



City of Ocala Special Event Permit

Growth Management Dept.
201 SE 3rd Street, 2nd Floor
Ocala, Florida 34471

Email: gmd@ocalafl.org; Phone: 352-629-8404

**EVENT ORGANIZER MUST BE IN POSSESSION OF PERMIT AND MUST PRESENT PERMIT(S) IF SO
REQUESTED**

APPLICATIONS MUST BE SUBMITTED 30 DAYS BEFORE EVENT FOR PROCESSING

APPLICANT INFORMATION

APPLICANT/ORGANIZATION NAME & ADDRESS	Ocala Main Street, Inc. 46 SW 1st Ave., Ocala, FL 34471
CONTACT PERSON	Jessica Fieldhouse
PHONE NUMBER AND EMAIL ADDRESS	352-454-8793; executivedirector@ocalamainstreet.org
NON-PROFIT/ FOR-PROFIT IF NON-PROFIT, NAME OF CHARITY BENEFITTING	501c3 nonprofit, Ocala Main Street, Inc

EVENT INFORMATION

NAME OF EVENT	Cogent Bank Grand Opening
TYPE OF EVENT (provide brief description)	Free community event & block party to welcome Cogent Bank into Downtown Ocala
DATE(S) OF EVENT	September 12
EVENT TIME (HOURS)	5pm-8pm
ADDRESS/PARCEL # OF EVENT LOCATION	4 SE Broadway Street Ocala, FL 34471
ESTIMATED ATTENDANCE	250
# OF RESTROOM FACILITIES PROVIDED	5 - Provided in participating bars & restaurants
HOW IS PARKING ACCOMMODATED? PROVIDE NUMBER OF SPACES. <small>(A sketch showing ingress/egress and parking is required.)</small>	Downtown Parking: Garage - 280 spaces; City Hall - 52; Customer Service Center - 84
WILL THERE BE AMPLIFIED SOUND? DESCRIBE. <small>(If yes, a noise permit from the Ocala Police Department is required.)</small>	No
WILL THERE BE TENTS OR CANOPIES? DESCRIBE. <small>(Tents with sides in excess of 10'x20' require a building permit.)</small>	No
WILL THERE BE RIDES OR AMUSEMENTS? DESCRIBE. <small>(Show location of rides or amusements on site sketch.)</small>	No
WILL THERE BE VENDORS? DESCRIBE WHAT WILL BE SOLD. SHOW LOCATION ON SITE SKETCH. <small>(An Occupational License is required from the Building Dept.)</small>	No

WILL ALCOHOL BE SERVED? DESCRIBE. (An Alcoholic Beverage Location Permit is required from the City and Florida State Division of Alcoholic Beverages & Tobacco.)	Yes - open container from participating businesses within event zone.
WILL THERE BE PYROTECHNICS? DESCRIBE. INCLUDE START AND END TIMES. (Show location on site sketch.)	No

SERVICES INFORMATION	
POLICE DEPARTMENT SERVICES NEEDED?	Yes, road closure
FIRE DEPARTMENT SERVICES NEEDED?	No
SANITATION SERVICES (dumpsters) NEEDED?	No

NOTES
Food vending is subject to inspection by the Dept. of Business & Professional Regulations, Div. of Hotels & Restaurants (DBPR). Applicant is responsible for notifying DBPR of Events* with food vending. (Call DBPR for details 850-487-1395). Events with participating concession trailers and tents are also subject to inspection by the Ocala Fire Department.
If applying for special event with <u>alcohol</u> an application for an alcoholic beverage location permit shall be submitted to the Growth Management Department and a public hearing may be required. A license from the Florida Division of Alcoholic Beverages & Tobacco is also required.

REQUIRED ITEMS
CERTIFICATE OF LIABILITY NAMING CITY AS ADDITIONAL INSURED IN THE FOLLOWING AMOUNTS: \$500,000 FOR INJURY TO ANY ONE PERSON, \$1,000,000 FOR INJURY TWO OR MORE PERSONS IN ONE ACCIDENT, \$100,000 FOR LOSS OR DAMAGE TO PROPERTY, OR A COMBINED SINGLE LIMIT OF \$1,000,000.
A SKETCH SHOWING INGRESS/EGRESS, PARKING, RESTROOM FACILITIES AND, IF APPLICABLE, LOCATION OF RIDES, CONCESSION STANDS, BOOTHS ETC.
IF PRIVATE PROPERTY, A LETTER FROM THE PROPERTY OWNER SHOWING PERMISSION FOR USE OF PROPERTY.
IF NON-PROFIT, A LETTER FROM THE CHARITY ACKNOWLEDGING BENEFIT OF PROCEEDS.
AN OCCUPATIONAL LICENSE IS REQUIRED FOR VENDORS. THE EVENT APPLICANT/ORGANIZER MAY PULL ONE LICENSE TO COVER ALL VENDORS.
A BUILDING PERMIT IS REQUIRED FOR ALL TENTS (WITH SIDES) IN EXCESS OF 10' x 20'. CANOPIES (WITHOUT SIDES) DO NOT REQUIRE A PERMIT BUT SHOULD BE SHOWN ON THE SITE SKETCH.
A PERMIT IS REQUIRED FOR ANY TEMPORARY SIGNAGE, INCLUDING PENNANTS, BANNERS, BALLOONS, FLAGS OR STREAMERS.
OBTAIN NOISE PERMIT FROM POLICE DEPARTMENT (IF APPLICABLE).

I UNDERSTAND THAT MY REQUEST WILL NOT BE CONSIDERED UNLESS ALL THE INFORMATION REQUIRED BY THIS APPLICATION IS SUBMITTED. I FURTHER CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE AND THAT ANY INCORRECT INFORMATION WILL VOID THE LOCATION PERMIT, IF ISSUED.

SIGNATURE: JFA
(APPLICANT, BUSINESS OWNER, AGENT)

PRINT NAME: Jessica Fieldhouse

ADDRESS: 46 SW 1st Ave

CITY: Ocala STATE: FL ZIP CODE: 34471

NOTARIZATION FOR SIGNATURE: APPLICANT, BUSINESS OWNER, AGENT

SWORN TO (OR AFFIRMED) AND SUBSCRIBED BEFORE ME THIS 23rd DAY OF July, 2024, BY Jessica Fieldhouse WHO IS PERSONALLY KNOWN TO ME OR WHO HAS PRODUCED A FLORIDA DRIVER'S LICENSE SERIAL NUMBER: HH519221 WITH AN EXPIRATION DATE OF April 22nd 2028 drivers license AS IDENTIFICATION.

X Grace Victoria Rooney
(NOTARY PUBLIC)



SIGNATURE INDICATES APPROVAL OF THE EVENT UNLESS OTHERWISE NOTED. REQUESTED EVENT IS PERMITTED ONLY IF ALL APPLICABLE PERMITS ARE SECURED AND ALL RESPONSIBILITIES ARE MET. FAILURE TO MEET RESPONSIBILITIES WILL RESULT IN CANCELLATION OF EVENT.

Growth Management Approval _____
Date _____

Fees

- SPECIAL EVENT NON-PROFIT = NO FEE
- SPECIAL EVENT FOR-PROFIT = \$300
- SPECIAL EVENT NON-PROFIT WITH ALCOHOL = \$150
- SPECIAL EVENT FOR-PROFIT WITH ALCOHOL = \$500

- CARNIVAL, CIRCUS, EXHIBITION (ITEMIZED)
 - ~ FIRE INSPECTION = \$100
 - ~ ONE DAY CARNIVAL = \$200
 - ~ TWO DAY CARNIVAL = \$500