



VILLAGE OF EL PORTAL

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 305-795-7880, 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, ect...): _____

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 system, 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.

Signature of Property Owner

Date

APPROVAL-FOR OFFICE USE		
Police:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Reason: _____
Signature:	_____	Date: _____
Zoning:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Reason: _____
Signature:	_____	Date: _____
Permitting:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Reason: _____
Signature:	_____	Date: _____
Public Works:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Reason: _____
Signature:	_____	Date: _____
Village Manager:	_____	_____
	Signature	Dates