



Special Event Permit

Town of Ocean Ridge

6450 N. Ocean Blvd.

Ocean Ridge, FL 33435

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Office Hours: Monday – Friday (8:30 AM – 3:00 PM)

Closed on Federal Holidays

Permitting Regulations

(In accordance with Town Ordinances 30-160 to 30-167)

Notes: Please initial each item below to confirm your understanding

_____ The special event permit request must be submitted at least 60 days prior to the proposed scheduled event.

_____ Application must be completed in full.

_____ There is a \$100 application fee.

_____ Applications are not approved, nor permit granted, until applicant has received a "Letter of Approval".

_____ A minimum \$1,000 refundable deposit, security bond or similar financial pledge, payable to the town shall be required. This deposit is to ensure that any damages to town property or rights-of-way are repaired and returned to previous condition. The only entity capable of waiving the fee is the Town Commission.

_____ Unless extended by the Town Manager, all permits necessary to conduct the special event shall be obtained and copies provided to the Town at least 14 days prior to the scheduled event. Also, adequate provision for police, fire, and rescue services must be met as directed by the Chief of Police and Fire Chief or their designee.

_____ The use or construction of platforms, bleachers, chairs or any other equipment or temporary structures may be prohibited, restricted, or otherwise controlled by the Town Manager.

_____ Adequate off street parking must be provided for vehicles.

_____ The applicant may appeal any decision to the Town Commission.

_____ The Town Manager may revoke a permit at any time if there are findings that the health or safety of public is threatened, in the event of an emergency, disorder or other unforeseen conditions which may arise.

_____ Applicant will maintain area clean during and for the duration of the event. Special event area will be restored to previous condition after event has concluded.

_____ A certificate of such insurance shall be filed with the town prior to the commencement of the site preparations for the special event, naming the town, its officers, employees and agents, as additional insureds, as their interests may appear, and agreeing not to cancel such insurance without 30 days' written notice to the town.

_____ All permits for an event on state or county roads or property, the property of other municipalities, or impacting other cities, shall require submission of proper waivers or permit with the special event application by attachment.

By signing below, I acknowledge that I fully read Town Code Sec. 30-160 to 30-167 in reference to Special Event procedure, understand, and agree to comply with all Town, State and Federal regulations.

Applicant Signature: _____ Date: _____

**TOWN OF OCEAN RIDGE
APPLICATION FOR SPECIAL EVENTS**

Section I Instructions for Applicants

1. Applicant must complete section II of this application. Application must be completed in its entirety and all information must be filled unless not applicable.
2. Attach the following to the application:
 - a) Site plan (Drawing/ Sketch/ Photos), showing the site upon which you are proposing your special event, identifying parking areas, adjacent roadways, existing structures, proposed (temporary) structures/items, road closures, barricades/fences, signs, etc.;
 - b) Attach Letter(s) of approval from all outside agencies: (Florida Department of Transportation (FDOT), Department of Environmental Protection (DEP), Boynton Beach, Manalapan, Environmental Resource Management (ERM), etc.)
 - c) Copy of current insurance certification(s) with the Town of Ocean Ridge listed as "Additionally Insured"

Section II Required Information

A) Event Information

Name of Event: _____

Proposed Location(s) of event:

Commission Chambers Community Room Other: _____

(If "Other" selected, please list the full address. Please note, if Town Hall Facilities need to be used for your Special Event, then a Facility Use Agreement Application will need to be filled out as well.)

Detailed Description of Event:

Purpose of Event: _____

Has this event happened in the past? Yes No How many years? _____

Estimated Number of Participants: _____ Estimated Number of vehicles: _____

Duration of Event: One- Day Event Multi-Date Event

Event Date and Hours				
Date	Set-Up Time	Start Time	End Time	Breakdown Time

Are you proposing to use a state road? YES NO (FDOT permit or exemption attachment is required)

Will your event cause any road closure? YES NO

Which roads will be closed: _____

<u>Road Closure Times</u>	
Start	End

*For road closure events, applicant must provide FDOT approval or exemption to close A1A and a Management of Transportation (MOT) plan for any and all road closures.

B) Organization(s) Producing Events

Applicant's Information

Name of Coordinator: _____

Cell Number: _____ Email: _____

Address: _____

City/State/Zip: _____

If applicant is not primary contact, please list the best contact below:

Name: _____

Cell Number: _____ Email: _____

Address: _____

City/State/Zip: _____

If this event is tied to an Organization, please fill out the information below:

Organization Name: _____

Organization Address: _____

Organization Email: _____

C) Event Logistics

Will music be provided? YES NO

If yes, please fill out below:

Live Band, DJ, Sound System?	
Start time:	
End time:	
Quantity of speakers:	

Does the proposed area include fencing of public property? YES NO

Will food and/or beverages be served? YES NO

Will alcoholic Beverages be served? YES NO

*If yes, attach applicable permits from other regulatory agencies.

Will a tent or temporary structure be erected? YES NO
 If yes, indicate the quantity of tents: _____

Are you proposing to place signs or erect banners? YES NO

Quantity of signs:	
Size of Signs	

*Locations of signs need to be included on the site plan.

Are other municipalities or government agencies impacted? YES NO
 If yes, attach relevant permits.

D) Hold Harmless

By submittal of this application, the applicant agrees to indemnify and save the town harmless, and to provide defense for the town, from any and all claims, suits, actions, damages, or causes of action arising out of or as a result of the special event or of the condition of the premises on which the special event is held, including those arising during the event itself, and those arising during its preparation and removal before and after the event, for any personal injury or loss of life, or damage to or loss of property, and from and against any orders, judgments, or decrees which may be entered thereon, and from and against any attorney's fees and costs, including those at all appellate levels, incurred in and about the defense of any such claims, suits, actions, damages, or causes of action arising as a result of the act or omission of action of a town officer or employee in the scope of his or her employment or function with the town.

E) SIGNATURE

By signing below, I hereby certify that the information I have provided on this form is complete and accurate to the best of my knowledge. I further agree to comply with all Town, State and Federal regulations. I understand that failure to comply may lead to the cancellation of the event or denial of application, or revocation of this permit.

Signature: _____ Date: _____

Print Name: _____

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization on this _____ day of _____, 20_____.

NOTARY SEAL

 (Notary Signature)

Personally Known or Type of Identification Produced: _____

Office Use Only

Received By

Date (Please Date Stamp)

For Town Use Only

Approvals:

Chief of Police:

Date Signature

Public Works:

Date Signature

Town Clerk:

Date Signature

Town Manager:

Date Signature