



CITY OF BELLEVUE
 "City with Small Town Charm"
 DEVELOPMENT SERVICES DEPARTMENT
 5525 SE 119th Street., Belleview, Florida 34420
www.belleviewfl.org Email: DSStaff@belleviewfl.org
 Telephone: (352) 245-7021 Fax: (352) 307-7708

Project #: _____
Received by: _____
Application Date: _____
Fees Rec'd: _____

SPECIAL EVENT APPLICATION FORM

(An alcohol permit is required for Special Events that include the sale of alcoholic beverages)

PLEASE COMPLETE ALL INFORMATION - DO NOT LEAVE ANY SPACES BLANK
 WRITE N/A IN SPACES THAT DO NOT PERTAIN TO YOUR EVENT
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

If the event is to be held on City property, submit application to the City Clerk, all others submit to the Building Dept.

SECTION 1 – APPLICANT INFORMATION

Name of Event:		
Name of Applicant		Last:
		First:
Street Address:		
City:	State:	Zip:
Home Phone:	Work Phone:	Cell Phone:
Email:	Driver License #:	State:
Corporation Name or D.B.A.		
State of Incorporation:	Tax ID #:	Sales Tax #:
Business Street Address:		
Mailing Address (if different):		
City:	State:	Zip:
Current City of Belleview Business Tax # (or business tax application attached)	Business Tax #: or <input type="checkbox"/> Attached Business Tax Application	

SECTION 2 – EVENT INFORMATION

Location of Event: <input type="checkbox"/> Lake Lillian <input type="checkbox"/> Other Address:		
Date(s) of Event:	Hours of Event:	
Event Set-up	Date:	Time:
Event Clean-up	Date:	Time:
Event Contact Information		
Promoter of Event:		
Promoter's Address:		
Promoter's Phone:		Cell # (required):
Sponsor(s) of Event (attach additional sheet if necessary):		
Event Manager (if different than above):		
Event Manager's Cell #(required)		
Event Manager's E-mail:		

Event Manager's Address:		
City:	State:	Zip:
Other Contacts (name and Cell #):		
Event Description		
Briefly Describe the Event:		
Has the Event been held at this location before (or at another location within the City) <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, provide date and location:	
Has the Event holder ever had a liquor license suspended, revoked, or denied: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes please explain:	
Will there be an admissions charge: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how much:	
Expected Daily Attendance:	Peak Attendance:	
Will there be music or amplified entertainment: <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, what type: Start Time: _____ End Time: _____	Will seating be provided for spectators: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many seats: _____
Will there be any inflatables, climbing walls, game tables, kid activities, hot air balloons, or similar devices: <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, describe:	
Will there be fireworks, rockets, or other pyrotechnics: <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, describe and provide Marion County Fire Rescue Display Fireworks Permit Application:	
Will there be signs, banners, decorations, special lighting: <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, explain:	
Will there be items sold at the event: <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, provide list and type of items:	
Will there be any alcohol sales at the event: <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, provide City of Belleview Alcohol Permit Application and/or copy of DBPR Alcohol Permit.	
Will there be contracted concessionaires: <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, provide list of concessionaires:	
Will the Event require: <input type="checkbox"/> Water <input type="checkbox"/> Electric	If Yes to either, describe usage and needs:	

Will the Event have tents or canopies: <input type="checkbox"/> Yes <input type="checkbox"/> No	Note: If Yes, indicate on site drawing and building permits may be required
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Will there be a first aid station: Yes No

Number of portable toilets to be provided:

Describe any other activities at the Event:

SECTION 3 – SITE DRAWING (REQUIRED) FOR EACH EVENT AREA

Site Drawing Requirements:

1. Be on no smaller than 8 ½ by 11 paper
2. Be to scale or show dimensions for all areas and activities
3. Clearly show the entire event area including access (and emergency access) to the event from the surrounding roadways
4. Show all sign/banner locations
5. Parking area (including handicapped parking) – indicate estimated number of spaces
6. Open flame cooking areas (if provided)
7. Portable toilet locations
8. Temporary fencing and barricade locations
9. Tents and canopies
10. First aid station (if provided)
11. Stages and/or locations for music / amplified sounds / entertainment
12. Merchandise / Food Vendor locations
13. Area for sale of alcoholic beverages including entrance area and barricade (no glass containers)
NOTE: An Alcohol Use Permit must be obtained to serve/consume alcohol on public property.
14. Trash / recycling containers
15. Generators, electric and water service including lines to serve event areas

Closure of Public Access Areas – Traffic Control Plan indicating vehicle/pedestrian traffic control, detour routes and directional signs, as well as the time period of the closure, must be submitted for the proposed closure of any streets, sidewalks, alleys, right-of-ways, parking lots or any other public access area. NOTE: Public right-of-way closure must be approved by the Public Works Department and Police Department.

SECTION 4 - INSURANCE

The event must have all required insurance in accordance with City requirements (contact the City Clerk’s office at (352) 245-7021 for information on required insurance)

SECTION 5 – FEES AND COST RECOVERY

Application fees may be imposed by the City Commission. Contact the Development Services Department for current fee listings (352) 245-7021. Applicant is responsible for all cost or repairs to City property. City property must be brought back pre-event condition or better within two (days) following the end of the event.

SECTION 6 - INDEMNIFICATION

Applicant/Permittee agrees to indemnify and hold harmless the City of Bellevue and its agencies representatives, employees and officers from and against any and all claims, liabilities, damages or judgments, caused by or arising out of (a) dealings between the Applicant/Permittee and third parties, (b) the issuance of this permit, and (c) the City's approval of security provisions regarding Applicant's proposed event for which this application is being prepared. This indemnification includes the costs of litigation and counsel fees. Applicant/Permittee agrees, at its own expense, to defend all of the persons to whom this covenant extends against any such claim. The Applicant/Permittee shall have full control of the defense of any litigation and may settle, compromise or adjust the same, provided, however, that the City, on relieving the Applicant/Permittee in writing of indemnification, shall have the right, if it so elects, to conduct any such litigation at its own expense by its own counsel.

Applicant Signature: _____ Date: _____

SECTION 7 - CERTIFICATION

I have read and understand City regulations for special events Division 4, Section 26 and Chapter 10, Section 10-4 and all other applicable regulations and will abide by all policies, rules, regulations, and conditions of the City of Bellevue. This permit is not transferable to any other individual or group.

Applicant Signature: _____ Date: _____

OFFICE USE ONLY

Approval is valid upon the joint signatures of the Chief of Police, Public Works Director, Special Events Coordinator and the Development Services Director or their designee. The permit card must be displayed and available for inspection during the event. This permit does not imply approval to possess an open alcoholic beverage container upon public property within the city limits including, but not limited to, city streets, thoroughfares, city rights-of-way, or parks and recreation grounds. Any aggrieved party who is denied such a permit may appeal the decision at the next regularly scheduled meeting of the Bellevue City Commission.

On-Site Off Duty Officer Recommended: Yes No

Application Approved Application approved with conditions below Denied

Conditions: _____

Special Events Coordinator: _____

Chief of Police: _____

Development Services Director: _____

Public Works Director: _____