



Dear Friends,

We are thrilled to welcome you and your special event to the City of Orlando. As one of the world's premier travel destinations, Orlando has world-class amenities and facilities to accommodate the diverse events

that take place every year in our City.

To assist you in planning your event in the City of Orlando, we have compiled the necessary information to get you started. Our experienced staff will lead you through the process of obtaining the required permits and facility use contracts. We aim to make this process simple, because it is events like yours that help make the City of Orlando a great place to live, work and play.

We look forward to your event!

Sincerely,

Buddy Dyer

Buddy Dyer
Mayor

NOTICE

Any group, organization, or individual holding an event in the City of Orlando must submit a permit application at least 60 days prior to an event. A larger event will require more time to obtain the necessary approvals. Permit applications can be obtained by logging onto cityoforlando.net and clicking on "Police" then "Permits" or contacting the Orlando Police Department (OPD) Special Events Coordinator at 407-246-3661.

Fees may apply for different activities/services such as: Assemblies, Parades, Foot Races, Block Parties, Fireworks, Aeronautics, Loud Speakers and Street Closures.

Some fees may be discounted for not-for-profit groups.



City of Orlando
Office of Communications
400 S. Orange Avenue
P.O. Box 4990
Orlando, Florida 32802

CITY OF ORLANDO.net

Orlando City Council

Buddy Dyer, Mayor

- Phil Diamond, District 1 Commissioner
- Tony Ortiz, District 2 Commissioner
- Robert F. Stuart, District 3 Commissioner
- Patty Sheehan, District 4 Commissioner
- Daisy W. Lynum, District 5 Commissioner
- Samuel B. Ings, District 6 Commissioner

Special Events

Planning Events in the City of Orlando



City of Orlando Contact Information

Orlando Venues

407-849-2000

Amway Arena
Bob Carr Performing Arts Centre
Florida Citrus Bowl
Tinker Field
Leu Gardens
Mennello Museum of American Art
Public Art

City Parks

407-246-2287

Downtown Development Board

407-246-2555

Downtown promotions and partnerships

Orlando Fire Department

407-246-2390

First aid/Paramedics
Fire permits

Orlando Police Department Special Operations Division

407-246-3661

Street closures
Off duty officers
Outdoor Public Assembly Permit (18A)
Aeronautical Permit
Block party
Fireworks permit
Loudspeaker permit

Parking Division

407-246-2154

Parking (garage and lot)
Meter rental
Vendor parking

Permitting Services

407-246-2271

Tent permit
Stage permit

Solid Waste

407-246-2314

Dumpsters
Trash pick up
Dump trucks
Recycling containers

Streets and Drainage

407-246-2238

Street cleaning
Trash receptacles

Transportation Engineering

407-246-3704

Street, lane or sidewalk closure authorization
LYMMO lane impact
State road closure
Street closure notice
Barricades
Banner application

Frequently Asked Questions

When do I need an 18A permit?

An 18A permit is required when any event with 100 people or more is taking place on City property or will impede a City roadway. All applications must be approved by City Council and submitted at least 60 days prior to the event.

What should I do if I need an alcohol license or extension?

Before applying for an alcohol license or extension you must apply for an 18A permit or receive permission from OPD if an 18A is not required for your event. You should then obtain an application for an alcohol license or extension at the State Beverage Office located at 400 W. Robinson St. The completed application must then be signed by both the Revenue Office and City of Orlando Permitting Services-Zoning. Upon approval, the State Beverage Office will process your application. Please allow up to 14 days for processing.* Upon completion you may obtain your final permit from the State Beverage Office.

Division of Alcoholic Beverages/Tobacco (State) – 407-245-0785

Alcohol permit
Extension of a permit

What is a block party permit?

It is applied for by Neighborhood Associations or a group of neighbors wanting to have a street party in front of their homes. No more than 100 people are allowed in attendance and no alcohol is permitted. This permit involves a portion of the road being closed during the hours of the party.

When do I need a loudspeaker permit?

A loudspeaker permit is required when any amplified device is to be used outside on City property or private property.

What is an aeronautical permit?

An aeronautical permit is required when helicopters will be within the City limits, at any one location, for any length of time (i.e. helicopter rides, installing air conditioning units on buildings, etc.).

How can I become a food, merchandise, arts and crafts vendor or sponsor for specific events happening in the City of Orlando?

Contact the OPD Special Events Coordinator at 407-246-3661 and he/she will provide you with the promoter's contact information. Arrangements can be made through the promoter.

*It may take longer depending upon the number of applications that have been received.