City of Avon Park
Event Request Form

State Road closure permits require DOT Road Closure Permit form and City Council approval.
State Road closure Permit Application MUST be submitted at least 3 months in advance of the event.
City Road Closures REQUIRE at least 2 months in advance of the event and may require City Council approval.

TO BE COMPLETED & SIGNED BY ORGANIZATION'S REPRESENTATIVE:

Name of Organization: _____ **Today's Date:** _____

Organization's Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Contact Person: _____ **Phone#:** _____ **Email:** _____

Name of Event _____

Date(s) _____ **and Time(s) of Event** _____ **a.m. /p.m. to:** _____ **a.m./p.m.**

Location of Event: _____
(Include overview of map outlining location & layout of event)

Description of Event: _____

_____	_____	_____	_____
Signature	**Print Name**	**Relation to Organization**	**Date**

(Verifying information and answers to questions below are correct)

Please answer EACH question to better assist you with planning your event:

Question to be completed by *organization/representative*	Action Required *(completed by City Employee)*
Do you need any streets or roadways closed for the event? ☐ No ☐ Yes **(If yes, please obtain the road closure forms from our office)**	If "yes", permission will be needed to close roadways. State Road closures require DOT approval. City roads may require City Council approval (SEE REQUIRED NOTICE ABOVE) Police fees, traffic cones fees, and dumpster fees may be required. ☐ **Police Fees** _____ **per hour per officer (minimum 2 hours) = S** _____ **Total** ☐ **Traffic Cones/ MOT: Qty** _____ **x S** _____ **per City "Block") =** _____ **Total** *(This includes delivery, installation and pick-up of cones by City staff. Weekend work may require additional charges.* ***Sponsor needs to stack cones at end of event)*** ☐ **Dumpster (6 yard): Quantity** _____ x $200 per dumpster = $ _____ **Total**
Will you be using a city park to hold your event? ☐ No ☐ Yes **(If yes, please obtain Pavilion/Park Rental form from our office)**	If "yes" Facility availability must be verified and City Council approval may be required. Fees will apply. **Park Fees: S** _____ **(Pavilion/Park Rental Form is Required)**
Will there be a band, DJ or other music/entertainment at the event? ☐ No ☐ Yes **(If yes, please note: City will need at least 2 weeks notice)**	If "yes", a variance for the city's "Noise Ordinance" might be necessary. This should be requested through the City Council. Date approved by CC_____
Do you want to display or hang any banners or signs above the roadway in reference to your event? (If yes, obtain form-3 months adv notice required) ☐ No ☐ Yes	If "yes", then approval may be necessary. For banners on state roads, a DOT Banner Request must be completed and approved. Date DOT completed & approved_____
Will you have bounce houses or other activities for children? ☐ No ☐ Yes **(Note: Policy must be current through event date)**	If "yes" you will be required to provide copy of your Event Insurance 2 weeks in advance ($ 2 million coverage minimum) and the City of Avon Park needs to be named as "Additional Insured" on your policy.) Date Copy Ins provided_____
Will there be any fireworks or pyrotechnics?(60 days notice required) ☐ No ☐ Yes	If "yes", the vendor must be licensed and the safety aspects of the special event need to be coordinated with public safety entities. Date Public Safety approved_____
Will you be selling, serving or distributing alcohol at the event? ☐ No ☐ Yes	If "yes", the event needs to be licensed through the Division of Alcoholic Beverages and Tobacco (DABT). Licensure information can be obtained at (850) 488-8284. Date copy of license obtained_____
Will people be allowed to consume alcohol while at your event? ☐ No ☐ Yes	If "yes", in addition to an alcohol license, an "alcohol variance" may have to be granted by the Avon Park City Council. Date variance granted_____
Will food vendors be cooking or serving food at the event? ☐ No ☐ Yes	If "yes", provide the event coordinator with a copy of DBPR Form HR 5030-034 which outlines food vendor notif & licensure requirements. Date copy of License obtained_____
Does your event necessitate the use or setup of any temporary structures such as tents, canopies, buildings, stages, etc.? ☐ No ☐ Yes	If "yes", permits may be necessary and these structures may have to be inspected. Date copy of permit obtained_____ Date structure inspected_____
Is the event "animal related" (animal rides, rodeos, zoos, etc.)? ☐ No ☐ Yes	If "yes", ensure that safe and appropriate animal handling measures have been put in place. Approval by City Council may be required.
NOTE: You will be contacted by phone with a total amount due (fees will be due immediately after).	
Please submit completed form to the Administrative Office located on the 2nd floor of City Hall, 110 E Main Street, Avon Park, FL 33825. Phone (863) 452-4401	

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