



Special Event Application

Return to Town via mail, email or hand delivery

Please type or print application. All sections must be completed. Any questions should be directed to Special Events, Town of Oakland (407) 656-1117 ext. 2115. Please return to specialevents@oaklandfl.gov

Applicant Name(s):

Type of Company:

Individual: _____ Corporation: _____ 501c3: _____

Property address and/or physical location requested for event:

Contact Person:

Address:

City/State/Zip:

Phone:

Fax:

E-Mail:

Proposed Event Information

o Name of Event _____

o Date of the proposed event: _____

o Alternate Date, if requested date is not available: _____

o Limited Power of Attorney Form Attached: Yes _____ No _____ Not Required _____

Approved Event Information

Event Time **Date** _____ **Start:** _____ am/pm **End** _____ am/pm

Cleanup Time **Date** _____ **Start:** _____ am/pm **End** _____ am/pm

Number of Expected Attendees/Participants _____



Special Event Application

Type of effects and names of contractor, if applicable. _____

Location of special effects _____

Parades or Walk/Run Events?

Yes No

If yes, see below:

Who and how many will participate? This includes participants and spectators: _____

Is a plan of route attached? Yes No Will you be walking or running on the Trail? Yes No

Are there proposed Retail Sales at the event (Vendors)?

Yes No

If yes, please explain the nature of vendors below (including number of each):

Clothing _____ Jewelry _____ Food & Beverage (Non-Alcoholic) _____ Misc. (describe in detail):

Is there is any onsite cooking planned? (The Fire department shall be notified) Yes No

Do you wish to serve or sell Alcoholic Beverages?

Yes No

If yes, please explain below: _____

Name of organization licensed to serve alcohol at this event: _____

Type of organization serving alcohol: _____

(Additional liability insurance and approval may be required)

Do you require Town documentation to receive a license?

Yes No

Will there be Food Trucks?

Yes No

If yes, please list Food Trucks that are attending : _____

(Each Food Truck needs to provide liability listing the Town of Oakland. Additional liability insurance may be required)

Will there be open flame cooking?

Yes No

If yes, please describe and list vendor: _____

(Each Food Vendor needs to provide liability listing the Town of Oakland. Additional liability insurance may be required)



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Event Promotion

What level will the event be promoted (i.e. example local, regional)? _____

What type of publicity will be used (i.e. newspaper, social media)? _____

Telephone number to be released for public information _____

Event Signage

Will there be event signage required?

Yes No

All marketing materials to be submitted to the Town of Oakland for approval prior to printing.

If Yes, how many signs are required? What are the proposed dimensions? What location(s) will they be posted? _____

Town Facility Requirements (for use of Town property or assets)

Describe in detail, including type and location: _____

Is electricity going to be needed (if available)?

Yes No

Are Town chairs going to be needed (if available)?

Yes No

Are Town tables going to be needed (if available)?

Yes No

Are any Town buildings or restrooms going to be needed (if available)?

Yes No

** There will be additional fees for the above services.*

Port-O-Lets & Sanitation Requirements

Will Port-O-Lets be provided? Yes No

If yes, how many port-o-lets will you be providing? _____ (Indicate locations on the site plan)

Name of the private port-o-let company you will be contracting with: _____

(ADA requires one handicapped restroom in each group of restrooms)

Will waste receptacles be provided? Yes No

If yes, how many waste receptacles (roll-a-ways) do you request from the Town? _____

If no, how will you be handling garbage collection? _____



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Traffic Alterations and Parking Requirements

Will Traffic Alterations be required? Yes No

If yes, please describe in detail, including request for road closures _____

Requests to close State roads require FDOT permit, which needs to be approved by the Town of Oakland prior to application to FDOT. All road closures will incur a cost based on the length of time the road needs to be closed.

Will public parking areas, streets, sidewalks, etc. be restricted or obstructed (show on site plan)?

Yes No

Does your plan include on-site parking and how many spaces are required? _____

Yes No

Does your plan include off-site parking and how many spaces are required? _____

Yes No

Will you charge for either off-site or on-site parking and how much? _____

Yes No

Will shuttles be used to transport, how many shuttle routes? _____

Yes No

Americans with Disabilities Act

ADA requires with accessibility guidelines as adopted by the State of Florida are now in effect. The following provisions are to be considered ADA accessibility.

ADA restroom facilities? (One handicapped for each group of port-o-lets)

Yes No

Handicapped parking facilities (show on site plan)?

Yes No

Handicapped assistance and what types will be available?

Yes No

If yes, please describe _____

Police Protection and Security

Note: public property requires the use of the Oakland Police Department employees during the event at the promoter's expense.

What are your plans for providing additional security? _____



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Emergency Fire/Medical Services

Note: public property requires the use of the Orange County Fire/Rescue Department employees during the event at the promoter's expense.

What are your plans for providing Fire/EMS and First Aid? _____

Tents Are tents to be used for the event?

Yes No

If yes, show proposed location(s) on the site plan. Indicate size, type, use and anchoring.

Comprehensive General Liability Insurance coverage for the Town of Oakland from the sponsor

The applicant will provide an insurance certificate to the Town of Oakland, naming the **Town of Oakland** as additional insured in the amount not less than \$500K for death or injury to any one person, \$1 million aggregate for any one occurrence for death or bodily injury, and \$500K for damage to any property. Or a combined single limit of \$1 million for any claim of injury or property.

ATTACHMENTS:

Property owner authorization (must be attached to application)

Site plan for the event:(must be attached to application)

Motion Picture and Filming: Please attach the standard form for motion photography production permit for Orange, Seminole, Lake, and Osceola Counties to this application.

Town of Oakland

Date: _____ Approved Denied

Steve Koontz, Town Manager

Darron Esan, Chief of Police

Mike Parker, Public Works Director

Orange County Fire/Rescue