

SPECIAL EVENT APPLICATION

PLEASE FILL IN ALL BLANKS.

Applicant/Business Name: _____ Phone: (____)_____

Business Owner/agent: _____

Address: _____

City, State, Zip: _____

Date(s) of special event: _____ Hours of Operation: _____

Location for special event: _____

Nature (or description) of special event: _____

Number of expected attendees (vendors and support staff included) _____

Security provided by: _____ Parking Capacity: _____

Submit the following with this form.

- (1) A copy of your LIABILITY INSURANCE certificate.
- (2) Submit (2) two drawings to illustrate the layout for this event.

Answer the following questions.

If you answer yes to (1) one or more of the questions below contact the Building Dept @ (954) 966-4600 ext. 211 for permits.

Is additional lighting needed? yes no Is additional power source needed? yes no

Tent(s) or canopies required? yes no Temporary bathroom facilities needed? yes no

Advertising via signs, balloon, etc. this event? yes no

Will you have outside cooking and/or serving of food yes no?

If yes, contact the Dept. of Hotel and Restaurant Admin. for a temporary Event Application @ (850) 487-1395.

Are you the owner of the building/property? _____

If yes, complete Section 1 below. If no, have owner/agent complete Section 1 & 2 below.

I certify that all information stated by me is complete, factual and true.

Applicant's Signature _____ Date _____

Section 1 - Property Owner Information

Owner Name: _____ Phone: (____)_____

Address, City, State, Zip: _____

Section 2 - Property Owner's Authorization

I, _____, certify that I am the owner/agent and hereby consent to use of my property for the purpose of _____.

I understand that this special event will be reviewed and/or inspected by the Town of Pembroke Park's Inspectors, and I agree that any violations shall be corrected by (owner/lessee) _____.

I understand that unless the proper permits are applied for and received that this special event will not be approved.

Owner/Agent's Signature _____ Date _____

Sworn and subscribed before me this day _____, 20 _____

Notary Signature _____

Notary Seal

OFFICE USE ONLY

Accepted by: _____ Date: _____

Departmental Review

Fire Department ___ Approved ___ Denied Initial/Date _____

Building Department ___ Approved ___ Denied Initial/Date _____

Zoning Department ___ Approved ___ Denied Initial/Date _____

Administration

Approval: _____ Date: _____

License Number: _____ Date License Issued: _____

Cc: ___ State of Florida, DBP – Division of Hotels & Restaurants
 ___ Broward Sheriff's Office – District One



DEPARTMENT OF FIRE RESCUE AND EMERGENCY SERVICES

Fire Marshal's Bureau

2601 West Broward Boulevard, Room 3061

Fort Lauderdale, FL 33312

Phone: (954) 831-8210

Fax: (954) 831-8218

APPLICATION FOR SPECIAL EVENT PERMIT

Name of Event: _____ Setup Date & Hrs: ___/___/1 (___:___ - ___:___)

Event Date & Hours: ___/___/1 (___:___ to ___:___) & ___/___/1 (___:___ - ___:___)

Event Site Address: _____ City : _____

Site Manager/Supervisor: _____ Cell # : _____

Business Name: _____ Work#: _____ Fax #: _____

Business Owner/Agent: _____ Cell # : _____

Business Address: _____

City, State, Zip: _____ Fax # : _____

Canopy Use : Yes No If Yes, subject to permits as required by the Building Dept.

Electrical Use: Yes No If Yes, subject to permits as required by the Building Dept.

Electrical Power Provided With: Generator Temporary Power Drop

Gas Fueled Equipment: Yes No If Yes, subject to permits as required by the Building Dept.

Fuel Sources: Propane gas Natural gas Diesel Fuel Gasoline

Cooking Equipment Use: Yes No If Yes, subject to permits as required by the Building Dept.

Types: Fryers Propane Grills (commercial or residential) Charcoal Grills

Concession Trailer Warmers Sterno

Rides: Mechanical Inflatables (bounce house, slides, etc.) Manual

Pyrotechnic/Fireworks Displays: Yes No If Yes, requires separate approval process completed by company or technician.

Documents to be presented to Fire Marshal's Bureau with completed application:

Site Plan Include the following:

- | | |
|--|---|
| ___ Location of cooking area and barrier being used to separate from the public. | ___ Location of generators and barrier Being used to separate from the public |
| ___ Canopy Locations w/ sizes-# _____ | ___ Location of temp power drop |
| ___ Fuel storage/dispensing areas | ___ Rides w/ descriptions-Quantity _____ |
| ___ Emergency Access Area for EMS & Fire | ___ Identify any fences/gates around event |
| ___ Location of vendor booths & games | ___ Stage locations |
| ___ Residential trailers for crews (carnivals) show barrier from general public | ___ Table, chair, and equipment layout under gathering canopies |
| ___ Cable covers for electrical lines & hoses that are in path of egress for patrons | ___ Distances of structures, roadways, cooking equipment, canopies, etc. |
| ___ Location of hazards on property such as ditches, canals, lakes, construction, etc. | ___ Traffic routing, road closures, separation of parking area from event |
| ___ Location of fire extinguishers & other required life safety equipment | ___ No smoking signs for large canopy gathering areas |
| ___ Provide 2 copies of the site plan for Fire Marshal's Bureau and a minimum of 2 copies for the Building Department. | |

- Copy of written permission from the property owner, allowing the event on their property.
- Copy of proof of public premises liability insurance in the amount of \$1,000,000, naming the Broward Sheriff's Office as an additional insured.
- Copy of proof of public premises liability insurance in the amount of \$1,000,000, naming the applicable Municipality and/or Broward County Commission, as additional insured.
- Canopy use: provide copy of building permit, including flame retardant certificate for canopy material, schematic of canopy structure with anchors to ground.
- Electrical use: provide copy of electrical permit, generator specifications, temporary power drop circuit info.

