



5399 N. Dixie Highway, Suite 3 • Oakland Park, Florida 33334 • www.oaklandparkfl.org

## Special Event Permit Application

*Please fill out the application legibly and in its entirety.  
For items which are "not applicable," please designate as "N/A."*

Special Event Permit Number: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Address of the Event: \_\_\_\_\_

Individual/Organization Name: \_\_\_\_\_

501(c)3 Verification Number (if applicable): \_\_\_\_\_

**Primary Contact Person:** \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Primary Contact Tel #: \_\_\_\_\_ Primary Contact Cell # \_\_\_\_\_

Email Address: \_\_\_\_\_

**Secondary Contact Person:** \_\_\_\_\_

Tel #: \_\_\_\_\_ Alternate Contact Cell #: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Time of Event: Set-Up Begins \_\_\_\_\_ Event Begins \_\_\_\_\_

Event Ends \_\_\_\_\_ Break Down Until \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_ Open to the Public? Yes No

Are you planning on any amplified/live music? Yes No

Are you planning any large games such as bounce house/mechanical rides? If so, which company\*?

*\*Please attach copies of all certificates of liability insurance from all vendors naming the City of Oakland Park as additional insured for special events on public property.*

Will there be any use of pyrotechnics and/or Fireworks Displays at this event? Yes No

Are portable, ADA compliant sanitary facilities being provided for this event? Yes No

Special Event Permit Application

Will any temporary signage be installed onsite? Yes No
Will any portion of the event take place on public property? Yes No
Will there be a charge for admission? Yes No
Has this event been held in the past? Yes No

If so, indicate the address/location/date of the last event: \_\_\_\_\_

Is the event taking place: Indoors Outdoors Both

Will electricity be required for the event? Yes No

How will the electricity be supplied? On-Site Generator Combination of Both

Will a stage be used in the event? Yes No

Are you planning to serve concessions at the event? If so, what food/beverage items? \_\_\_\_\_

Who will be providing the concessions? Please provide business name, address, and telephone number\*:

\*Please attach copies of all certificates of liability insurance from all vendors naming the City of Oakland Park as additional insured for special events on public property.

Please indicate the type of cooking appliances\* and number that will be used by the sponsor or any vendor:

Electric Grill #\_\_\_\_\_ Grease Fryer #\_\_\_\_\_
Oven #\_\_\_\_\_ Gas Grill #\_\_\_\_\_
Electric Range Burner #\_\_\_\_\_ Charcoal Grill #\_\_\_\_\_
Gas Range Burner #\_\_\_\_\_ Smoke Grill #\_\_\_\_\_

\* Each cooking appliance must have its own dedicated fire extinguisher and must be shown on the site plan at least thirty (30) feet away from any canopy, tent, stage, bleachers, etc.

Will there be sales/distribution of alcohol at this event? Yes No

If yes, please indicate type: Beer Wine Liquor

Will there be retail sales at this event? Yes No

Please specify type: \_\_\_\_\_

Please describe any other necessary details: \_\_\_\_\_

Special Event Permit Application

The information I have provided on this application is true and complete to the best of my knowledge. I understand that approval of this event is contingent upon review and approval of all City Disciplines and the City Manager's Office.

To the fullest extent of the law, I agree to defend, pay on behalf of, indemnify, and hold harmless, the City of Oakland Park, it's elected officials, employees, volunteers, and others working on behalf of the City of Oakland Park against any and all claims, demands, suits, or loss including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Oakland Park, it's elected officials, employees, volunteers, or others working on behalf of the City of Oakland Park, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this Special Event Permit. Furthermore, I agree to be responsible for any fees relating to damage of public property incurred by the Special Event which are detailed in a written report provided to the Special Event Applicant no later than seven (7) days after the event.

\_\_\_\_\_  
Signature of Special Event Permit Applicant

\_\_\_\_\_  
Date

**Notary as to Special Event Permit Applicant**

STATE OF FLORIDA

COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By \_\_\_\_\_, who is personally known to me, or, if not, produced the following form of identification: \_\_\_\_\_.

**NOTARY PUBLIC**

Sign: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Print: \_\_\_\_\_

My Commission Number: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

*APPLICATION DATE SHALL BE DEEMED TO BE ON THE DATE ON WHICH ALL REQUIRED DOCUMENTS HAVE BEEN SUBMITTED.*

APPLICATION SUBMITTAL DATE: \_\_\_\_\_

APPLICATION SUBMITTAL DEEMED BY: \_\_\_\_\_

NON-REFUNDABLE APPLICATION FEE: \_\_\_\_\_



# Special Event Permit Information

Thank you for your interest in holding a special event in the City of Oakland Park. The City of Oakland Park recognizes the value that special events can have to organizations and the community. Community relations and fund raising are just two of the potential benefits gained when conducting a special event. Residents and visitors alike find enjoyment from special events held in Oakland Park.

The City of Oakland Park is committed to supporting quality special events throughout the community. Whether you are planning an event for the first time, or simply making venue or programmatic changes to an annual event, please contact the City before your event plans are finalized. If you are wondering about the availability of a venue or seeking assistance with safety planning, a preliminary conversation with City staff can allow for a seamless event planning experience.

On the subsequent pages, you will find a checklist of the documents that are required to process your application. You will also find contact information for any questions or clarification needed in preparing your application or site plan.

***A Special Event in the City of Oakland Park is defined as the temporary use of public or private property for any meeting, activity, parade, or gathering for civic, philanthropic, cultural, educational, religious or similar purposes, which substantially inhibits the normal flow of pedestrian or vehicular travel or which deviates from the established use of the property.***

A **complete application** shall be submitted no later than 30 days prior to the commencement of an event along with the **non-refundable application fee** based on the following timeline:

- **More than 60 days before event-**                      **\$250.00**
- **Between 45 and 59 days before event-**              **\$350.00**
- **Between 44 and 30 days before event-**              **\$450.00**

A Special Event Permit Application shall be determined complete on the date on which all the required documentation has been submitted. The non-refundable application fee shall be charged from the complete application submittal date and is due upon submittal of the Special Event Permit Application.

