



APPLICATION FOR SPECIAL USE PERMIT

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

Before applying for a special use permit, please call the Recreation Department at 772-978-4500 to ensure availability.

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

APPLICATION DATE: _____

TYPE OF EVENT: _____

SPONSOR(S): _____

APPLICANT/CONTACT PERSON: _____

ADDRESS: _____

BUSINESS TELEPHONE: _____ HOME TELEPHONE: _____

E-MAIL: _____

PROPOSED LOCATION AND ROUTE (Please attach map of Route and diagram of any staging areas): _____

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:

- **90 days prior** to the proposed event if held in a City park, City building, Airport property or other City properties.
- **20 days prior** to the proposed event for locations other than those listed above.

No other department approval should appear on this form, or other permits obtained, prior to approval of the Chief of Police.

<u>Route for Review / Approval to</u>	<u>Initial/Date</u>	<u>Comments</u>
1. Chief of Police	_____	Police Officers required? <input type="checkbox"/> Yes (Qty: __) <input type="checkbox"/> No
2. Airport Director	_____	Only route to Airport Director if event is on Airport property.
3. Public Works Director	_____	MOT required? <input type="checkbox"/> Road closure <input type="checkbox"/> Off-road <input type="checkbox"/> None
4. Risk Management	_____	Insurance required? <input type="checkbox"/> Yes <input type="checkbox"/> No
5. Recreation Director	_____	Conditional approval pending insurance.
6. Fire Department	_____	Permit required? <input type="checkbox"/> Yes <input type="checkbox"/> No
7. Planning Director	_____	Planning Permit required? <input type="checkbox"/> Yes <input type="checkbox"/> No
8. City Manager	_____	_____