

THE TOWN OF  
**Windermere**

MAYOR  
JIM O'BRIEN



TOWN MANAGER  
ROBERT SMITH  
CLERK  
DOROTHY BURKHALTER

614 MAIN STREET, WINDERMERE, FL 34786  
407-876-2563

## SPECIAL EVENT PERMIT

### AUTHORITY

*A person seeking issuance of a special event permit shall file a special event application with the town clerk on forms provided by the Town at least 30 calendar days prior to the date of the special event. The application fee and any additional charges shall be established by resolution and may vary depending upon the event and entities for profit and entities not-for-profit as determined by the town council*

### APPLICATION

NAME: \_\_\_\_\_

EVENT LOCATION: \_\_\_\_\_ WINDERMERE, FL 34786

APPLICANT ADDRESS (IF DIFFERENT FROM EVENT LOCATION): \_\_\_\_\_  
\_\_\_\_\_

EMAIL: \_\_\_\_\_ PRIMARY PHONE: \_\_\_\_\_

### TYPE OF EVENT (CHECK ALL THAT APPLY)

- PARADE
- CEREMONY (BIRTHDAY, ANNIVERSARY, WEDDING)
- EXHIBITION / SHOW
- CONCERT
- DEMONSTRATION
- OTHER (PLEASE SPECIFY): \_\_\_\_\_

DATE(S) / TIME(S) SCHEDULED: \_\_\_\_\_

ACTIVITIES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PURPOSE OF EVENT: \_\_\_\_\_

APPROX. NUMBER OF SPECTATORS / PARTICIPANTS: \_\_\_\_\_

APPROX. NUMBER OF VEHICLES PARTICIPATING OR PARKING NEAR THE EVENT: \_\_\_\_\_

PARKING LOCATION(S): \_\_\_\_\_

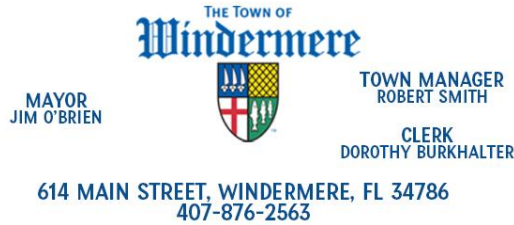
**Please review the following updates as of March 2023 and initial that you understand:**

- \_\_\_ \$50 permit application fee (check or money order made out to the Town of Windermere) due with permit application. The Town will not issue refunds for events that are not approved.
- \_\_\_ A siteplan detailing the general layout of the event will be due as part of the permit application.
- \_\_\_ Plan for sanitation, including disposal of waste/ refuse and placement of portable toilet facilities will be due as part of the permit application.
- \_\_\_ Provisions for security, traffic control, crowd control, and fire safety will be due as part of the permit application.
- \_\_\_ Any event over 1,000 attendees will require off-duty police presence at applicant's expense. Off-duty police may be coordinated through Officer Ryan Miller ([rmiller@town.windermere.fl.us](mailto:rmiller@town.windermere.fl.us)) and must be done a minimum of 2 weeks in advance.
- \_\_\_ Provisions for clean-up during and after the conclusion of the special event will be due as part of the permit application.
- \_\_\_ If applicant desires, or if Town requires off-duty Public Works Staff, it will be at the applicant's expense. It will be the applicant's responsibility to coordinate scheduling of off-duty Public Works through Public Works Director, Tonya Elliott-Moore ([tmoore@town.windermere.fl.us](mailto:tmoore@town.windermere.fl.us)) a minimum of 2 weeks in advance.
- \_\_\_ If determined necessary by the Town, the applicant must advise local businesses and/or residents of the event.
- \_\_\_ Certain event requests may require a Public Information Workshop and a Town Council Workshop prior to approval. The Town will make reasonable accommodations to hold these in a timely manner, however, previously scheduled workshop topics will not be tabled in favor of a special event discussion.
- \_\_\_ Fireworks Plan (see below) if fireworks are planned.

**FIREWORKS PLAN**

*The following shall be attached to this application:*

- 1) A detailed listing of the type & quantity of fireworks to be used.
- 2) A detailed written statement outlining all appropriate safety procedures which will be used at fireworks display in order to protect the safety of the public and all surrounding property.
- 3) A detailed written statement describing what facilities and containers will be used to store fireworks.
- 4) If applicable, applicants Federal License number for transporting fireworks across state line.
- 5) A detailed list of names, addresses, occupations, and backgrounds of all individuals who will be responsible for the actual display, use or explosion of any fireworks. The backgrounds statement should include a complete history of the experience of the individuals involved with respect to their use of fireworks, including a detailed list and explanation of each and every accident resulting from the use of fireworks which the individual has been responsible for, or involved in.
- 6) A map showing exact launch point and area of fallout.



