



## 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 Department at 305-795-7880, before submitting your permit application. No special events permit 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: \_\_\_\_\_

Parking: \_\_\_\_\_ Street Closure: \_\_\_\_\_

Describe sound equipment to be used (i.e., PA system, microphone, speakers, band, DJ, etc...): \_\_\_\_\_

*(Per section 13-2 of the Village of El Portal code)*

*Music and noise restrictions apply to distance (100ft) and time of day and night.*

*(FRIDAY - SATURDAY between 8AM-12AM and SUNDAY - THURSDAY between 8AM-10PM)*

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.*

**Depending on the size and public safety requirements of your event, an Off-Duty Police officer will be required. Once approved for a Special Event Permit, please contact El Portal Police Dept. to review your event needs and to secure safety presence.**

*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  Denied             Reason: \_\_\_\_\_  
Signature: \_\_\_\_\_            Date: \_\_\_\_\_

Code Enforce.:    Approved  Denied             Reason: \_\_\_\_\_  
Signature: \_\_\_\_\_            Date: \_\_\_\_\_

Bldg Dept.:        Approved  Denied             Reason: \_\_\_\_\_  
Signature: \_\_\_\_\_            Date: \_\_\_\_\_

Public Works:     Approved  Denied             Reason: \_\_\_\_\_  
Signature: \_\_\_\_\_            Date: \_\_\_\_\_

Village Manager:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Dates