



FOR OFFICE USE ONLY
 SEP Application Required
 SEP Application Not Required

Special Event Information Form

Special Events, including those that are sponsored or co-sponsored by the City of Alachua, require completion of this form. The applicant must provide all information, as applicable to the proposed event, for the Form to be considered complete. If it is determined a Special Event Permit is required, the applicant must also complete the Special Event Permit Application and the Special Event Permit Indemnification & Hold Harmless Agreement. Incomplete forms and applications will not be accepted or processed.

A. PROCESS FOR REVIEW OF PROPOSED SPECIAL EVENTS

- 1. Contact the City of Alachua Planning & Community Development Department prior to planning the proposed special event to determine whether the event would be consistent with the Land Development Regulations (LDRs) and other applicable regulations, and to discuss any permitting requirements and/or any City services, such as road closures, police detail, etc., which may be required to serve the proposed event.
2. Submit a completed Form for review to the Planning & Community Development Department a minimum of thirty (30) calendar days prior to the date of the proposed event. After reviewing the completed Form, the Planning & Community Development Department will contact the applicant to advise if a Special Event Permit is required.

B. EVENT LOCATION AND SITE INFORMATION

- 1. Event Name:
2. Address of Subject Property:
3. Tax Parcel Number(s):
4. Existing Use of Property:
5. Acreage:
6. Existing Structures on the Property (Number & Square Footage):
7. Number of Striped Parking Spaces on Site:

C. EVENT INFORMATION

- 1. Type of Event (check all that apply):
- Cultural Event, Musical Event, Celebration, Festival, Fair, Carnival, Circus, Communal Camping, Other:
2. Date(s) of Event:
3. Operating Hours of Event: From: To:
4. Set-Up Date & Time:
5. Breakdown Date & Time:
6. Provide a detailed description of the nature of the proposed event (the applicant may attach additional information on a separate sheet):

D. APPLICANT

1. Name of Applicant(s) or Contact Person(s): _____ Title: _____
Corporation/Organization Name and/or D.B.A.: _____
State of Incorporation: _____ Tax ID #: _____
City of Alachua Local Business Tax #: _____ Sales Tax #: _____
Mailing address: _____
City: _____ State: _____ ZIP: _____
Telephone: (____) _____ FAX: (____) _____ e-mail: _____
2. If the applicant is Not the Property Owner*
Name of Property Owner: _____
Mailing Address: _____
City: _____ State: _____ ZIP: _____
** The applicant must provide letter of authorization or an executed Authorized Agent Affidavit acknowledging that the applicant may act on behalf of the property owner.*
3. List all Promoters/Co-Sponsors of Event (if applicable)*: _____
Mailing address: _____
City: _____ State: _____ ZIP: _____
Telephone: (____) _____ FAX: (____) _____ e-mail: _____
** If there are additional promoters/co-sponsors, the applicant may attach a separate sheet with promoters/co-sponsors information.*
4. Contact Person for Day of Event: _____ Title: _____
Telephone: (____) _____ Mobile Phone: (____) _____

E. ADDITIONAL EVENT INFORMATION

1. Estimated Attendance: _____
2. Past Attendance (if applicable): _____
- 3.a. Is the applicant requesting City or Community Redevelopment Area (CRA) co-sponsorship?
 Yes No
- 3.b. If yes, what services and/or contributions is the applicant requesting (the applicant may attach additional information on a separate sheet)? The applicant MUST identify ALL requested services. _____

4. Will the event be held on private property? Yes No
5. Will the event be held at a private residence or within common area of a multifamily residential development? Yes No
6. Will the event be held on public property, such as a City park or recreational area? Yes No
7. Will the event take place in whole or in part within public right-of-way? Yes No
8. Will alcoholic beverages be sold or distributed? Yes No
9. Are patrol/detail services by Alachua Police Department (APD) requested*? Yes No
** NOTE: If yes, the applicant must contact APD to discuss the Department's requirements. Police officers and/or patrol cars may be required by the City, and shall be determined at the City's sole discretion. Any police services will be subject to the Alachua Police Department's Extra Duty Policy.*

10. Are the services of any other City Department(s), including, but not limited to, the Public Services Department and / or Recreation Departments requested*? Such services provided by other City Departments may include assistance in the set-up of the event (i.e., road closure), day-of assistance, and/or post-event assistance (i.e., road re-opening).

Yes No

* **NOTE: The applicant is encouraged to discuss what services may be required to serve the event with the Planning & Community Development Department prior to submission of this form. The City reserves the right to require services of the Alachua Police Department, Recreation Department, and/or Public Services Department to mitigate any potential impacts the event may create, as determined by the City in its sole discretion. The applicant will be responsible to remit payment for any such services prior to the issuance of a Special Event Permit, when such permit is required.**

Under penalty of perjury, I / we certify and acknowledge that the information contained herein is true and correct to the best of my / our knowledge.

Signature of Applicant

Signature of Co-applicant

Typed or printed name and title of applicant

Typed or printed name of co-applicant

State of _____ County of _____

The foregoing application is acknowledged before me this _____ day of _____ 20____

by _____, who is/are personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL

Signature of Notary Public
State of _____

TO BE COMPLETED BY PLANNING DEPARTMENT:			
Reviewed by: _____	Review Date: _____		
Signature: _____			
Event to Occur on:	<input type="checkbox"/> Private Property	<input type="checkbox"/> Public Property	<input type="checkbox"/> Public ROW
APD Patrol/Detail Required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Public Services Department Services Required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Recreation Department Services Required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Application Required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	