

SPECIAL EVENT PERMIT APPLICATION

Please provide the following information on page 1 and 2 of this application:

Date of Application: _____

Name of Applicant: _____

Address of Applicant: _____

(include physical address, city, state and zip code above)

Phone number of Applicant: Business _____

Home _____

Cellular _____

Email _____

Name of Person or Entity Sponsoring Special Event (if different from name above):

Address of Organization (if different from address above):

Address Where Special Event Will Take Place:

Date(s) of the Special Event: _____

Time(s) of the Special Event: _____

Estimated Size of the Special Event: _____
(estimated number of participants)

Will Electrical Hook-ups be needed: () Yes () No

Will a Generator be Used: () Yes () No

Will Sound Equipment be Used: () Yes () No

Will Tents be Used: () Yes () No

If yes, number of tents: _____ (all tents must have a fire retardant certificate).

Will Rides be Used: () Yes () No (proof of license & permit required).

If yes, number of rides: _____

Describe all rides: _____

Will Alcohol be served: () Yes () No

If yes, what type: _____ (alcohol license is required)

Will food be served: () Yes () No

If yes, what type: _____

If food will be sold or provided by a vendor, include vendor’s name and license:_____

The following should be attached to this application:

A check made payable to the City of Belle Glade for the non-refundable application fee based upon the following schedule:

# of Days Prior to Proposed Special Event	Amount of Application Fee
Over 30 calendar days	\$50.00
20 to 30 calendar days	\$75.00

A copy of the site plan (if required by the planning and building director).

A copy of all applicable permits and licenses (or provide within ten (10) days of the first day of the special event)

A copy of all insurance certificate(s) (or provide within ten (10) days of the first day of the special event).

By signing this application, the applicant, and/or on behalf of the entity she or he represents, having full authority to enter an agreement for said entity, hereby agrees to the following:

Deposit: To submit a check payable to the City of Belle Glade for the deposit within five (5) days after receipt of notice from the city of the amount of said deposit. If a check for the deposit is not received within five (5) days by the city, the city shall deny the application and retain the application fee.

Pay for Additional City Services: To reimburse the city for any and all additional city services required when the size of the special event is exceeded and additional city services are required above and beyond those services the city departments originally determined were reasonably necessary for the special event. Said reimbursement shall be paid within thirty (30) days after the last day special event by check made payable to the City of Belle Glade. Failure to reimburse the city will result in the planning and building director’s denial of all future special event permit applications or any related special event application of the applicant until the city is reimbursed.

Indemnification: To indemnify and save the city harmless from any and all claims, suits, actions, damages, or causes of action arising as a result of the special event or of the condition of the premises on which the special event is held, including those arising during the event itself, and those arising during its preparation and removal before and after the event, for any personal injury or loss of life, or damage to or loss of property, and from and against any orders, judgments, or decrees which may be entered thereon, and from and against any costs and attorneys' fees incurred in and about the defense of any such claims, and the investigation thereof.

_____ Signature of Applicant	_____ Applicant’s name
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