



Town of Surfside

9293 Harding Avenue, Surfside, FL 33154

Phone: (305) 861-4863

SPECIAL EVENTS PERMIT APPLICATION

This application must be submitted to the Town of Surfside at least fifteen (15) calendar days prior to the date of the planned Special Event.

Special Note: Film and/or Print Production Events and Commercial Events are prohibited from taking place in the single-family residences in the Town (per Town Code 90-41d(1)(b)).

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Application Type: [] Film / Print Production Event (allowed only in the SD-B40 & MU Districts)
(Check one) [] Commercial Event (allowed only in the SD-B40 & MU Districts)
[] Use of Public Facility (CF District) /Surfside Beach

Applicant Name: _____

Applicant's Permanent Address: _____

Applicant's Mailing Address: _____

Applicant's Daytime Phone Number: _____

Applicant's E-mail: _____

Name of Event Planner/Promoter: _____

Event Planner/Promoter Daytime Phone Number: _____

Event Planner/Promoter E-mail: _____

Address/Location of Event:

Name of Property Owner for Address of Event: _____

Date(s) of Event: From _____ To _____

Event Hours (including set up/tear down time): From _____ a.m./p.m. To _____ a.m./p.m.

Type of Event (Describe in detail; use additional paper if necessary):

Description of event items being used (i.e., tables, chairs, tents, exhibits, etc.) _____

Anticipated number of persons that are attending this event: _____

Anticipated number of participant vehicles (if known): _____

(Note: All event and guest vehicles must be legally parked on Town roadways, in Town parking lots, in on-street metered parking spaces, or by valet parking at hotels; no parking allowed on the grass).

Description of Recycling Plan: _____

Other Information regarding this Event: _____

Acknowledgment of Town of Surfside Special Event Regulations and Guidelines:

I, _____, (Permitee), hereby acknowledge and agree to abide by all of the Town of Surfside special event regulations and guidelines as printed and distributed to me with this application. I further understand that I may be required to pay for the attendance of Town staff, including but not limited to off-duty police officers, and any costs that may be associated with property damage and/or post-event cleaning. I further understand that I may be required to post a security performance bond with the Town of Surfside prior to the planned event date.

I hereby acknowledge, understand and agree that if any unforeseen circumstances occur and/or Permitee fails to meet the requirements the Town of Surfside has set forth, the Town of Surfside shall have the right to control, cancel or stop the event in progress. The Permitee agrees to indemnify and hold harmless the Town of Surfside, its officers, employees, and agents from against all loss, costs, expenses, including attorney's fees, claims, suits and judgments, whatsoever, in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by the sponsor, its officers, employees, and agents under any of the terms of this special event permit.

Signature of Permitee

Date

Note: Please attach a copy of your driver license or identification card to this application.

Office Use Only:

Payments: Performance Bond: \$ _____
Off-Duty Police Officers: \$ _____
Other Town Staff: \$ _____
Post-Event Cleaning Charge: \$ _____
Other Town Charges: \$ _____

Zoning Department: [] Approved [] Approved with Conditions [] Denied

By: _____
Date

Conditions: _____

Public Works Department: [] Approved [] Approved with Conditions [] Denied

By: _____
Date

Conditions: _____

Parks Department: [] Approved [] Approved with Conditions [] Denied

By: _____
Date

Conditions: _____

Police Department: [] Approved [] Approved with Conditions [] Denied

[] Off-Duty Office(s) Required / #: _____

By: _____
Date

Conditions: _____

Building Department: [] Approved [] Approved with Conditions [] Denied

By: _____
Date

Conditions: _____

Final Special Event Permit Decision: [] Approved [] Denied

By: _____
Town Manager or Designee Date