



**CITY OF JACKSONVILLE BEACH
SPECIAL EVENT APPLICATION**

An application for a Special Event must be submitted at least 90 days in advance of the requested event. This application is **not** a permit to conduct a Special Event.

Required Information:

1. Name of Event: _____
2. Name of Event producer: _____
3. Name of company/organization associated with the Event: _____
4. Full address: _____
5. Producer's email and phone number: _____

Billing information:

1. Is the billing address and information the same as the above? If not, please provide the proper address. This will be where the deposit refund is mailed to, if applicable:

Event Information:

1. Date(s) requested: _____
2. Hours of Event (not including set-up and clean-up): _____
3. Date & time frame for Event set-up: _____
4. Date and time for clean-up completion: _____
5. Requested event location(s). Please use the attached map to specify which locations will be in use:

6. Brief Event description:

7. How many people do you anticipate being in attendance at any one point? _____

8. How many people do you anticipate being in attendance in total? _____
9. Will there be alcohol sold or served at your event? _____
10. Approximately how many tent vendors will be present at your event? _____
11. Approximately how many food trucks will be present at your event? _____

Entertainment:

1. If there will be entertainment, please list all entertainers, DJ's, bands, or musicians that will be performing:

2. Will there be carnival games/rides? If so, what type? _____
3. Will there be inflatables? If so, what type? _____
4. Will your event have paid priority seating? _____
5. Is this a fully ticketed event? _____

Facility Requirements:

1. How many porta-potties will be on site? _____
Recommendation: One toilet is recommended for every 300 people attending the event. One ADA accessible toilet is required for the first 300 people, and a minimum of 5% of the restrooms must be ADA accessible. If there is alcohol being served at the event, the recommended ratio for toilets is 1 per every 150 people.
2. Will you be renting a dumpster? _____
3. If not, what are your plans for trash disposal? _____
4. What are your plans for providing security at the event?

Beach Events:

Any organized activities taking place on the beach must have a permit. This includes runs/walks, surf contests, sports tournaments, etc. If you are not having activity on the beach, please skip ahead.

1. What type of Event will take place on the beach? _____
2. Do you need Ocean Rescue Lifeguards to staff your Event? _____
3. Will you be setting up any structures/scaffolding on the beach? _____
4. Will you need a vehicle on the beach? _____
5. What is the approximate location on the beach in which your activities will span?

6. What are your plans for trash generated from the event?

Confirmation:

I understand that this is an application only and does not obligate the City in any fashion to reserve any facility or approve any event. I understand that my event is not permitted until all documents and payments have been submitted and a final permit has been granted.

Signature: _____

Printed Name: _____ Date: _____

I have received and read a copy of the Special Events Policy.

Signature: _____

Event Contact Information:

Please provide the name of the contact person who will be available on-site at all times. Depending on the length/scope of the Event, this may require several people.

Contact name and phone number:

1. _____
2. _____
3. _____

Area #1

Seawalk Stage

Price Key:

Area #1 - \$500 rental, per day.
\$500 security deposit

Area #2

Seawalk Lawn

Price Key:

Area #2 - \$300 rental, per day.
\$500 security deposit

All events have the ability to close 1st St from these points, for pedestrian safety.

Area #3

Latham Plaza

Price Key:

Area #3 - \$500 rental, per day.
\$500 security deposit

The lights of the world

