



TOWN OF DAVIE
PARKS, RECREATION & CULTURAL ARTS DEPARTMENT
SPECIAL EVENTS DIVISION

3801 S. PINE ISLAND RD. • DAVIE, FLORIDA 33328
Phone: 954.797.1163 • Fax: 954.797.1148 • www.davie-fl.gov

SPECIAL EVENT PERMIT (SEP)
SUPPLEMENTAL DOCUMENTATION

Checklist

- __1. One (1) check made payable to the Town of Davie in the amount specified on the fee schedule.
- __2. Original development application form typed or neatly printed in ink, and notarized properly.
- __3. One (1) copy of the warranty deed or most recent tax bill.
- __4. One (1) certified and sealed survey dated within the last two (2) years, with legal description of the entire property.
- __5. One (1) copy of business tax receipt licenses (County/Town of Davie)/Non-Profit 501-C3, if applicable.
- __6. A letter of intent providing point-by-point proposed detail information relating to the submitted request. This letter shall also include the following information:
 - a. The name of the special event and its general purpose.
 - b. The name(s) of all person(s) or organization(s) sponsoring the special event, with their addresses and telephone numbers.
 - c. The proposed date(s) and time(s) of the special event (including set-up and break-down date(s) and time(s))
 - d. The specific location(s) within the town where such special event is being held. At the time of application, applicant shall submit a site plan describing the layout of the special event, including the location of every merchandise and/or game booth, music stage, amusement ride, alcoholic beverage and food service locations, public facilities including but not limited to sanitary facilities, trash receptacles, parking areas, etc.
 - e. When the proposed special event will be held within or near any residential district, the special event sponsors, operators and participants shall adhere to applicable town codes as may be enforced by the town at any time before or during the special event and/or those restrictions and conditions identified by the director as necessary to mitigate any negative impacts upon residents, including but not limited to specific special event activities and uses, the duration of the special event, the hours of operation, the level of amplified music and/or other potential nuisance conditions that may result from the during the special event.
 - f. The number of persons estimated to be in attendance at such event or festival.
 - g. Whether any street closings are requested and, if so, which streets and when.
 - h. Whether any food, beer, wine or other alcoholic beverages are expected to be present and/or sold for public consumption, together with a detailed proposal for such sale, indicating among other things, who is expected to be the vendor or vendors and whether the vendor(s) presently hold any type of state license for the sale and/or consumption of food and alcoholic beverages and providing a copy of said license.
 - i. State the exact locations and proposed times for any proposed sales of food or alcoholic beverages.
 - j. Whether any temporary outdoor structures are proposed to be built, describing them in detail.
 - k. Whether any signs or banners are proposed to be erected, giving details.
 - l. For nonprofit organization-sponsored events, a proposed budget for the event or festival prepared by the applicant and information on how and to whom the gross revenues shall be allocated as requested by the town.
 - m. Whether entertainment will be involved, giving details as to the nature, time and place.
 - n. Whether the applicant proposes, either in whole or in part to hire off-duty personnel of the police department and fire department, to assist in security, traffic control, fire and life safety and/or other matters, giving specific details.
 - o. Whether utility services such as electrical power or water will be required, specifying the amount and type.
 - p. Whether electrical wiring shall be installed, specifying installation details.

- ___7. A site or plot plan illustrating proposed event layout with the following information:
- a. Existing site conditions and features
 - b. Event parking (including handicap)
 - c. Event access points (vehicular and pedestrian)
 - d. Number and location of Town Police and Fire/EMS personnel
 - e. How vehicular traffic will be separated from pedestrians
 - f. Temporary electric (must be performed by a licensed electrician)
 - g. Portable toilets (including handicap)
 - h. Run/ride/walk routes
 - i. Parade routes
 - j. Tents (with two (2) copies of a flame retardant certificate and swatches)
 - k. Fire extinguishers
 - l. Tables and chairs
 - m. Amusement rides
 - n. Signs (exit/banners/traffic)
- ___8. A list of food vendors and items to be sold. All food vendors must meet the standard requirements set by the Broward County Board of Health. All vendors must be licensed and have liquor/product liability insurance.

Timeline

No later than ninety (90) days prior to the commencement of such event

Pre-application meeting scheduled with a planner

No later than sixty (60) days prior to the commencement of such event

Application submittal

Town Review
(Comments to be provide ten within ten (10) days)

Comments
(Respond to all comments in writing and revise/provide the necessary document(s))

Approval
(Permits no later than thirty (30) days prior to event)

Denial
(Applicant shall be notified forty-five (45) prior to event)

Applicant signing of terms and conditions
(Including rights, duties and accountability within three (3) days of Town approval)

Applicant may request to appeal the denial before Town Council if request is made in writing within five (5) days by certified mail