



Village of Palm Springs

226 Cypress Lane
Palm Springs, FL 33461
Phone (561) 584-8200 www.vpsfl.org

SPECIAL EVENT PERMIT APPLICATION **(Filing Fee \$50.00 + \$80.00 if inspection required)**

Event Name/Title: _____

Event Date(s): _____ Times: _____

Requesting street closure: yes _____ no _____
(If yes, need time/date for closure and reopening) _____

Event Sponsor/Producer: _____

(If Non-profit attach proof of 501c(3), c(4), c(6), c(10), c(19) or (d).)

Event Contact/Coordinator: _____

Address: _____

Telephone Number: _____ Cell Number: _____

Email Address: _____

Event Description/Purpose: _____

Brief History of Event (If applicable): _____

Planned Activities (Outline of activities/number of activities, i.e. entertainment, children's rides, games, other programs): _____

Number of Individuals Served Previous Year (if applicable): _____

Describe the targeted audience and expected attendance: _____

Describe how the program or project addresses community needs (if applicable): _____

Describe your Marketing/Promotions Program (How will you market/promote, i.e. TV, radio, posters, flyers, web sites, other): _____

Event Location (Describe area boundaries of event/location): _____

Site plan and/or floor plan attached: yes _____ no _____

(Site plan required for entire outdoor event site. Include locations of tents, stage, port-a-lets, dumpsters, portable lighting, temporary signs, parking and barricade locations if applicable.)

(Floor plan required for indoor events. Include general location of existing improvements, as well as temporary equipment, fixtures, booths, stages, partitions etc. Note: Improvements may affect occupant capacity)

Rental of Village of Palm Springs Parks or Facility: yes _____ no _____

Private Property Use: yes _____ no _____
(If yes, attach notarized letter giving authorization from property owner)

Event certificate of insurance attached: yes_____ no_____
(Size of event may require naming the Village of Palm Springs as additional insured, also required for vendors)

Playing of amplified music and/or using PA system: yes_____ no_____
(If yes, attach sound mitigation plan)

Requesting Police assistance: yes_____ no_____
(traffic control/security)

Will supplement with private security: yes_____ no_____
(If yes, attach security plan)

Requesting Emergency Medical assistance: yes_____ no_____

Other Village of Palm Springs services requested (specify): _____

Requesting signage: yes_____ no_____
Type: Max. 32 s.f. Event Sign_____ Parking Signs_____
Banner hanging_____ Indicate dates required_____
(No more than two (2) weeks prior to event) (attach graphics and location map)

Food and beverage vendors: yes_____ no_____
If yes, approximate number_____

Using Food Trucks: yes_____ no_____
If yes, number of trucks_____
(Location of same has to be on the site plan)

Health Department approval required: yes_____ no_____

Consumption/Sale of Alcoholic Beverages: yes_____ no_____
If yes, what entity is obtaining the Alcohol License permit?_____

Other vendors: yes_____ no_____
Indicate type: _____

Tents: yes_____ no_____
If yes, how many_____ What size is required_____
(If yes, fire inspections may be needed)

Will the event include amusement rides: yes_____ no_____

If yes, type and location and a copy of liability insurance required, also requires state license and inspection)

Will the event be gated: yes _____ no _____
(Show on site plan)

Will you be providing port-a-lets for the event: yes _____ no _____
(If yes, locate on-site map. If no, indicate how you will handle restroom needs)

Is off-site parking requested: yes _____ no _____
(If yes, provide owner's authorization, indicate location, number of spaces and safe pedestrian route to event)

Event Permit Attachments:

- _____ Site Plan
- _____ Proof of Non-Profit Status; if applicable
- _____ General Liability Insurance Certificate
- _____ Alcohol Beverage Liability Certificate; if applicable
- _____ Proof of Rental Agreement or Authorization Letter from Private Property Owner
- _____ Hold Harmless Agreement, must be notarized
- _____ Copy of all Required State and County Permits and Licenses
- _____ Owner's Authorization for off-site parking
- _____ Temporary sign details

Event Coordinator

Date

Please enclose the appropriate non-refundable application fee of \$50.00 payable to the Village of Palm Springs, 226 Cypress Lane, Palm Springs, Florida 33461. Required with permit application.

For Staff Use Only	
Date Received _____	Application fee received \$ _____
Village of Palm Springs Co-Sponsor? _____	