



City of Freeport

SPECIAL EVENT PERMIT APPLICATION

Name of Proposed Event:
Date(s) /Hours of Operation of Event:
Name of Permit Applicant:
Applicant's Mailing Address: _____ _____
Applicant's Phone Number:
Applicant's Fax Number:
Applicant's Mobile Number:
Applicant's E-Mail Address:
Owner of Property (submit proof of ownership):
Owner's Mailing Address: _____ _____
Owner's Phone Number:
Owner's Fax Number:
Owner's Mobile Number:
Owner's E-Mail Address:
Parcel Identification Number (obtain from Property Appraiser's office):
Property's 911 Address:
Driving Directions to Site from City Hall: _____ _____ _____

Intended Use of Property/Reason for Special Event:

Will this event allow the sale/service of alcoholic beverages? _____

Will this event utilize music/loudspeakers/sound systems? (please specify)

What is/are the date(s) of this event? _____

What will be the hours that this event is open to the public? _____

What arrangements are being made for restroom facilities?

What arrangements are being made for first aid?

What arrangements are being made for parking?

What arrangements are being made for security?

REQUIRED SUBMITTALS*:

1. Proof of Ownership (deed, mortgage agreement, or contract for deed)
2. Notarized Letter from Property Owner granting permission for individual listed to conduct specified event at the specified location, if applicant is other than the property owner.
3. Site plan showing set-up of special event/vending operation including but not limited to: structures, parking areas, setbacks (25 front, 20 rear, 10 feet side), and various activities to take place during event.
4. Application Fee: \$250.00 payable to the City of Freeport.
5. Temporary signage permits available through the Freeport Planning Department.
6. Proof of Liability Insurance.

**The City of Freeport reserves the right to request additional information which may be necessary for the review and completion of this application.*

SPECIAL EVENT PERMITS ARE VALID FOR A MAXIMUM OF FIVE (DAYS) INCLUDING THE DAY OF THE EVENT, THE TWO DAYS PRIOR TO THE EVENT FOR SET-UP AND TWO DAYS FOLLOWING THE EVENT FOR BREAK-DOWN AND CLEAN-UP

FLORIDA STATUTES 837.06 –FALSE STATEMENT

Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree.

I have read and understand that the Freeport City Council has final discretion regarding special event permits, and that the City may impose limitations or conditions regarding the special event, will be stated on the Special Use Permit issued by the City.

I understand that the Applicant will be held responsible for reasonable clean-up/repair of the event site following the event. Should the site be left in an unsatisfactory nuisance condition after the event that should the City find it necessary to conduct cleanup and/or repair following the event, the Applicant will be billed for the City's labor and materials to conduct the clean-up/repair.

Signature of Applicant

Date of Signature

Notary Public

Note: This application will not be processed if it is incomplete or without the notarized signature of the applicant.