



City of Belle Isle

1600 Nela Avenue, Belle Isle, FL 32809

Tel 407-851-7730 * Fax 407-240-2222 * www.belleislefl.gov

Special Events Application

City Code Chapter 26, Art II Section 26-20 through 26-30

Name of Event		Date of Event
Organization Represented		
Organization Address (City, State, Zip)		
Specific Location of Event:	Private	Public
Applicants Name		
Date Approved:	Applicants Contact Number	
	Alternate Emergency Contact Number	
	Applicants Email	
<p>Event permits are required for any occasion or event including but not limited to exhibitions, celebrations, festivals, shows including firework displays and any event that is not a normal function of any location or zoning district. If applicant does not meet city-designated deadlines required for approvals (alcohol, tents, cooking, food trucks, etc.) as outlined in event permit application, the city may deny or cancel the event permit.</p>		

Describe the type and size of event (location, how much area to be used, stages, entertainment, etc.) Please provide a simple sketch showing streets to be closed, placement of tents, etc.			
Event Start Time (includes setup time)		Event End Time (includes cleanup)	
Please answer all questions (no blanks)			
Is your organization a charity or non-profit organization?		Yes	No
<ul style="list-style-type: none"> If so, what is the name of the charitable or non-profit organization? 			
Do you anticipate serving or selling alcohol during the event?		Yes	No
Will you be using amplified sound?		Yes	No
Does your event carry liability insurance listing the City of Belle Isle as co-insured (required-please attach)		Yes	No
<ul style="list-style-type: none"> If so, who is the carrier 			
Expected Number of:	Participants		Spectators
Will tents be used for the event?	Yes	No	How Many?
Will any signs or banners be erected	Yes	No	How Many?
Will generators be used	Yes	No	Location of Source?
Arrangement for restroom facilities	Yes	No	Location
Will there be food items distributed/sold	Yes	No	Any fire hazards?
Will there be mechanical rides, space walk or other attractions?	Yes	No	Explain:
Rain Policy for Event			
Do you need the City of Belle Isle to provide the following (Note, reimbursement to the City will be required for these services?)			
Roll Carts	Yes	No	How many?
Barricades	Yes	No	How many?
Road Closures	Start Time		End Time



List locations and dates of prior events held over the past five years	1 2 3	
What type of arrangements has been made for medical assistance if needed?		
Number of police officers needed for crowd and traffic control:		Paid, per officer, at a rate of \$ _____ per hour. (4-hour minimum per officer) See Fee Schedule.
HOLD HARMLESS CLAUSE Permittee/organization hereby shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly, arising out of or in connection with the permitted activity or the conduct of permittee(s) operation. Permittee hereby expressly agrees to defend and save the City harmless from any penalties for violation of law, ordinance or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of permittee or its officers, agents and employees.	OTHER REQUIREMENTS	
Applicant Signature	<ul style="list-style-type: none"> • ALL FEES ARE NON-REFUNDABLE • Hiring of off-duty police officers and EMT's or security personnel may be required. (When hiring off-duty police officers there is a 2 police officer minimum at 3 hours each.) Arrangements must be made through the City of Belle Isle Police Department. • The outdoor release of balloons is prohibited by Florida law, in accordance with Florida Statute 379.233 and is punishable by a fine. • Use of the City's official seal on any marketing, promotional or like materials without approval by the City of Belle Isle is in violation of City Charter Section 2-1. Please direct all matters and inquiries related to using the City seal on event materials to the City Manager at 407-851-7730 or email bfrancis@belleislefl.gov. • Special events which are subject to this article and are being held without having obtained a permit as provided in this article are prohibited. Any violation shall be punished as provided by law. • The City of Belle Isle may seek legal or equitable relief against any person or entity violating the provisions of this article. To the extent not inconsistent with Florida Law, a violation of this article may be subject to an injunction, temporary or permanent, without the necessity of showing an actual irreparable harm. • Unless otherwise provided, any person violating any of the provisions or failing to comply with any of the mandatory requirements of this code is guilty of a misdemeanor. Any person convicted of a misdemeanor under this code shall be punished by a fine not to exceed \$5,000 or by imprisonment not to exceed one year, or by both such fine and imprisonment. 	
Date		
EVENT CHECK LIST We recommend that you do not proceed with advertising your event until you have received your permit approval. Submittal of application is not a guarantee of event approval. Incomplete applications will not be accepted and application must be submitted no less than 14 days prior to the requested event. After the application has been submitted with all required information; allow 14 days for processing. If City Commission approval is required, processing may take 30 additional days. The following items must be submitted in order for your permit to be processed: <ul style="list-style-type: none"> • Completed Permit Application • Check made out to the City of Belle Isle • If applicable, sketch or diagram of the event and/or roads to be closed The following items must be submitted before your permit will be issued: <ul style="list-style-type: none"> • Proof of liability insurance listing the City of Belle Isle as co-insured. • Notification letter to residents and business if there will be roads closed. • Event Diagram 		
FOR OFFICE USE ONLY: REFER TO FEE SCHEDULE	City Manager Approval	
FEE PAID _____ CHK/CASH/CC DATE _____	POLICE DEPARTMENT APPROVAL	