



Special Event Application

100 E Myers Blvd. * Mascotte, FL 34753 * www.cityofmascotte.com

Please type or print the application. All sections must be completed. If a section does not pertain to your event, please put N/A. Any questions should be directed to the Community Development Department at City of Mascotte, (352) 357-8888. Please return in person or email: Building@cityofmascotte.com

Special Event Applications shall be filed no less than 30 days before the date on which the event is scheduled to take place. If applying for a parade permit the application shall be filed no less than sixty (60) days before the date on which the event is scheduled to take place.

Applicant Name(s): _____

Exact location of event: PUBLIC PROPERTY _____ OR PRIVATE PROPERTY _____.

If public property **circle** facility to be used: (Civic Center, Sports Complex, or Other Public Property) If other public property specify property location; _____

ORGANIZATION NAME/REPRESENTATIVE

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Cell Number: _____

Email address: _____

CONTACT NAME (IF DIFFERENT THAN ABOVE)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Cell Number: _____

Email address: _____

TYPE OF EVENT

Parade _____ Sidewalk Sale _____ Firework Sales _____ Auto Tent Sale _____

Craft/Market Sales _____ Christmas Tree Sales _____ Food Truck _____

Street Vendors _____ Concerts _____ Other _____



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DATE(S) OF EVENT: _____ Start Time: _____ am/pm End Time: _____ am/pm

Start and end time includes setup and clean-up of facility rented.

Number of Expected Attendees/Participants _____

Complete description and purpose of the special event planned: _____

Site Plan attached?

☐ Yes ☐ No

Is the event open to the public?

☐ Yes ☐ No

Has this event been held in previous years?

☐ Yes ☐ No

Does this year's event differ from past events?

☐ Yes ☐ No ☐ N/A

If yes, please explain: _____

Is the Company putting the Event on charging a fee? ☐ Yes ☐ No

Will there be Entertainment provided? ☐ Yes ☐ No

If yes, see below

A complete detailed listing, including names, must be provided of all entertainment:

=====

*** The applicant and event shall be subject to the provisions of Sec. 20-46 for temporary permits including any and all portions related to noise abatement and attenuation methods. The City reserves the right to revoke the permit.**

A complete detailed listing of all games, rides, and any contractors used for carnival games and/or rides: _____

Will you be using a sound system? ☐ Yes ☐ No

If yes, then the type of system and name of contractor, if applicable. _____

Will there be Special Effects? ☐ Yes ☐ No

If yes, type of special effects and names of contractor, if applicable. _____

Location of special effects _____



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Are there proposed Retail Sales at the event (Vendors)?

☐ Yes ☐ No

If yes, please explain the nature of vendors below (including number of each):

Clothing _____ Jewelry _____ Food & Beverage (Non-Alcoholic) _____ Misc. (describe in detail) : _____

Is there any onsite cooking planned? (The Fire Department shall be notified) ☐ Yes ☐ No

Will there be Alcoholic Beverages served or sold? ☐ Yes ☐ No

If yes, please explain below: _____

Name of licensed organization to serve alcohol at this event? _____

Type of organization serving alcohol: _____

(Additional liability insurance may be required)

Do you require City documentation to receive a license? ☐ Yes ☐ No

Event Promotion

What level will the event be promoted (i.e. example local, regional)? _____

What type of publicity will be used (i.e. newspaper, social media)? _____

Telephone number to be released for public information _____

Event Signage

Will there be event signage required? ☐ Yes ☐ No

If yes, how many signs are required? What are the proposed dimensions? What location(s) will they be posted? _____

- Copy of State permit if State roadway is used: _____
- FOR PARADE: SEE PAGE – 5
- FOR FIREWORKS: SEE PAGE – 6
- FOR CITY FACILITY REQUIREMENTS (for use of City property or assets) SEE PAGE - 7

The special events permit, and any other permits associated with the event are required by the city to be posted in a conspicuous location on the special event site.



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The special event shall begin only after all inspections by affected departments have been conducted, and a determination has been made that all code and ordinances have been satisfied.

APPLICANT SIGNATURE; _____ DATE: _____

The application must be completed and signed with all the requirements/documents included before the approval process begins.

ATTACHEMNTS:

Property owner authorization (must be attached to this application)

Site plan for the event: (must be attached to this application)

Motion Picture and Filming: Please attach the standard form for motion photography production permit for Orange, Seminole, Lake, and Osceola Counties to this application.



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FOR PARADE

Exact location of marshalling and staging area: _____

Time at which units of parade will begin to arrive: _____

Time at which units of parade will be dispensed: _____

Exact route to be traveled shown on attached map: _____

Please attach approximate # of persons, animals, vehicles participating with a description of types of animals and vehicles/floats. _____

Parade will occupy all of the width of the street, roadway, or sidewalk:

Yes: _____

No: _____



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FOR FIREWORKS

The following shall be attached to this application.

