVAL/CIRCUS/FAIR	ALCOHOL SALE	ES			SPORTS EQUIPMENT
	GENERAL MEETING	FIREWORKS/PY	YROTECHNICS			STAGE/PROPS/PRODUCTION
	Parade	FOOD VENDOR	S: #OF			INFLATABLE DEVICES
	SPORTING EVENT/COMPETITION	MERCHANDISE	VENDORS: # OF			DUMPSTERS/RECEPTACLES
	WEDDING/RECEPTION	OPEN TO PUBL	IC			COOKING EQUIPMENT USED
	REVIVAL	STREET / SIDEN	WALK CLOSURE			Gas Open Flame
	OTHER: (EXPLAIN)	CITY WATER U	SED			*TEMPORARY EVENT SIGNAGE
-		ELECTRIC USE	D			# OF:
		PREVIOUSLY H	ELD EVENT			SIZE(S):
-		OTHER: (EXPL	AIN)			LOCATION:
-						TENTS - #0F:
					-	SIZE(S):
-						OTHER: (EXPLAIN)
					_	

*TEMPORARY EVENT SIGNAGE:

COMMERCIAL/INDUSTRIAL ZONING DISTRICT (MAX SIGN COPY AREA = 75 SQ.FT.)
RESIDENTIAL ZONING DISTRICT (MAX SIGN COPY AREA = 48 SQ.FT.)

ALL EVENT SIGNAGE (MAX HEIGHT OF INDIVIDUAL SIGN = 8'; SETBACK = 15' FROM PROPERTY LINE)

NO STREAMERS, PENNANTS, FLAGS, RIBBONS, SPINNERS, OR OTHER PROHIBITED DEVICES SHALL BE INCLUDED OR INCORPORATED WITH THE DISPLAY OF A BANNER. NO ATTENTION-GETTING DEVICES.

Open-Air Special Event Permit Application 01-10



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VENT HOURS	8:						
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D							
	AILY ATTENDAN		WED	THU	For	CAT	
Sun	Mon	TUE	WED		FRI	SAT	
OURS OF AM	IPLIFIED SPEAKI	NG/MUSIC: (IF DIF	FFERENT FROM ABOVE	≣)			
Sun	Mon	TUE	WED	Тни	FRI	SAT	
lours of St	REET/SIDEWALK	CLOSURE: (IF DII	FFERENT FROM ABOV	E)			
Sun	Mon	TUE	WED	Тни	FRI	SAT	
ONTACT PER							
DDRESS:	RSUN:						
			STATE:		ZIP:		
		CELLULAR:					
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ROPERTY OV	WNER:						
DDRESS:							
CITY:			STATE:		ZIP:		

PERSONALLY KNOWN OR PRODUCED IDENTIFICATION / TYPE OF ID PRODUCED SIGNATURE OF NOTARY NOTE: ANY PERMITTEE WHOSE OPEN AIR VENDOR PERMIT IS SUSPENDED OR REVOKED, OR ANY APPLICANT WHOSE APPLICATION FOR AN OPEN AIR VENDOR PERMIT IS DENIED PURSUANT TO CITY CODE SHALL RECEIVE A STATEMENT, IN WRITING, OUTLINING THE REASONS FOR SUCH SUSPENSION, REVOCATION, OR DENIAL OF THE PERMIT. AN APPLICANT MAY APPEAL SUCH SUSPENSION, REVOCATION OR DENIAL OF THE PERMIT. AN APPLICANT MAY APPEAL SUCH SUSPENSION, REVOCATION OR DENIAL OF THE PERMIT. AN APPLICANT MAY APPEAL SUCH SUSPENSION, REVOCATION OR DENIAL. APPEALS FROM DECISIONS OF THE CITY COMMISSION, WHO PERMONENT AND APPEAL SUCH SUSPENSION, MADE PURSUANT TO THIS ARTICLE SHALL BE ADDRESSED BY THE CITY COMMISSION. WHEN TIMELY FILED, AN APPEAL SHALL BE HEAD AT THE NEXT REGULARLY SCHEDULED CITY COMMISSION MEETING, WHICH MEETING IS SCHEDULED AT LEAST FOURTEEN (14) DAYS AFTER THE FILED OF SUCH APPEAL. APPEALS FROM THE DECISIONS OF THE CITY COMMISSION SHALL BE AS PROVIDED IN STATE STATUTE 98-32 OF THIS CODE. FOR OFFICE USE ONLY APPLICATION TECHNICIAN INITIALS DATE RECEIVED DATA CLERK INITIALS DATE SCANNED DATE APPROVED DATE APPROVAL DATE APPROVED DATE APPROVED	Open-Air Special Event	t Permit Application 01-10				Pag	e 4
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