



SPECIAL EVENTS 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.

Permit # _____

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, Other) _____

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, do you have a permit? YES _____ NO _____ 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? _____

- YOU MUST HAVE A PERMIT FROM THE TOWN FOR THE SALE, POSSESSION OR CONSUMPTION OF ALCOHOLIC BEVERAGES (TOWN ORDINANCE #53)
- LIABILITY INSURANCE WILL BE REQUIRED IF 50 OR MORE PERSONS OR VEHICLES ARE INVOLVED. LIMITS AND REQUIREMENTS ARE OUTLINED IN CHAPTER 52 OF TOWN CODE.
- 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

APPROVAL OR DENIAL

COMMENTS

DATE CHIEF OF POLICE – Recommnd.

DATE PARKS BOARD CHAIRMAN – Recommend.

DATE PUBLIC WORKS – Recommend.

DATE FIRE CHIEF – Recommend.

DATE TOWN MANAGER – Approval or Denial

Additional comments: _____