- A detailed listing of the type & quantity of fireworks to be used.
- A detailed written statement outlining all appropriate safety procedures, which will be used at fireworks display in order to protect the safety of the public and all surrounding property.
- A detailed written statement describing what facilities and containers will be used to store fireworks.
- If applicable, applicant's federal license # for transporting fireworks across state line and a list of names, addresses, occupations, and backgrounds of all individuals who will be responsible for the actual display, use or explosion of any fireworks. The background statement should include a complete history of the experience of the individuals involved with respect to their use of fireworks, including a detailed list and explanation of each and every accident resulting from the use of fireworks, which the individual has been responsible for, or involved in.
- A map showing the exact launching points and area of fallout if applicable.
- The applicant will need to provide proof of public liability and property damage insurance in an amount approved by the City's finance director and name the City as an additional insured.



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CITY FACILITY REQUIREMENTS (for use of City property or assets)

Please check the appropriate boxes if you are going to require any of the following: ***Please note, the City may not have certain assets at the location you may be interested in renting or additional fees may apply to cost of rental.***

Is electricity going to be needed (if available)

☐ Yes ☐ No

Are City chairs going to be needed (if available)

☐ Yes ☐ No

Are City tables going to be needed (if available)

☐ Yes ☐ No

Are any City buildings going to be needed (if available)

☐ Yes ☐ No

Will Port-O-Lets be provided? ☐ Yes ☐ No

If yes, how many port-o-lets will you be providing? _____ (Indicate locations on the site plan)

Name of the private port-o-let company you will be contracting with: _____

(ADA requires one handicapped restroom in each group of restrooms)

Will waste receptacles be provided? ☐ Yes ☐ No

If yes, how many waste receptacles (roll-a-ways) are you requesting from the city? _____

If no, how will you be handling garbage collection? _____

Traffic Alterations and Parking Requirements

Will Traffic Alterations be required? ☐ Yes ☐ No

If yes, please describe in detail, including request for road closures _____

(Requests to close State Roads require FDOT permit, which needs to be approved by the City of Mascotte prior to application to FDOT)

Will public parking areas, streets, sidewalks, etc. be restricted or obstructed (show on site plan)?

Does your plan include on-site parking and how many spaces are required? _____

☐ Yes ☐ No



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Does your plan include off-site parking and how many spaces are required? _____

☐ Yes ☐ No ☐ N/A

Will you charge for either on-site or off-site parking? ☐ Yes ☐ No How much if charging? _____

Will shuttles be used to transport, how many shuttles, and what route(s)? _____

☐ Yes ☐ No ☐ N/A

Americans with Disabilities Act

ADA requires accessibility guidelines as adopted by the State of Florida. The following provisions are to be considered ADA accessibility.

ADA restroom facilities. (One handicapped for each group of port-o-lets) ☐ Yes ☐ No ☐ N/A

Handicapped parking facilities (show on site plan) ☐ Yes ☐ No ☐ N/A

Handicapped assistance and what types will be available? ☐ Yes ☐ No ☐ N/A

Police Protection and Security

Note: Public property and parades require the use of the Mascotte Police Department employees during the event at the promoter's expense.

What are your plans for providing additional security? _____

Emergency Fire/Medical Services

Note: Public property required the use of the either the Lake County Fire/Rescue Department employees during the event or the Groveland Fire Department's employees at the event at the promoter's expense.

What are your plans for providing Fire/EMS? _____

Tents

Are tents to be used for the event? ☐ Yes ☐ No ☐ N/A

If yes, show proposed location(s) on the site plan. Indicate size, type, use and anchoring.

Comprehensive General Liability Insurance coverage for the City of Mascotte from the sponsor.

The applicant will provide an insurance certificate to the City of Mascotte, naming the City of Mascotte as additional insured in the amount not less than \$500k for death or injury to any one person, \$1 million aggregate for any one occurrence for death or bodily injury, and \$500K for damage to any property. Or a combined single limit of \$1 million for any claim of injury or property.



Special Event Application

City Approval/Denial

City Manager: _____ Approved - _____ Denied - _____ NA - _____

Conditions for Permit - _____

Chief of Police: _____ Approved - _____ Denied - _____ NA - _____

Conditions for Permit - _____

Public Services Director: _____ Approved - _____ Denied - _____ NA - _____

Conditions for Permit - _____

Parks & Recreation Coordinator _____ Approved - _____ Denied - _____ NA - _____

Conditions for Permit - _____

Fire/Rescue - _____ Approved - _____ Denied - _____ NA - _____

Conditions for Permit - _____
