



Fee: \$25

Special Events Permit Application

Applicant Information

Applicant Name: _____ **Organization (if applicable):** _____

Address: _____

Phone Number: _____ **Email:** _____

Event Details

Name of Event: _____ **Event Location:** _____

Description of Event: _____

Event Date(s): _____ **Event Time(s):** _____

Set-Up Start Date/Time: _____

Take-Down End Date/Time: _____

Estimated Attendance

Per Day: _____ **Total Attendance:** _____

Event Components (Check all that apply)

- ☐ Temporary Structures (Tents, Stages, Booths)
- ☐ Amplified Sound
- ☐ Alcoholic Beverages (requires additional State licensing)
- ☐ Food Vendors (must provide copies of all required health permits)
- ☐ Fireworks or Open Flames (requires Fire Marshal review)
- ☐ Road Closures or Parking Impacts
- ☐ Animals
- ☐ Other: _____

Required Attachments:

- Site Plan: Indicating location of event, structures, parking, restrooms, etc.
- Proof of Insurance: General Liability insurance naming the Town of Howey-in-the-Hills as an additional insured party - \$1,000,000 per occurrence / \$2,000,000 aggregate (if required.)
- Traffic / Security Plan: (if required)
- Sanitation Plan: (portable restrooms, trash collection)
- Lake County Health Department permits: (for food service vendors)
- Florida Division of Alcoholic Beverages and Tobacco permits: (if applicable)
- Fireworks or pyrotechnics permit: (if applicable)



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Hold Harmless Agreement

I, the undersigned, agree to indemnify and hold harmless the Town of Howey-in-the-Hills, its officers, agents, and employees from any and all claims, demands, causes of action, and liabilities of any kind arising from or in connection with the permitted special event.

Applicant Signature: _____

Date: _____

NOTES:

- Applications must be submitted at least **30 days** prior to the event date.
- Fees may apply as established by the Town's adopted fee schedule.
- Compliance with LDC Section **5.02.03** is mandatory; events must be compatible with the neighborhood, protect the public's health and safety, and meet all zoning and public facilities standards.
- Insurance and Traffic/Safety Plan required either if:
 - Event Expects 100 or more attendees and/or
 - Event includes alcohol, amplified sound, fireworks, road closures, food vendors, or temporary structures, regardless of size.

Staff Use Only:

Insurance Required? Yes: ____ No: ____

Additional Approvals (Town Use Only)

- ☐ Public Services Department
- ☐ Police Department
- ☐ Town Manager Approval

Date Received:

Date Paid:

Amount Paid \$ _____ **Credit Card:** _____

Check #: _____

Cash: _____