City of Minneola
Special Event Application
For Large Events

- Non-refundable application fee: $100
- Other fees may apply to approved permits, incl. a $200 Site Clean-up Deposit(refundable)
- Please allow 90 days for City review

Applicant Information

1. Applicant Name	
2. Company/Organization	
3. Mailing Address	
	City:　　State:　　Zip:
4. Phone	Day:　　Evening:
5. E-mail	

Event Information

6. Name of Event	

7. Describe general nature of event (i.e. Fundraiser, Concert, Company Picnic, Triathlon, etc.)

8. Event Date(s):

9. Event Set-up Time:	Actual Event Start & End Time:

10. Event take down/clean time and date:

11. Proposed Event Location

12. Facilities you plan to use (check all that apply):
☐Park ☐Street ☐Sidewalk ☐Trail

13.Is this event ☐Private OR ☐Public? (Please select the checkbox after reading the description to the right.)	A **private** event is one in which you have a specific guest list and know who is going to attend. A **public** event is open to the general public through word-of-mouth, flyers, signs, or media advertising.
14. Will participants be charged a fee? ☐Yes ☐No	If Yes, please explain how much and purpose for collecting fee?

Event Components

15. Please mark all items that apply to your event and provide details in box 16.

☐Alcohol	☐Dance or Drama	☐Fireworks	☐Run (non-timed)
☐Amplified sound	☐Drawing or Raffle	☐Food	☐Satellite
☐Animals	☐Dunk tank	☐Distribution/sales	☐Sporting event
☐Bicycling	☐Electricity/generator	☐Helium balloons	☐Stage
☐Bleachers	☐Entertainers (clowns)	☐Marching band(s)	☐Tables/Chairs
☐Boats	☐Exhibits or displays	☐Parade float(s)	☐Tents
☐Carnival rides	☐Fencing/scaffolding	☐P.A. System	☐Theater
☐Caterer	☐Festival	☐Rally/Protest	☐Vehicles
☐Company picnic	☐Filming-video	☐Parking/shuttle	☐Vendors
☐Concert/Live Music	☐Filming-photography	☐Race (timed event)	☐Other
☐Cooking/barbecue	☐Inflatable toys (i.e. bounce house)	☐Race (non-timed event)	

16. Provide details for checked event components and describe any "other" items not on the list:

Attendance

17. Estimated total attendance		18. Registered # of participants	
19. # of volunteers		20. # of staff	

Event Site Plan – see the Special Event Application Packet for guidelines and further information

21. Transportation and Parking Plans – please provide the following information:
    - Detailed event layout/route with directional arrows and street names.
    - Placement and collection of signage, traffic control devices, barricades.
    - Location of event staff, volunteers, traffic certified flaggers/monitor, and where you believe police officers are needed for traffic route/intersection control.
    - Attach event map and site plan.
    - Summarize your parking and transportation plans here:

22. Plans for security/crowd control, first aid/medical assistance and water/beach safety:

23. Plans for portable toilets, garbage, sanitation, and clean up:

24. Plans for notifying all agencies impacted by your event (i.e. residents, businesses, Lake County, and DOT):

25. Will food be distributed at your event? ☐No ☐Yes.
If yes, explain plans (What type of food will be served? How will it be prepared? What food distribution/handling permits do you have?)

If applicable, please provide: Health Permit #_____ Expiration Date:_____

WARNING: SUBMISSION OF THIS FORM DOES NOT GUARANTEE APPROVAL OF YOUR EVENT. Failure to complete all sections of this form or failure to meet all required submittals may result in delay, limitations, or cancellation of your event.

I acknowledge that the information submitted in this application is true to the best of my knowledge.

Signature of Applicant:	Date:

Event Approvals (For City Use Only)

26. Each department needs to review and submit all information pertaining to denial or approval to Event Planning Dept.	*Departmental Recommendations*				
Req'd	**Department Approvals**	**Approved As Submitted**	**Needs Modification**	**Approval Denied**	**Comments:**
☐	*Finance Department:*	☐	☐	☐	
☐	*Police:*	☐	☐	☐	
☐	*Fire/Rescue:*	☐	☐	☐	
☐	*Public Works:*	☐	☐	☐	
☐	*Parks Supervisor:*	☐	☐	☐	
☐	*Planning/Zoning Department:*	☐	☐	☐	
☐	*Building Department:*	☐	☐	☐	
☐	*Event Planning Department:*	☐	☐	☐	

Final Review (Remainder of application to be completed by Event Planning Department)

Event Denied ☐	Customer notified of denial ☐	Date of denial notification:
Comments:	Comments	Comments:
Event Approved ☐	Customer notified of approval (with conditions explained) ☐	Date customer notified of approval:
	Comments:	Comments:

Check-off List/Document Verification

	Comments:
☐ General coverage insurance received	
☐ Site Clean-Up Deposit received	
☐ Event Application Fee received	
☐ Transportation and parking plan submitted	
☐ Security/crowd control plans submitted	
☐ Sanitation plan submitted	
☐ Plan for notification of affected agencies/neighbors submitted	

Check-off List/Document Verification	Comments:
☐ Water safety plan submitted	
☐ Concert CD for screening submitted	
☐ Concert CD for screening approved	
☐ All additional requirements listed by Special Events Committee	
☐ Final payment made	
☐ Final permit sent to customer for signature	
☐ Final permit returned to Event Planning Dept.	
☐ Final permit sent to Event Planning Dept for signature	
☐ Final permit with signatures sent to customer	
☐ Final summary status sent to Special Event Committee	
☐ Event post-evaluation sent to committee	
☐ Event post-evaluation completed	
☐ Deposit Returned - Yes No	
☐ Event closed and filed away	