

## CITY OF OCALA SPECIAL EVENT APPLICATION



The City of Ocala Special Event Permit Application has been designed to assist Event Organizers and serve as a guideline for the development of event plans that comply with local, state, and federal codes, laws, policies, and regulations governing activities associated with the production and management of special events.

As an event organizer it is your responsibility to assess the venue, environment, anticipated attendance, and event components of your proposed event to develop and implement management strategies that ensure the safety of your guests, citizens, and the surrounding environment affected by your event.

By applying for a special event permit, you and your representatives agree you have the sole responsibility to be knowledgeable about, fully understand, and to meet or exceed all local, state, and federal codes, laws, policies, and regulations associated with the proposed event and its related activities. Further, as a condition of the consideration of any application for a Special Event Permit from the City of Ocala, all applicants must certify that their event shall at all times remain compliant with Section 255.70, *Florida Statutes*, and Section 827.11, *Florida Statutes*, and shall not contain any adult live performance(s) as defined and prohibited by Section 827.11(1)(a), *Florida Statutes*.

Individuals and/or organizations who wish to conduct an event on City property must submit a completed Special Event Permit Application to the City of Ocala Recreation and Parks Department in person, by mail, or email to:

Ocala Recreation & Parks  
Attn: Special Services Event Permitting  
828 NE 8<sup>th</sup> Ave., Ocala, FL 34470  
(352) 368-5517  
[eventpermit@ocalafl.gov](mailto:eventpermit@ocalafl.gov)

Event Type	Event Definition	Application Deadline	Fee
Major*	250+ Participants	120 Days Prior	\$150
Minor	Less than 250 Participants	90 Days Prior	\$50

Events that have road closures or alcohol consumption are considered Major Events regardless of the number of participants. Late applications will be subject to late fees as outlined below.

Event Type	Late Submission	Application Deadline	Late Fee
Major	Less than 60 Days Prior	120 Days Prior	\$300
Minor	Less than 45 Days Prior	90 Days Prior	\$200

## **SPECIAL EVENT PERMIT APPLICATION TIMELINE**

Applications will be reviewed within 10 business days, allowing that the applicant has fully completed the application and included all required documentation. The below items must be received to process the application:

- Completed application (Incomplete applications will be rejected)
- Site plan (Application MUST include a Draft Site Plan)
- \$50 non-refundable deposit
- Copy of 501©3 certificate (if applicable)

### **TIMELINE**

#### **120 Days to 1 Year in Advance:**

- Submit Special Event Permit Application with all required documents.
- Staff will complete a preliminary review of your application within 10 business days.
- Upon approval of your application, staff will provide information for the next steps of the process including additional paperwork required to issue a permit.
- For Major Events – staff will set a meeting to review your event.
- Any changes to your application must be submitted in writing to [eventpermit@ocalafl.gov](mailto:eventpermit@ocalafl.gov)

#### **60 Days in Advance**

- Submit additional applications as applicable:
  - Alcohol permit - Growth Management
  - Tent permit - Growth Management
  - Road closure permit - Traffic Engineering

#### **30 Days in Advance**

- Submit all permitting and support service fees.
- Completed Certificate of Insurance due.
- Final site layout and vendor list due.
- If necessary, staff will complete a site walk-through with Event Organizer.
- Any changes to the event support services needed inside of 30 days is subject to staff availability.

#### **7 Days in Advance**

- Final Special Event Permit is issued.

EVENT INFORMATION	
<b>Event Title:</b>	
<b>Description of Event:</b> <i>(this will be used on the City's website)</i>	
<b>Event Website:</b>	
<b>Date(s) of Event:</b>	<b>Event Start/End Time:</b>
<b>Setup Date and Time:</b>	
<b>Breakdown Date and Time:</b>	
<b>Estimated Attendance:</b>	
<b>Location of Event:</b> <input type="checkbox"/> Downtown Square <input type="checkbox"/> Citizens' Circle <input type="checkbox"/> Tusawilla Art Park <input type="checkbox"/> MLK Recreation Complex <input type="checkbox"/> Other, please specify: _____	
<b>Type of Event:</b> <input type="checkbox"/> Observance/Awareness <input type="checkbox"/> Concert/Performance <input type="checkbox"/> Walk/Run/Athletic <input type="checkbox"/> Festival/Market <input type="checkbox"/> Parade/Procession/March	
<b>Inclement Weather Plan:</b> <input type="checkbox"/> Rain or shine <input type="checkbox"/> Cancel <input type="checkbox"/> Relocate indoors (specify location): _____ <input type="checkbox"/> Reschedule date: _____	

