



**ORANGE COUNTY
OUTDOOR PUBLIC ASSEMBLY PERMIT APPLICATION**

Date: _____ PRT # _____

All questions must be answered. Answer n/a if not applicable.

Name of event _____

Location/address of event _____

Date (s) of event _____

Hours of event _____

Description of event (attach a site plan) _____

Sponsoring organization _____

Contact name _____ Phone _____ Fax _____

E-mail address _____ Cell phone _____

Address of organization _____

Person responsible for any county fees _____ Phone _____

Parade/race route (attach map) _____

Will parade/race occupy all or part of the streets and/or sidewalks to be used? _____

Are any public facilities or equipment to be used for the event? _____ Explain _____

Number of units/persons/animals in race or parade _____

Number of persons expected to attend the event _____

Will any animals be part of the event? _____

Marshalling/set up time _____ Dispersing/break down time _____

Actual event times: Begins _____ Ends _____

*Will alcohol be sold or served? _____

Will food be sold or served? _____ Prepared at event or precooked _____

*Will any fireworks or pyrotechnics be used? _____

*Will there be any street closures? _____ What Streets? _____

** Will there be any tents? (number and sizes) _____

Will there be amplified sound equipment? _____

Will there be any signs or banners? _____

Will admission be charged? _____ How Much? _____

Who will provide cleanup after the event? _____ (see attached form)

Will restrooms be available? _____ Describe where _____

***Additional permits required.**

**** Approved fire extinguisher (s) shall be furnished and maintained in tents.**

(Florida Fire Protection Code 2004)

Will your event be advertised? _____ If yes, how? _____

Fees: A non-refundable application fee of \$100.00 made payable by check to Orange County Board of County Commissioners (OCBCC) is due at the time the application is submitted. Additional fees may be charged by other Orange County departments. The applicant will be advised of any additional fees in advance, and they must be paid prior to the issuance of the permit.

A Certificate of Liability Insurance policy, holding the county harmless, shall be submitted along with the application. The Orange County Risk Management office will have the final decision on the amount of insurance required, based on individual events. The insurance certificate holder should read:

Orange County Board of County Commissioners
201 S. Rosalind Ave.
Orlando, Fl. 32801

The cancellation period must be a minimum of thirty (30) days. The description box should state that the county is an additional insured, and the name and date of the event must be stated.

I certify by signing this application that the above is true and correct. I understand that the event can be terminated by the county should it create or cause violation of any county ordinances. I certify that I am authorized by the sponsoring organization to act in their behalf in the signing if all documents associated with this event. I, and the sponsoring organization, agree that we jointly and severally indemnify and hold Orange County and the Orange County Sheriff's Office harmless against all claims arising out of, or resulting from the event including, but not limited to, any and all claims for damage or injury to, or death of persons arising out of or resulting from the holding of the public assembly or issuance of the permit.

Applicant's signature _____ Date _____

Print name of applicant _____

Sworn to and subscribed before me this _____ day of _____, 200_____.

Notary signature _____

_____ **To be completed by Orange County personnel** _____

Application fee of \$100.00 paid on _____.

Check # _____ Receipt# _____ From _____

Received by _____

Office of the Fire Marshal
109 E. Church St., Lower Level
Orlando, Fl. 32801
Phone 407-836-8378 Fax 407-836-8310



CLEAN UP AGREEMENT

I, _____, promoter of the event _____, to be held on _____ agree to leave the Orange County roadway and/or property clean of all debris at the close of my event.

_____ The event staff will be responsible for the clean up.

_____ I have hired the following private company to be responsible for the clean up.

Name _____
Address _____

Phone _____
Contact name _____