



City of Keystone Heights
 555 South Lawrence Blvd
 Keystone Heights, Florida 32656
 352.473.4807 Office 352.473.5101 Fax



Special Event Application

EVENT PROPERTY

Property Address: _____ Phone: (____) _____ - _____

Tax Parcel # _____ Zoning _____ Land Use: _____

APPLICANT INFORMATION

Applicant: _____ Address: _____

Phone: (____) _____ - _____ Email: _____

PROPERTY OWNER INFORMATION

Property Owner: _____ Phone: (____) _____ - _____

Address: _____ City _____

State: _____ Zip Code: _____ Phone: (____) _____ - _____

Email: _____

TYPE OF REQUEST

Not to Exceed 3 Days:

Not to Exceed 45 Days:

Special Event (city property)

Seasonal Sales

Other _____

Event Dates _____ to _____

Event Times _____ to _____

Description of event or items to be sold:



City of Keystone Heights
 555 South Lawrence Blvd
 Keystone Heights, Florida 32656
 352.473.4807 Office 352.473.5101 Fax



REQUIRED INFORMATION

The following items must accompany your application at the time of submittal. No applications will be reviewed without these attachments.

- General description of request including purpose of event, types of proposed activities, and anticipated attendance
- Insurance Coverage: Evidence by a Certificate of Insurance naming the City of Keystone Heights as additional insured and must provide a Hold Harmless Agreement.

OR

- Notarized permission from property owner
- Security/Crowd Control: Plans to include a detailed description of where the attendees will be located security measures, security personnel, etc. A copy of the notification of event to the Clay Sheriff Department must be included and must have verification or receipt by the sheriff department.
- Fire Department Notification Letter: A letter must be attached notifying the local fire department of the event and must verify receipt of the letter by the local fire department.
- Conceptual Site Plan (to scale) including property boundaries, access to the site, location of tents or other temporary structures, location of proposed activities, **parking**, signs (in compliance with Article XIX of the LDR), temporary lighting, utilities, generators and other mechanical
- Sanitation and Public Health: Plans for sanitation and public health protection including temporary bathroom facilities, inspection of food facilities, drainage, and garbage and litter control. A minimum of three (3) dumpsters must be provided unless otherwise stated by City Council. (Proof of compliance with ADA standards must accompany this application)
- Set-up and Take-down: Plans outlining times of set-up and take-down of all event related structures; signage, barricades, tents, vendors, dumpsters/trash receptacles, port-a-potties etc.
- Road Closures: Application for State road closures or map and description of city road closure
- Meeting set up with City Manager to review event. **DATE** _____

Must comply with LFC 101 (life Safety Code); NFPA 1 (National Fire Protection Association); existing ordinances; County Permitting

Signature of Applicant _____ **Date** _____