



Alachua County Parks & Open Space Department
 210 SE 134th Ave., Micanopy, FL 32667
 Tel. 352.264.6847
<https://alachuacounty.us/Depts/parks/Pages/default.aspx>

Submit Application to:
 parks@alachuacounty.us
 Tel. 352.264.6847

APPLICATION FOR SPECIAL EVENT PERMIT
 (Chapter 76 Alachua County Code)

Park Name: _____ Application Date: _____

Move In Date/Time: _____ Move Out Date/Time: _____

Applicant Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: (_____) _____ - _____

Email Address _____

Description of Event (i.e. birthday party, family reunion, fundraiser, car show, etc.) including types of proposed activities, anticipated attendance, if food will be catered or cooked onsite, and security plan:

The following items must accompany your application at the time of submittal. No applications will be accepted without these attachments.

- Conceptual Site Plan** including location of tents or other temporary structures, location of proposed activities, signage, temporary lighting, utilities, generators and other mechanical equipment and setbacks of all structures, equipment, and activities from adjacent properties.
- Sanitation and Public Health:** Plans for sanitation and public health protection including temporary bathroom facilities, inspection of food facilities, drainage, and garbage and litter control. (These must be approved by the Health Department, when applicable.)
- County Roadway/Sidewalk Closure Supplemental Form (if applicable):** If the event requires the use of a County roadway or sidewalk this form is required. Activities and events may include but are not limited to marches, races, parades and overweight/over-dimension hauls.
- Temporary Building or Tent to be Used? (If yes, Building Permit Required)
- Electrical Lighting/Wiring to be Used? (If yes, Temporary Electric Pole Permit Required)

Signature of Applicant _____ Date _____

Printed Name of Applicant _____

FOR PARKS & OPEN SPACE USE ONLY

Application No. _____
Date Received _____

Received by _____

REVIEWED BY:

County Engineer (Public Works), If Required:

Yes

No

Comments: _____

Fire Inspector (If Required):

Yes

No

Comments: _____

REQUIRED CONDITIONS FOR APPROVAL OF PERMIT:

Upon submitting this Application, the Applicant agrees to indemnify, defend, and hold harmless Alachua County, its officers, employees, agents, contractors, and commissioners, from and against any and all claims, demands, losses, damages (including but not limited to personal injury resulting in death), liabilities (including those arising from releases of hazardous materials), suits, fines, penalties, charges, administrative and judicial proceedings and orders, judgments and all costs and expenses incurred in connection therewith, including without limitation reasonable attorneys' fees and costs (collectively, the "losses") arising from acts or omissions of the Applicant or its agents, contractors or employees, in connection with or related to the event, except to the extent any losses arise from the negligent or wrongful act or omission of the County or its employees acting within the course and scope of their employment. The foregoing obligation shall extend, but shall not be limited to, claims for the following: damages to persons or property; invasion of the right of privacy; loss of ticket sales; failure to comply with the provisions of applicable law. Each plan for the event shall be continuously implemented throughout the event duration. Applicant will notify the County prior to the event of any and all plan modifications. Applicant acknowledges that failure to do so shall result in the automatic suspension of the permit and canceling of the special event. Applicant agrees to comply with the Alachua County Park Rules at all times, during the event.

AUTHORIZATION TO ISSUE PERMIT: Yes

No

Director of Parks & Open Space or Designee: _____ Date: _____