

**Application for Special Events
Within Flagler County, Florida**

Application processing fee of \$_____ (TBD) (please attach copy of receipt to application)

Please type or print legibly

Name of Activity/Event _____

Sponsoring Organization Name (Applicant) _____

Name of Primary Contact Person

Onsite Contact Person's Name

Primary Address

Onsite Contact Person's Phone

Primary Phone Number/Facsimile

Resident Agent Name
(required for out of County Applicants/Sponsors)

Resident Agent Number/Facsimile

Resident Agent Mailing Address

Resident Agent Physical Address

Location of Event: _____

Property Owner's Name _____

Description of Event: _____

Date(s) of Event: _____ Hours of Operation: _____

Number of people involved: _____

Sponsors: _____

Public: _____

Performers: _____

Vendors (note all vendors need business license): _____

Expected Maximum Number of Persons onsite at any one time: _____

Application must be submitted 90 days in advance of Special Event dates. See Flagler County Code, Section 21-54.

EXHIBIT A

Entertainment (Show on site plan):

Location _____

Speakers/Microphone? Yes No Electrical Hook-ups? Yes No

Other: _____

Parking Requirements (Show on site plan):

Number of total parking spaces available: _____

Number of Handicapped Spaces: _____

Participants Parking Location (Show on site plan): _____

Vendors Parking Location (Show on site plan): _____

Sponsor/Entertainment Parking Location (Show on site plan): _____

Public Parking Location (Show on site plan): _____

(If the parking location is insufficient on site, parking arrangement letter(s) from owner(s)/renter(s) of additional parking sites stating number of parking spaces available shall be submitted and shown on site plan)

Will merchandise, food or beverages be sold at the event? _____

Will Alcohol be used/served/sold? _____

Will amplified sound equipment or a live band be used? _____ Outside? _____

Will there be signs and banners to advertise the event? _____

Will food be cooked, prepared or sold at the event? _____

Clean-up Plan/Litter Control (describe plan): _____

Name of Waste Hauler: _____

Number of Toilets: _____

Location of Toilets (Show on site plan): _____

If Using Private Security:

Name of Company/Contact Person and Phone Number: _____

See attached checklist for required information that must accompany application.

Signature of Applicant

Date

Signature of Resident Applicant (Required if applicant is not a resident of Flagler County, Florida)

Attach Checks for Application Fee, Site Plan to Application

Application fee must be paid prior to any application review (attach receipt)

Special Event checklist for applicant
must accompany application

The below must accompany your Special Event application or application will be considered incomplete and returned to applicant.

SITE PLAN/Must show the following:

Location of all structures with respect to the existing buildings, property lines, roads and walkways to include

- Tents/detail description of size/state if tent is fully or partially enclosed/number of tents/must show location of all tents.
- Grandstands/size/capacity
- Bandstands/include electrical hook ups
- vendor booths/size and description of booths
- refreshment stands
- restrooms/include number of handicap available
- portable toilets/number
- tables
- signs/may require sign permit
- parking areas/include handicap spaces available and number
- all electrical hookups
- speakers/hook up location(s)
- support vehicle locations and number of vehicles

For out of County sponsors, a resident agent is required.