### **MINIMUM CRITERIA PRIOR TO ISSUANCE OF SPECIAL EVENT PERMIT**

*A special event permit shall not be issued until the Town Manager determines that the following criteria will be met and if deemed necessary, determines conditions to be placed upon any approval to ensure compliance. The applicant must show or represent how the following will be provided, as applicable*

- 1) All temporary structures, sanitary facilities, and electrical wiring to be permitted and inspected.
- 2) All tents shall be required to be fire retardant and appropriate documentation noting fire retardants is required to be provided to the town.
- 3) The applicant shall be responsible for arranging all the required inspections prior to the commencing of the event. Failure to obtain the required inspections shall cause the special event permit to become void.
- 4) Ingress and egress to the property with reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in the case of a fire or catastrophe.
- 5) The effect of the special event upon surrounding properties and general compatibility with adjacent properties and other properties in the district.
- 6) Compliance with all applicable codes, including but not limited to: buildings, safety and fire regulations as approved by the police chief, fire marshal, and building official. The town reserves the right to place additional conditions and bill the applicant for recovery of costs associated with assuring code compliance.
- 7) Parking and loading/staging for the special event.
- 8) Temporary signs and temporary proposed exterior lighting with reference to glare, traffic safety, economic effect, compatibility and harmony with surrounding properties. All signs and lighting shall be in compliance with the town's sign and lighting requirements.
- 9) Adequate law enforcement services. Unless otherwise authorized by the Chief of Police, the Windermere Police Department shall be the sole provider for public law enforcement services. The number of public law enforcement personnel shall be determined by the Chief of Police. The fee schedule for town law enforcement service shall be established by resolution.
- 10) Adequate fire protection services. Unless otherwise authorized by the Ocoee Fire Chief, the Ocoee Fire Department shall be the sole provider for fire protection services. The number of certified fire department personnel, if any, and the level of fire protection services required to service any special event shall be determined by the town in consultation with the fire chief, with final approval by the town. The fee for fire protection services shall be established by resolution.
- 11) Adequate emergency medical services. Unless otherwise authorized by the Ocoee Fire Chief, the Ocoee Fire Department emergency medical services shall be the sole provider for emergency medical services. The number of emergency medical services personnel, if any, and the level of emergency medical care services necessary shall be determined by the town in consultation with the fire chief. The fee for emergency medical services shall be established by resolution.
- 12) Should the services of the town public works department be required, the number of personnel, type of equipment and the type of public works services required to service the event shall be determined by the applicant and the Town.
- 13) The number and location of portable toilets located on-site.

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14) Garbage pick-up and trash collection on-site as well as on public property within 1,000 feet of the property on which the special event is conducted.

15) A plan detailing a proposed street closure. The town manager has the authority to dictate the closure of any town street or roadway and/or the detour of all traffic flow on any town street or roadway in relation to the management of a permitted special event. Barricades and temporary signage for approved locations shall be provided by the applicant, subject to approval by the town manager.

16) Evidence that the structural integrity of all temporary structures erected for the special event are safe, structurally sound, and adequately based on the number of persons specified to use the structure. The location of all temporary structures, erected for the purpose of the event, shall be approved by the town manager.

17) Any additional criteria deemed necessary and place any conditions and/or requirements necessary to ensure compliance with this article or with any additional criteria that may be imposed on granting a special event permit. The applicant shall be responsible for compliance with the terms and conditions set forth in any issued special event permit and the requirements set forth in this article.

*The Town shall not be responsible for any costs incurred by the applicant if a permit is not approved or issued for a special event.*

**I certify by signing this application that the above is true and correct. I understand that the event can be terminated by the Town of Windermere should it create or cause violation of any local, county, or state ordinances. I certify that I am authorized by the sponsoring organization to act in their behalf in the signing of all documents associated with this event. I, and the sponsoring organization, agree that we jointly and severally indemnify and hold the Town of Windermere and the Town of Windermere Police Department harmless against all claims arising out of, or resulting from the event including, but not limited to, any and all claims for damage or injury to, or death of persons arising out of or resulting from the holding of the special event or issuance of the permit.**

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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**INTERNAL USE ONLY**

**WINDERMERE POLICE CHIEF:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ADDITIONAL COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**PUBLIC WORKS DIRECTOR:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ADDITIONAL COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**OCOE FIRE DEPARTMENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ADDITIONAL COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**BUILDING OFFICIAL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ADDITIONAL COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**TOWN MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ADDITIONAL COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**SE #** \_\_\_\_\_ **ISSUED BY EMPLOYEE / DATE:** \_\_\_\_\_ **\$50 PERMIT FEE:** \_\_\_\_\_