



**CITY OF WINTER SPRINGS
COMMUNITY DEVELOPMENT DEPARTMENT**

1126 East State Road 434
Winter Springs, Florida 32708
customerservice@winterspringsfl.org
Application – Special Event

The City Manager or designee reserves the right to determine whether this application is complete and accurate. An incomplete application will not be processed and will be returned to the applicant. The application shall be reviewed per the City’s [Land Development Code](#). Applications must be received sixty days prior to the Special Event. All applications must include a site map. Once completed, please e-mail this form to customerservice@winterspringsfl.org. A deposit of \$250.00 (refundable) is required.

Name: _____

Address: _____ Parcel ID: _____

Phone Number: _____ Mobil Number: _____

Email: _____

Name of person, corporation, or association sponsoring the activity: _____

Address: _____

Phone Number: _____

Type of Organization: _____

Federal Identification Number Tax Exempt Number: _____

Name and Description of proposed activity: _____

Date(s) of Event: _____ Set up time(s): _____

Hours of Event: _____

Estimated Attendance PER DAY: _____

Number of Auxiliary vehicles/equipment: _____

Type: _____

Type of event (check all that apply):

- | | | |
|---|--|---|
| <input type="checkbox"/> Carnival/Circus/Fair | <input type="checkbox"/> Exhibit | <input type="checkbox"/> Festival |
| <input type="checkbox"/> Picnic/Party | <input type="checkbox"/> Seminars/Meetings | <input type="checkbox"/> Tournament/Competition |
| <input type="checkbox"/> Other (explain) | <input type="checkbox"/> Wedding/Reception | |

Event Details:

- | | |
|---|---|
| <input type="checkbox"/> Open to Public | <input type="checkbox"/> Food/Beverage/Catering (Health Dept. Cert. Required) |
| <input type="checkbox"/> Alcohol Beverages (free of charge) | <input type="checkbox"/> Merchandise Sales |
| <input type="checkbox"/> Alcohol Beverages Sales | <input type="checkbox"/> Admission Charge/Ticket Sales \$ |
| <input type="checkbox"/> Special Set-ups | <input type="checkbox"/> Road or Sidewalk Closure *please attach map of closure |



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- Concessions Stands
- Field Preparations
- Live Animals
- Fireworks/Pyrotechnics (Requires Special Permit)
- Restroom Facilities
- Handicap
- Number of Vendors (Current BTR Required)
- Water/Electric
- Local Businesses Restrooms Available
- Total

Event Equipment (Applicant Provided):

- Audio/Video Equipment
- Inflatable Devices
- Registration Table
- Stage/Props/Production
- Banners Site Location
- Restroom Facilities
- Light Towers
- Tents 10'x10' Quantity
- Tents Larger than 10'x10' Quantity
- Mobile Stage
- Tables and Chairs
- Generator
- Need Power 110V 120V
- Trash Cans/Dumpster
- Sports Equipment

NOTE: Tents over 120 square feet need a special permit and must have a Fire Retardant Certificate. They must also be located near proper utilities.

- Other (explain)
- Signage (if yes, signs shall be no larger than 64 square feet)

Method of installation: _____

Description: _____

- Date of installation
- Date of removal

NOTE: Please provide a map of the location with sign locations.

CITY PORTION - This application shall be reviewed by the following Winter Springs agencies* and the Seminole County Fire Department.

- Police
- Public Safety
- Parks
- Public Works
- SC Fire