



APPLICATION FOR SPECIAL USE PERMIT

APPROVAL IS REQUIRED TO CONDUCT AN EVENT (INCLUDING PARADES OR STREET EVENTS) INSIDE THE CITY LIMITS OF VERO BEACH.

Note: If the event is to be held in a City park, building or on City property (i.e. parking lot), this approval will be forwarded to Recreation for additional approvals and coordination with City staff regarding fees, insurance requirements and equipment. If the event is to be held on private property, permission must be obtained from the owner of that property.

APPLICATION DATE: _____

TYPE OF EVENT: _____

SPONSOR(S): _____

APPLICANT/CONTACT PERSON: _____

ADDRESS: _____

BUSINESS TELEPHONE: _____ HOME TELEPHONE: _____

E-MAIL: _____

PROPOSED LOCATION AND ROUTE: _____

PROPOSED DATE(S) AND HOURS (From Set-up to Conclusion): _____

PROPOSED ACTIVITIES AND CONCESSIONS: _____

EXPECTED NUMBER OF PARTICIPANTS: _____ SPECTATORS _____

PUBLIC FACILITIES, UTILITIES AND EQUIPMENT TO BE UTILIZED: _____

SIGNATURE OF APPLICANT: _____

This application must be completed and delivered to the Chief of Police no later than 20 days prior to the proposed event (90 days prior to the proposed event if held in a City Park, building or on City property). No other department approval should appear on this form, or other permits obtained, prior to approval of the Chief of Police.

Initial/Date; Comments

<u>Route for Review/ Approval to:</u>	1.	<u>Chief of Police</u>	_____
	2.	<u>Public Works Director</u>	_____
	3.	<u>Risk Management</u>	Insurance required? _____
	4.	<u>Recreation Director</u>	Cond'l approval pending insurance _____
	5.	<u>Fire Department</u>	Permit required? _____
	6.	<u>City Manager</u>	_____