



SPECIAL EVENT PERMIT APPLICATION

Town of Melbourne Beach
507 Ocean Avenue, Melbourne Beach, Florida 32951
Phone: (321) 724-5860
Fax: (321) 984-8994

Please complete this form and return it to the Melbourne Beach Town Hall at the above address.

APPLICANT INFORMATION

1. Name of applicant _____
2. Organization _____
3. Address _____
4. Phone (mandatory) _____ E-mail (optional) _____
5. Alternate contact (optional) _____
Phone _____ E-mail (optional) _____

EVENT INFORMATION

6. Type of event (Walk, Run, Arts and Crafts Show, Street Party, Parade, Rally, Concert, Live Band, Specialized equipment) _____
7. Bands _____ Marching units _____ Floats _____ Cars _____ Length _____ Miscellaneous _____
8. Date of event _____ Rain date _____
9. Event location (Park, Street, Building, Other) _____
10. Start location _____ Start time _____
11. End location _____ End time _____
12. Route (if appropriate) _____
13. Set-up begins _____ Clean up ends _____
14. Event begins _____ Event ends _____
15. Will you need parking spaces and if so, how many? _____
16. Will you need toilet facilities? _____ How many? _____ What type? _____
17. Where should the toilet facilities be located? _____
18. If this is a for-profit event, what is the ultimate use of the proceeds? _____
19. Will the event be advertised? YES _____ NO _____ If YES, where and when?

20. Will pamphlets, handbills or advertising of any kind be distributed at the event? YES _____ NO _____ If YES, what? _____
21. Will you need water or electrical connections? YES _____ NO _____ Explain: _____
22. Will music be provided? If so, what are the hours? _____
Will loudspeakers be used and where will they be placed? _____
23. Have you made provisions for on-site medical services? YES _____ NO _____ Explain: _____
24. Have you made provisions for on-site security services/crowd control? YES _____ NO _____ Explain:

25. Do you have insurance? YES _____ NO _____ (If YES, you will be asked to provide proof.)

PARTICIPANTS AND VENDORS

26. Number of participants _____ Number of spectators _____
27. Will participants be charged? YES _____ NO _____ If YES, how much? _____
28. Will there be vendors? YES _____ NO _____ If YES, what is the vendor permit fee? _____
29. Will there be merchandise for sale? YES _____ NO _____ If YES, what type of merchandise and what is the cost of the items? _____
- _____
30. Will there be food and beverages for sale? If so, what kinds? _____
- _____
31. Will there be alcoholic beverages? _____
32. Who will receive the funds from the sale of food and beverages? _____
33. Do you need to use the Community Center and/or the Ryckman Park Pavilion? YES _____ NO _____ **If YES, a complete Facility Rental Application is required.**

- **You must have a permit from the town for the sale, possession or consumption of alcoholic beverages** (see Chapter 53 of the Melbourne Beach town code.) You may obtain this permit application at Melbourne Beach Town Hall.
- Only licensed bartenders and caterers are allowed to take alcohol into a municipal facility.
- **You must provide liability insurance and you must show proof of insurance.** We require \$1,000,000 public liability coverage. You must shop for coverage; we cannot offer recommendations. The Town of Melbourne Beach must be listed as additional insured.
- **Proof of coverage is due no later than two weeks prior to the date of the event.**
- **Liability insurance** will also be required if 50 or more persons or vehicles are involved.
- A fee may be required for the use of Town services or equipment. Applicant will be notified of such a fee prior to final approval of application by the Town Manager.

As the applicant, I hereby certify that the information I have provided on the form is complete and accurate to the best of my knowledge. I agree to abide by the Terms set forth in this application, and the Ordinances of the Town of Melbourne Beach. I understand that failure to do so may lead to the cancellation of the event, the denial of future permit applications, and/or other legal action.

DATE

APPLICANT SIGNATURE AND AGREEMENT TO TERMS

For Town Use Only

APPROVAL OR DENIAL

COMMENTS

DATE	CHIEF OF POLICE – Recommend	
DATE	PARKS BOARD CHAIRMAN – Recommend	
DATE	PUBLIC WORKS – Recommend	
DATE	FIRE CHIEF/ FIRE MARSHALL - Recommend	
DATE	TOWN MANAGER – Approval or Denial	

Additional comments: _____