

SPECIAL EVENTS REVIEW APPLICATION



PARKS & RECREATION

1769 E. Moody Blvd Bldg #5 Bunnell, FL 32110

386-313-4020 OPTION#1

EMAIL : PARKRESERVATION@FLAGLERCOUNTY.GOV

FOR USE WHEN

COUNTY FACILITY, COUNTY SPONSORED OR CO-SPONSORED EVENT

ALL APPLICATIONS MUST BE SUBMITTED AT LEAST 90-DAYS PRIOR TO EVENT DATE TO BE CONSIDERED FOR APPROVAL

CONTACT INFORMATION

Name of Primary Contact Person:

Primary Address:

Primary Phone Number/email address:

Applicant Status:

☐ County Facility ☐ Sponsor ☐ Co-Sponsor

Onsite Contact's Name:

Onsite Contact's Number:

SPECIAL EVENT DETAILS

Name of Event/ Activity:

Is the event sponsored or co-sponsored by Flagler County?

☐ Yes ☐ No

Location of Event:

Date(s) of Event:

Hours of Operation:

Property Owner's Name:

Expected Event Maximum Occupancy:

Number of Persons Involved:

The event will include
(Check All That Apply):

☐ Food or beverage sold

☐ Alcohol used/served/sold

☐ Merchandise sold

☐ Amplified sound / Live band(s)

☐ Prepared or cooked food

☐ Sign or banner advertisement

☐ Fireworks / Fire or Chemical Hazards

☐ Private Security

Description of Event:

SPECIAL EVENTS REVIEW



SPECIAL EVENT CHECKLIST (Must accompany application)

SITE PLAN MUST SHOW THE FOLLOWING:

LOCATION OF ALL STRUCTURES WITH RESPECT TO THE EXISTING BUILDINGS, PROPERTY LINES, ROADS AND WALKWAYS TO INCLUDE:

☐	Tents/detail description of size/state if fully or partially enclosed	☐	Bandstands/include all electrical hookups
☐	Grandstands/size/capacity	☐	Refreshment stands / tables
☐	Vendor booths/size and description of booths	☐	Speakers / hook up location(s)
☐	Restrooms/include number of handicap available	☐	Support vehicle locations and number of vehicles
☐	Portable toilets/number/location	☐	Vendor parking location(s)
☐	Signs/Banners (may require sign permit)	☐	Sponsor/entertainment parking location(s)
☐	Public parking area(s) / include handicap spaces / numbers	☐	Garbage / waste disposal location(s)

MISCELLANEOUS

	Comments		
Outdoor Vehicular or Pedestrian Traffic Control		☐ Yes	☐ No
Fire and Emergency Medical Services		☐ Yes	☐ No
Law Enforcement Onsite		☐ Yes	☐ No
Weather Trigger Point (5 miles)		☐ Yes	☐ No
Stages or Tents to be Erected		☐ Yes	☐ No
State or Federal License(S)		☐ Yes	☐ No
Indemnifications or Liability Insurance		☐ Yes	☐ No

Additional information consideration:

Applicant Signature	Date:
Co-Applicant Signature	Date: