



VILLAGE OF BISCAYNE PARK
600 NE 114TH ST BISCAYNE PARK, FL 33161
villagehall@biscayneparkfl.gov

SPECIAL EVENT APPLICATION

APPLICATION FEE: \$25.00 REFUNDABLE DEPOSIT: \$250.00

DATE: _____

NAME OF RESIDENT / ORGANIZATION: _____

ADDRESS: _____ PHONE: _____

CONTACT PERSON: _____ PHONE: _____

EVENT/GENERAL ACTIVITIES: _____

EVENT LOCATION (ADDRESS): _____

	DAY	DATE	FROM (am/pm TO (am/pm)
SET-UP	_____	_____	_____
START	_____	_____	_____
END	_____	_____	_____
CLEAN-UP	_____	_____	_____

PLEASE ANSWER THE FOLLOWING IF APPLICABLE:

1. Will alcohol be served on Village Property? () Yes () No
2. Will rides, bounce houses, or games of chance be offered? () Yes () No
If yes, please provide list on a separate attachment including owner's name/address, contact information (telephone, fax and e-mail), and a copy of the insurance certificate and licenses.

3. Will a tent be erected? () Yes () No
If yes, please provide list on a separate attachment with contractor's name/address, contact information (telephone, fax and e-mail), insurance certificate, and licenses.

4. Will you be charging admission? () Yes () No
5. Will amplified music be played? () Yes () No
6. Are street closures planned? () Yes () No
If yes, please specify which streets and at what times?

7. How many vehicles are expected and how will parking be facilitated? (Please explain in detail.) _____

8. Will security be required utilizing the Biscayne Park Police Department? () Yes () No If yes, please specify number of officers, time and confirmation of charges:

Date	No. of Officers From/ To Time	Rate @ \$75/hr * x Hours x Officers
_____	_____	\$75.00 x _____ x _____ = \$ _____.
_____	_____	\$75.00 x _____ x _____ = \$ _____.
_____	_____	\$75.00 x _____ x _____ = \$ _____.
_____	_____	\$75.00 x _____ x _____ = \$ _____.

9. Will any other Village staff, equipment or services be required? If so, please elaborate.

Additional comments pertinent to the event / special conditions

It is understood by the applicant that this application is subject to review and approval by Village staff and may be revoked at any time for non-compliance with rules, local ordinances, state statutes or if the event endangers the health, safety, or welfare of the public. The Village reserves the right to cancel the event should any conflicts arise with scheduling, and will give reasonable notice to the applicant for the purpose of rescheduling.

As applicant, I agree to abide by all conditions and requirements of the Village and that I will indemnify and hold harmless the Village, its employees, and agents harmless from any and all legal, equitable, tort, contract, or any other claims, suits, actions, judgements, attorney's fees, court costs, and any expenses whatsoever arising from this event and the use of the property. Applicant agrees to obtain, pay for and keep in force, a general liability insurance binder with policy limits of \$1,000,000 for any one accident/incident and any one person. Proof of insurance, including all certificates of insurance and licenses as listed above, that is acceptable to the Village, must be provided at least ten (10) days prior to the event. In addition, a cash bond of \$_____ is required for assurance of clean-up and protection against property damage.

Name of Applicant (Please print)

Signature of Applicant

Date

State of _____

County of _____

The foregoing instrument was acknowledged before me this ____ day of _____ 20 by _____ who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

SEAL:

NOTARY PUBLIC

FOR VILLAGE OF BISCAYNE PARK USE ONLY. DO NOT WRITE BELOW THIS LINE.

_____ Police	_____

_____ Code	_____

_____ Public Works	_____

_____ Building	_____

_____ Finance	_____

_____ Recreation	_____

_____ Other	_____

APPROVED BY
VILLAGE MANAGER

Village Manager

Date