CITY OF WESTLAKE
Planning and Zoning Department
4001 Seminole Pratt Whitney Road
Westlake, Florida 33470
Phone: (561) 530-5880
www.westlakegov.com

DEPARTMENTAL USE ONLY
Ck. #_____
Fee: _____
Intake Date: _____
PROJECT # [ ]

SPECIAL EVENT PERMIT APPLICATION

Any City resident, or any City business holding a current City business tax receipt is eligible to apply for and obtain a special event permit. Any such resident or business that desires to conduct any type of special event within the City must obtain a permit from the City in order that the City may adequately provide for the potential impacts created by the proposed event. A maximum of four (4) such permits shall be allowed per address or per business in any single calendar year. A special event that includes multiple addresses, for example within a shopping center, shall count as one event for each address captured by the special event permit.

"Special Event" is any outdoor activity, gathering or group of persons, vehicles or both, organized and having a common purpose, upon public or private property, which is likely to inhibit the usual flow of vehicular or pedestrian traffic, which is likely to create noise in excess of that typically associated with the areas upon which the vent is to occur, or which is likely to preempt or restrict use of property typically accessible by the general public. Examples of special events include, but are not limited to block parties, parades, races or walks, grand opening events, charity fundraisers, and other similar events not specifically permitted by the City's zoning ordinance. Special Events that are sponsored by the City and held on City property shall be exempt from the provisions of this section.

Written application must be submitted to the City Planning and Zoning Department at least forty five (45) days prior to the date for which the special event is proposed; which application shall contain the following information:

DATE OF SALE/EVENT:_____ HOURS: FROM:_____ TO:_____

TYPE OF EVENT: _____

_____

LOCATION OF EVENT:_____

PROPERTY OWNER: _____ (Attach written consent of property owner of record.)
Print Name

CONTACT INFORMATION:

SPONSOR or PERSON(S) RESPONSIBLE FOR EVENT: _____

_____ EMAIL:_____

MAILING ADDRESS:_____ PHONE NO.: _____

_____ FAX NO.:_____

PROJECTED NUMBER OF ATTENDEES:_____ COUNCIL APPROVAL REQUIRED: ( ) YES ( )NO

- Any proposed special event whose attendance is contemplated to exceed 300 people in total shall require final approval by the City Council which, after considering the recommendations of the Planning and Zoning Director and the City Manager, may approve the application, deny the application in whole or in part; or approve the application with conditions.

IS ALCOHOL BEING SERVED? ( )YES ( )NO

- The service of alcoholic beverages at any special event shall require the issuance of the appropriate state alcoholic beverage permit, a copy of which must be provided to the City in conjunction with the special event permit application.
- The City may require the use of physical barriers to define and contain the outdoor area within which alcoholic beverages may be consumed and/or the use of security or off-duty law enforcement personnel at the special event.
- It is the applicant's responsibility to monitor for and prevent excessive as well as underage consumption of alcoholic beverages at all times.

- By submitting a complete application, the applicant expressly agrees that it shall indemnify, defend and hold the City harmless from any and all damage to any real or personal property, and from any and all injury or death suffered by any person directly or indirectly related to the consumption of alcoholic beverages in conjunction with the special event.

THE FOLLOWING ITEMS ARE REQUIRED TO BE SUBMITTED AT TIME OF APPLICATION:

- Proof of insurance in amounts acceptable to the City for the type of event. The City shall be named as an additional insured on all liability insurance.
- Expected traffic, fire-rescue, and utilities impact, if any, and proposed mitigation plans.
- Copy of all required state and county permits if event will be held on or utilize state and/or county-controlled property.
- A refundable deposit is required if the event is held on any City property.
- Site Plan required with each application accompanied with drawing indicating layout for event.
- All sale sites shall be left in a clean and orderly manner upon completion of sale.
- Should the sale/event include the use of one or more tents, a $75.00 Fire Inspection Fee, due at time of application, and a certificate of flame resistance is required for <u>each</u> tent. Inspection to be done on or before the first day of event.

SPECIAL EVENT FEES:

- Under 300 attendees: $75.00
- 300 or more attendees: $125.00

SIGNATURE OF APPLICANT:_____ DATE: _____

Print Name Signature

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<u>RECOMMEND FOR APPROVAL</u>:

PLANNING AND ZONING DIRECTOR:_____ DATE: _____

BUILDING DIRECTOR:_____ DATE: _____

FIRE CHIEF:_____ DATE: _____

PARKS/RECREATION:_____ DATE: _____

<u>APPROVED BY</u>:

CITY MANAGER:_____ DATE: _____

Approval/Review Notes: _____

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