***An additional Special Event Permit Fee will be required upon issuance of the Special Event Permit. The amount of the permit fee shall be the amount necessary to recoup expenses for the provision of City services including, but not limited to, installation of water meters, barricades, street closures, police and fire services, or other necessary City services as determined by the Special Event Committee. Various identified permits fees shall be paid directly to the providing agencies.***

Florida certified not-for-profit organizations which provide proof of certification shall be exempt from payment of the Special Event Permit application fee and permit fees.

## Special Event Permit Checklist

All events meeting one or more of the following criteria must apply for a special event permit:

- Gatherings of 75 people or more
- Sale of alcoholic beverages
- Use of mechanical rides
- Amplified music/entertainment
- Less than 300 feet from a residential property

*\* Activities at single-family residences such as family reunions, birthday parties, and similar gatherings do not need a special event permit.*

*\* Block parties do not need a special event permit and are regulated by Section 21-04, Oakland Park Code of Ordinances.*

### Items Required for Submission

- Special Event Permit Application completed in its entirety.
- Legible and dimensioned site plan for event location including parking, traffic flow, location of signage, tents, staging, generators, appliances, fences, pyrotechnic materials, emergency access routes, etc. **See Site Plan Requirements directly below.**
- Non-Refundable Application Fee. (Not-for-profits are exempt from application fee)
- Certification of State of Florida not-for-profit status (if applicable).
- If the event is to benefit a charitable organization, an official letter of acknowledgement from the charitable organization stating the percentage of the proceeds of the special event that will occur on their behalf is required.
- Vendor information, such as contact persons, phone numbers, addresses, etc.
- Certificates of insurance from the individual or organization, and all vendors.
- Proof of ownership of event property or notarized letter from event site landowner authorizing the event on their property.
- Approved park permit from the Parks and Leisure Services Department, if the event location is at a City of Oakland Park public park.

### Site Plan Requirements

The required legible and dimensioned site plan must contain all of the following information:

#### Existing Improvements

- Permanent Structures
- Off-Street Parking Spaces
- Sidewalks
- Driveways
- Exterior Lighting
- Fences, Walls, and Hedges
- Drainage Ponds and Retention Areas

#### Temporary Improvements

- Tents and Canopies
- Portable Restrooms
- Solid Waste Containers and Receptacles
- Stages
- Mechanical Rides, Bounce Houses, and Similar Equipment
- Cooking Appliances
- Fencing
- Size, Character, and Location of Signage
- Location and Types of Live Animals

- Applicants for large events are encouraged to attend a pre-event meeting with City staff to discuss event layout, fire codes, street closures, parking, etc. The purpose of this meeting is to assist you in making sure your event runs smoothly, offer advice, and ensure all City codes are being met. Please call the Building Official at 954-630-4341 to coordinate the meeting.
- Applicant shall be responsible for traffic and crowd control and may be required to hire off-duty Special Detail BSO deputies for traffic and crowd control.
- Applicant shall provide sufficient permanent or temporary public sanitary facilities and daily service of those facilities at all times when the event is in progress, and be subject to all applicable county health regulations. Permits for temporary sanitary facilities must be obtained from the Building and Permitting Division and be displayed in a conspicuous location during the event, including set-up and break down.
- If an applicant intends to install tents or canopies, permits must be obtained from the Building and Permitting Division and be displayed in a conspicuous location during the event, including set-up and break down.
- All installation, including electrical hook-ups, shall be made at the applicant's expense and approved in advance by the Building Division. Permits must be obtained from the Building and Permitting Division and be displayed in a conspicuous location during the event, including during set-up and take down.
- Applicant shall be responsible for maintaining all areas encompassed by the event in a safe, clean and orderly condition. The applicant will be responsible for the removal of trash or debris, restoration of damaged shrubs, plants, turf, underground utilities, structures, irrigation, trees and paved surfaces on any portion of City or other public property. The City shall inspect public property for damage no later than twenty-four (24) hours after the event. Any relative costs associated with such damages will be provided in the form of a written report to the applicant no later than seven (7) days after the event. Applicant will be responsible for any fees relating to the damages incurred.
- All certificates of insurance are to be submitted at the time of application.
  - a. If the special event is located on public property, the following liability insurance is required from the individual or organization at the time of application:

<u>General Liability</u>	<u>Per Occurrence</u>	<u>Aggregate</u>
Comprehensive	\$1,000,000	\$1,000,000
Premises-Operations		
Contractual Liability		
Personal Injury		
Broad Form Property Damage		
Independent Contractors		
Cross Liability and Severability of Interest Clause		
Participant Liability		
Statutory Amount		

- b. All insurance companies must be rated at least A VII per Best's Key Rating Guide and be licensed to do business in Florida.
- c. All policies must be current and specific to the special event.

- d. The City of Oakland Park must be named as an additional insured on the Certificate of Insurance (COI) along with the name of the event and the event date/s (include all dates on property for set-up, disassembly, etc.)
- e. The COI shall indicate the Certificate Holder as The City of Oakland Park, 3650 NE 12 Avenue, Oakland Park, Florida 33334.

Submit your complete application to the Building and Permitting Division located at the Municipal Building: 5399 N Dixie Highway, Suite 3, Oakland Park, Florida 33334. Faxed or e-mailed copies will not be accepted, nor will incomplete applications. The deadline for special event application submission is thirty (30) days prior to commencement of the event.