

REQUEST FOR SPECIAL EVENT

Owner/Business Name _____

Address _____

Applicant _____ Phone _____ Date _____

Event Location: _____

Event date(s): from _____ to _____

Time of event: from _____ to _____

Please state the purpose of this request, ie: grand opening, anniversary

Type of merchandise displayed _____

(Please include diagram with dimensions indicating where the items will be displayed)

Per Indialantic Code Section 13-3(c)(2), please submit a copy of liability insurance in the amount of at least \$100,000 per person/\$200,000 per occurrence. The Town of Indialantic shall be listed as “additionally insured” for the date(s) of the event. **The policy shall be non-cancelable without at least ten (10) days written notice to the Town prior to cancellation.** Sample wording regarding cancellation is as follows:

“Should any of the above described policies be cancelled before the expiration date thereof, the issuing company shall mail 10 days written notice to the Town of Indialantic by certified mail prior to cancellation.”

Fax: 321-951-8224 or mail to the Town of Indialantic, 220 Fifth Avenue, Indialantic, Florida 32903 **within 5 days of the event.**

FOR OFFICE USE ONLY

Permit for this event is approved ____ or disapproved ____ for the following reasons:

Code Enforcement Officer

Town Manager

Police Chief

Fire Chief

Public Works Director

Building Official

THIS PERMIT MUST BE POSTED DURING SPECIAL EVENT

Please read the attached Ordinance Section 13-3(c)(1)(2)(3)(4)(5)(6)(7)

Ordinance Code Section 13-3

- (c) Special events, grand openings and store anniversaries. In the "R-P," "C", "C-1," "C-2," and "SC" zoning districts, the town manager is hereby authorized to issue special permits for sidewalk sales, if the application meets all of the following standards:
- (1) No sidewalk sale immediately adjacent to the public right-of-way shall be completely blocked nor shall the flow of pedestrian traffic on any sidewalk be blocked by merchandise, dress carts, tables, displays, signs or any other form of support used in a sale or special event;
 - (2) All vendors are liable for and shall in writing indemnify and hold harmless the Town for any injury (including death) to person or property occurring at, or as a direct or indirect result of, any sale or special event. Prior to engaging in a sale or special event, the vendor shall present to the Town a copy of a liability insurance policy in the amount of at least \$100,000 per person/\$200,000 per occurrence insuring the vendor and the Town as an additional insured. The policy, paid for by the vendor, shall be written by a company authorized to write insurance within the State of Florida and shall be rated as a standard company rated as A+ or better by A.M. Best's Rating Guide or equivalent specifications as approved by the town manager. The policy shall be non-cancelable without at least ten (10) days written notice to the town prior to cancellation;
 - (3) Banners, pennants, and national flags as permitted by Chapter 17 may be permitted as part of the display. No flashing, moving, or intentionally moving signage shall be permitted. No lights of any type are permitted to be used as any part of an advertisement or display at a sale or special event. All provisions relating to signage in Chapter 17 shall be adhered to as part of any special event or sidewalk sale;
 - (4) The sidewalk sale or special event will not be adverse to the public interest;
 - (5) The permit is for the purpose of a special event; and
 - (6) Duration. No sidewalk sale for a business entity exceeds a period of fifteen (15) consecutive days, and in no event shall any business entity be issued a special permit for more than a total of thirty-six (36) days of sidewalk sales during a calendar year period.
 - (7) "Special events," as that term is used in this section, shall include but not be limited to extensive re-modeling of a business entity, annual town art shows, special sales conducted by a business entity, a business entity grand opening, a business entity anniversary, an open house for a business entity, events related to town recognized holidays, or other similar events.