



County of Volusia
Public Works Department
Coastal Division
515 South Atlantic Avenue
Daytona Beach, FL 32118
(386) 248-8072 • Fax (386) 248-8075
www.volusia.org

SPECIAL EVENT APPLICATION

DATE: _____ PERMIT # _____

EVENT TITLE: _____

PARK FACILITY: _____

EVENT DATE(s): _____

DESCRIBE ALL ACTIVITIES PLANNED:

LIST ALL EQUIPMENT THAT WILL BE USED FOR THE EVENT:

PAVILION (#)'S _____

LINEAR FEET REQUIRED FOR EVENT: _____

SET UP DATE(S): _____

BREAK DOWN DATE(S): _____

EVENT TIME(S):	FROM _____	TO _____	-SET UP
	FROM _____	TO _____	-EVENT
	FROM _____	TO _____	-BREAK DOWN

EVENT SPONSOR: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ PHONE: _____ FAX: _____

CONTACT PERSON: _____ E-Mail: _____

WEB URL: _____

ESTIMATED DAILY ATTENDANCE: _____

WILL FEES BE CHARGED: Y N

IF YES, EXPLAIN: _____

PERMITTEE SHALL KEEP A COPY OF THIS PERMIT ON SITE at ALL TIME

Please provide a site plan and drawing of your event that includes:

- Event Area
- Vehicle access and equipment staging
- Structures, booths, bleachers, tents
- If placement of structure requires digging or placement of posts, please indicate where and how many.
- Sanitary facilities (trash, comfort stations)
- Parking
- Special features (TV, radio coverage, first aid stations, etc.)

GENERAL CONDITIONS

- This application must be completed, signed and returned to the Coastal Division, 515 S. Atlantic Ave., Daytona Beach, Fl. 32118, at least 45 days prior to the event.
- There shall be no sale or distribution of products or other material without the prior written approval of the Coastal Division.
- An approved Special Event Application is required for all groups and must be in the possession of the applicant at the event.
- Hold harmless agreements may be required of all event participants and staff. Copies are attached.

INSURANCE

Permittee shall carry, at a minimum, a \$1,000,000 comprehensive general liability insurance policy (or special event policy), and the County of Volusia shall be an additional insured under the policy. Such insurance must be primary and non-contributory with any valid and collectible insurance available to the insured. Permittee shall provide a Certificate of Insurance naming Volusia County as the certificate holder and additional insured under the comprehensive general liability policy in the format below:

County of Volusia
123 W. Indian Avenue
DeLand, Florida 32720

The applicant must provide at their expense the following services as determined necessary by the Coastal Division.

1. Lifeguard, law enforcement or traffic control personnel
 2. First Aid
 3. Sanitation facilities to accommodate crowd
 4. Other items such as trash cans, barricades etc.
- Groups shall leave areas in clean and orderly condition, satisfactory to the Coastal Division, including, but not limited to, trash removal and returning the beach to grade.
 - The applicant, in exercising the privileges granted by this permit, shall comply with all laws and all park and facility rules.
 - This permit is a revocable permit and may be revoked at the discretion of the Coastal Division upon 24 hours notice or without notice, if the safety and health of the public is threatened, notwithstanding any other terms or conditions of the permit to the contrary.

The permittee hereby agrees to indemnify, defend, and save and hold harmless the County of Volusia, its agents and employees, from and against any and all claims, damages, suits at law or equity of whatever kind of nature for damages to or loss of property or injury or death to persons, resulting directly or indirectly from, or otherwise attributable to, the applicant or its employees in connection with the special event authorized by this permit.

Applicant

Company

Date

Coastal Division

Date