



1065 Ridgewood Avenue, Holly Hill, FL 32117

Phone: (386) 248-9442 – Email: permitdesk@hollyhillfl.org

## SPECIAL EVENT PERMIT APPLICATION

BUSINESS/HOST NAME: \_\_\_\_\_

ADDRESS OF EVENT: \_\_\_\_\_

DESCRIPTION OF EVENT: \_\_\_\_\_

\_\_\_\_\_

DATE(S) OF THE EVENT: \_\_\_\_\_ HOURS OF EVENT: \_\_\_\_\_

HOW MANY PEOPLE ARE ESTIMATED TO ATTEND? \_\_\_\_\_

OWNER'S/COORDINATOR'S NAME: \_\_\_\_\_

OWNER'S/COORDINATOR'S ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PHONE #: \_\_\_\_\_ MOBILE #: \_\_\_\_\_

EMERGENCY CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

### NOTICE

The City of Holly Hill will review this application and determine if supplemental public safety staff or facilities are required. If provided by the City the applicant is responsible for paying any associated cost in addition to the permit fee. The City reserves the right to revoke special events creating potentially dangerous or hazardous conditions or violating the conditions of the permit as determined by the City Manager, Police Department, Code Enforcement Department, or Fire Inspector. **I HAVE READ AND UNDERSTAND THE PROCEEDING NOTICE.**

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

**\*\* Proof of Owners Authorization is Required with Submittal if Signed by Agent\*\***

\*\*\*\*\*

CITY APPROVAL: \_\_\_\_\_

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

COMMENTS: \_\_\_\_\_

\_\_\_\_\_



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### SPECIAL EVENT APPLICATION CHECKLIST

Is this event open to the public?

- ☐ Yes
- ☐ No

Will alcohol be served?

- ☐ Yes
- ☐ No

Will alcohol be sold?

- ☐ Yes
- ☐ No

Will there be outdoor amplified music or sound?

- ☐ Yes
- ☐ No

Will food be served?

- ☐ Yes
- ☐ No

If yes, how will it be provided? Ie: Catered? Food trucks? \_\_\_\_\_

Will there be tents?

- ☐ Yes
- ☐ No

If so: How many? \_\_\_\_\_ What are the sizes? \_\_\_\_\_

How will restroom facilities be provided? \_\_\_\_\_

Liability insurance is required. Have you attached proof of liability insurance?

- ☐ Yes
- ☐ No

Have you read the attached special event requirements?

- ☐ Yes
- ☐ No

Have you attached a detailed diagram of the event as required?

- ☐ Yes
- ☐ No



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**CITY OF HOLLY HILL APPLICANT AUTHORIZATION FORM**  
(ORIGINAL ONLY)

An authorized applicant is:

- The property owner of record; or
- An agent of said property owner (power of attorney to represent and bind the property owner must be submitted with the application); or
- Contract purchaser (a copy of a fully executed sales contract must be submitted with the application containing a clause or clauses allowing an application to be filed).

I, \_\_\_\_\_, the owner of record for the following described property (Legal Description or Tax/Parcel ID Number or Address) \_\_\_\_\_  
hereby affirm that \_\_\_\_\_ is hereby designated to act as my authorized agent for  
the filing of the attached application for a: (CHECK ONE)

☐ Arbor Permit    ☐ Special Exception    ☐ Variance    ☐ Development Plan    ☐ Special Event Permit    ☐ Vacate  
☐ Sign    ☐ Other \_\_\_\_\_

and make binding statements and commitments regarding the request. I certify that I have examined the attached application and that all statements and diagrams submitted are true and accurate to the best of my knowledge. Further, I understand that this application, attachments and fees become part of the Official Records of City of Holly Hill, Florida and are not returnable.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Name

STATE OF FLORIDA  
COUNTY OF VOLUSIA

Sworn to (or affirmed) and subscribed before me, by means of ☐ physical presence or ☐ online notarization, this  
\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_, by \_\_\_\_\_, who is personally known to  
me or produced \_\_\_\_\_ as identification and did/did not take an oath.

NOTARY PUBLIC, STATE OF FLORIDA

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Printed Name

Commission No.: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



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**CITY OF HOLLY HILL  
SPECIAL EVENT INDEMNIFICATION CLAUSE**

**Sec. 58-217. - Indemnification.**

The applicant for a special event shall be required to provide to the event review committee an agreement pursuant to which the applicant assumes full responsibility and liability for and indemnifies, defends, and holds the city harmless against all liability, claims for damages, and suits for or by reason of any injury to any person, including death, and damage to any property, connected to the holding of the special event.

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

ADDRESS OF EVENT: \_\_\_\_\_

I \_\_\_\_\_ assume full responsibility and liability for and indemnify, defend, and hold the City of Holly Hill harmless against all liability, claims for damages, and suits for or by reason of any injury to any person, including death, and damage to any property, connected to the holding of the above special event.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me, by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_, by \_\_\_\_\_, who is personally known to me or produced \_\_\_\_\_ as identification and did/did not take an oath.

NOTARY PUBLIC, STATE OF FLORIDA

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Printed Name

Commission No.: \_\_\_\_\_  
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### SPECIAL EVENT REQUIREMENTS

1. See Chapter 58 Article VI – Special Events of the Holly Hill Land Development Regulations for detailed information
2. **Applicant must submit a detailed diagram of their event showing location of parking, vendors, seating, stage, main roads, tents, etc. The diagram must be neat and legible.**
3. **The applicant for a special event shall be required to provide to the event review committee an agreement pursuant to which the applicant assumes full responsibility and liability for and indemnifies, defends, and holds the city harmless against all liability, claims for damages, and suits for or by reason of any injury to any person, including death, and damage to any property, connected to the holding of the special event.**
4. **The applicant shall submit proof of liability insurance with the application.**
5. The use of any outdoor amplification including but not limited to live or recorded music, shall not exceed the city's noise ordinance. All outdoor amplification shall cease at 10:00 p.m.
6. Vendors of food shall have all applicable licenses to be considered for participation in a special event. It is the responsibility of the applicant to ensure that participating food vendors comply with the rules and regulations of the State of Florida Health Department and any other government body with jurisdiction over the special event.  
All food vendors who do not have a Florida Department of Business and Professional Regulation (DBPR) annual food vendor's license shall apply for and purchase a DBPR temporary event license.
7. If alcohol is to be served at a special event, that fact must be disclosed to the event review committee at the time of filing an application for a permit, and all applicable requirements of state beverage laws and City Codes must be met. It is the responsibility of the licensee to ensure that open containers of alcohol served on the site shall not be transported beyond the designated area within the special event site. No alcohol shall be served within 750 feet of any public school.
8. Sanitary facilities are required to be provided for all special events, in the form of toilets and hand washing stations, based on the projected number of attendees and participants, in a proportion of a minimum of one restroom facility for every 100 attendees/participants expected at any one time. Restrooms shall be maintained in a sanitary condition, and shall be serviced at least once daily. Out of the total number of restrooms, a minimum of one shall be handicap acceptable or five percent of the restrooms shall be handicap accessible whichever is greater. Hand washing facilities shall be provided in a proportion of one hand wash facility to every ten portable restrooms, and must be provided at special events where food is served or picnic areas are provided.