Orange County Outdoor Public Assembly Permit Application

REMINDER:
1. All signatures must be notarized.
2. Include a $100.00 check or money order.
3. Include a detailed site plan.
4. Application MUST be submitted a minimum of 35 days prior to event starting.
5. Insurance Certificate:
   a. Certificate Holder should be Orange County Board of County Commissioners.
   b. A minimum of 30 days is required for the cancellation period.
   c. Certificate must state that Orange County is an Additional Insured.
   d. The name and date(s) of the event must be stated on the certificate.
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 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 - 5th Addition)
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 long 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 should read: Orange County Board of County Commissioners
201 S. Rosalind Ave.
Orlando, Fl. 32801

The certificate must state that the county is co-insured.

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 of 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, damages, loss, and expenses, including court costs and attorney fees, for any and 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 ________, 20__.

Notary signature____________________________________________________

____________________To be completed by Orange County Personnel____________

Application fee of $100.00 paid on_________________________
Check #______________Receipt #____________from_____________________
Received by_______________________________________________________
Street closure notification required?___________
Special Event notification required?___________

Office of the Fire Marshal – Plans & Permits
7079 University Blvd.
Winter Park, FL. 32792
Phone: 407-836-0004  Fax: 407-836-8310  Email Applications: OFMPermits@ocfl.net
CLEAN UP AGREEMENT

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

_________ The event staff will be responsible for the cleanup.

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

Name: ___________________________________
Address: __________________________________
________________________________________
Phone: ___________________________________
Contact Name: _____________________________
________________________________________

______________________________
Print name

______________________________
Signature

______________________________
Date

Signed and sworn before me this ________ day of __________, 20____.

Notary signature____________________________________________