CONTACT INFORMATION	
<b>Host Organization Name:</b>	
<b>Mailing Address:</b>	
<b>Phone:</b>	<b>Email:</b>
<b>Website:</b>	
<b>Type of Organization:</b> <input type="checkbox"/> For Profit <input type="checkbox"/> Not-for-Profit* <input type="checkbox"/> Individual <i>*Must provide a copy of state registration and/or IRS 501(c)3 certificate</i>	
<b>Indicate which applies:</b> <input type="checkbox"/> <b>Host Organization's employee(s) will plan and implement the event</b> <input type="checkbox"/> <b>An outside event planner/coordinator will plan and implement the event.</b> <i>If you check this box, please understand that all paperwork will be issued in the name of the host organization/applicant and that you are accepting responsibility (financial, legal, liability, etc.) for the event and by providing the event coordinator information below and signing this application, you are authorizing the event coordinator to act on your behalf.</i>	
<b>Event Coordinator Name:</b>	
<b>Phone:</b>	<b>Email:</b>

EVENT OPERATIONS	
Will admission, entry or participant fees be charged? If yes, please provide description and amounts:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you solicit donations/or sponsorships to offset costs of the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the event make a profit? If yes, describe how the profits will ultimately be used.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you requesting to close city streets for this event? If yes, please indicate on site layout. Note that a road closure permit will be required.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you anticipate your event will involve consumption of alcoholic beverages on site? If yes, separate permits and licenses are required.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will this event have food vendors/food trucks? If yes, please indicate location on the site layout.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will non-food/beverage items or services be sold or distributed at the event? If yes, please indicate location on the site layout.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be any temporary fencing or barricades used? If yes, please indicate location on the site layout.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you need water hook-ups? If yes, please indicate location on the site layout.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you utilize existing electricity at your location? If yes, please indicate location on the site layout.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you anticipate using any generators? If yes, please indicate location on the site layout.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics? If yes, a separate permit through the Fire Department will be required.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will your event include the use of any signs, banners, decorations, or special lighting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you plan to have any live animals as part of the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you plan to use any bounces houses or other inflatable structures? If yes, proof of insurance will be required.	<input type="checkbox"/> Yes <input type="checkbox"/> No

OTHER EVENT INFRASTRUCTURE			
Will you use tents at the event? If yes, please indicate how many of each size. <b><i>A fire rating certificate and separate tent permit are required for tents larger than 10' X 12'</i></b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
10' x 10':	10' x 20':	Other (indicate size):	
Will the event involve the use of vehicles (including golf carts) within the event zone either as displays or in a procession? If yes, describe:			<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you use a company to provide infrastructure/equipment needed for your event? This includes tents, tables, chairs, stairs, platforms, portable athletic equipment, inflatables, climbing walls, etc. Show location of all other infrastructure on the site layout. If yes, please provide contact information below. Provide additional sheets if needed.			<input type="checkbox"/> Yes <input type="checkbox"/> No
Company name:			
Contact Name:			
Email:		Phone:	
Type of Equipment:			
ENTERTAINMENT			
Will there be music or live entertainment at your event? If yes, complete the following information for <u>each</u> stage or performance location and label accordingly on your site layout.			<input type="checkbox"/> Yes <input type="checkbox"/> No
	Location	Map Location #	
Stage One			
Stage Two			
Other			
Will sound amplification be used? <input type="checkbox"/> Yes <input type="checkbox"/> No		Start time:	End time:
Will you hire a sound/light technician or production company? If yes, please provide contact information below.			<input type="checkbox"/> Yes <input type="checkbox"/> No
Company name:			
Contact name:			
Email:		Phone:	

## **INSURANCE INFORMATION**

All events held on City property will require a certificate of insurance and endorsement. Information detailing the City's insurance requirements and examples may be found on our [website](#).

## **AFFIDAVIT OF APPLICANT**

I certify that I am at least eighteen (18) years old and that I am empowered to execute this application and that the information on this application is true and complete to the best of my knowledge. I agree to hold harmless, indemnify and defend the City of Ocala, its officers and employees from any liability costs and attorney fees, which may arise from the Special Event. I agree to comply with all City ordinances and regulations in connection with this Special Event.

I understand that this Special Event application does not guarantee approval of my event or reservation of the event location. I understand that the City of Ocala has a permit process that involves communication back and forth to clarify regulations and applicant needs in support of the event and I agree to provide timely responses to this communication to facilitate the process and that failure to provide information and/or failure to obtain permits by established deadlines will result in cancellation of such Special Event.

I understand that the violation of any City ordinances and/or regulations during the event will result in immediate termination at the City's discretion and ineligibility for future Special Events.

I agree to pay the City in advance, the estimated cost for any services required in staging this Special Event and as invoiced by the City. I understand that a Final Permit authorizing the conduct of the event will not be issued until all fees are paid and all required and updated information has been provided. I agree that upon completion of this Special Event, the actual cost shall be determined, and any underpayment shall be paid within 30 days of being invoiced by the City – this includes any expenses associated with rain dates, cancellations, damages, or waste disposal.

I certify that I have reviewed and agree to abide by the [City of Ocala Special Event Permitting Policy, Rules, & Regulations](#).

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_