



# CITY OF ORLANDO



POLICE DEPARTMENT

To obtain an "Outdoor Public Assembly Permit (18A)" from the Orlando Police Department. It's important that you read the following:

- YOU *MUST* FILL OUT THE APPLICATION COMPLETELY. YOUR SIGNATURE *MUST* BE NOTARIZED BY A NOTARY PUBLIC.
- PUT N/A FOR ANY QUESTION THAT DOES NOT PERTAIN TO YOUR EVENT.
- ANY QUESTION YOU ANSWER "YES" TO *MUST* HAVE AN EXPLANATION.
- A SITE PLAN (DRAWING) OR PARADE/RACE ROUTE *MUST* BE SUBMITTED WITH YOUR APPLICATION. IT CANNOT BE PROCESSED WITHOUT IT.
- YOU MAY BE REQUIRED TO HIRE OFF-DUTY "OPD" OFFICERS TO WORK YOUR EVENT.
- A CERTIFICATE OF LIABILITY INSURANCE LISTING THE "CITY OF ORLANDO" AS 'ADDITIONAL INSURED' MUST BE SUBMITTED TEN DAYS BEFORE THE EVENT DATE.
- IF ALCOHOL WILL BE SERVED/SOLD AT YOUR EVENT, A COPY OF THE ALCOHOL LICENSE OR EXTENSION MUST BE SUBMITTED TEN DAYS BEFORE THE EVENT DATE (see phone # below).
- IF YOUR EVENT WILL BE HELD IN THE DOWNTOWN COMMUNITY REDEVELOPMENT AREA (see map), YOU *MUST* POST A SECURITY DEPOSIT OF \$500 WITH THE CITY OF ORLANDO COMMUNITY REDEVELOPMENT AGENCY. YOU CAN CONTACT BOB FISH (407-246-3603) WITH ANY QUESTIONS ABOUT THIS DEPOSIT.
- A NON-REFUNDABLE APPLICATION FEE IS DUE AT THE TIME THE APPLICATION IS SUBMITTED (check or money order payable to 'City of Orlando'). IT CANNOT BE PROCESSED WITHOUT IT.**
- WHEN A TEMPORARY STRUCTURE WILL BE ON CITY PROPERTY (INCLUDING THE STREET), IF ALCOHOL WILL BE SERVED OUTDOORS, IF THERE'S ANY VENDING ON A CITY STREET OR PROPERTY, THE APPLICATION MUST BE APPROVED BY CITY COUNCIL.*
- IF THERE ARE ANY PARKING METERS/SPACES BEING AFFECTED BY YOUR EVENT, YOU MUST CONTACT THE PARKING BUREAU (407-246-3771) TO RENT THE METERS/SPACES.
- IF YOU'RE SERVING/SELLING FOOD OR WILL HAVE FIREWORKS/ PYROTECHNICS, YOU MUST CONTACT THE ORLANDO FIRE DEPARTMENT (407-246-3141) TO ARRANGE AN INSPECTION.
- IF YOUR EVENT WILL BE HELD IN A CITY PARK, OR CLOSE PROXIMITY, YOU MUST CONTACT THE PARKS DEPARTMENT TO SEE IF YOU NEED TO RENT ANY PORTION OF IT OR SEE IF THERE'S A CONFLICT OF EVENTS (407-246-2284).

### **FEE SCHEDULE:**

Attendance	Permit Fee
101-500 persons with no alcohol	\$100
101-500 persons with alcohol	\$200
Over 500 persons with no alcohol	\$200
Over 500 persons with alcohol	\$500

**\*\*\*All applications MUST be submitted 60 days prior to the event date.\*\*\***



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## **CONTACTS (if applicable):**

- ❑ Freda Vick (**Special Event Coordinator – OPD**): 407-246-3661 (to discuss planning your event)
- ❑ Chief Chad Williamson (**OFD**): 321-229-9676 (to discuss hiring paramedics for your event)
- ❑ **Parks**: 407-246-2284 (for park availability and rental fees)
- ❑ State Beverage Office: 407-245-0785 (to obtain a liquor extension or liquor license)
- ❑ Patty Little (**Transportation Engineering**): 407-246-3246 (to discuss road closures)
- ❑ Katie Kulbaba (**Stormwater**): 407-246-2257 (must contact if your event has food)

## **NOTICE: Your application for a Public Assembly Permit may be denied for any of the following reasons:**

- The application, **including any required attachments** and submissions, is not fully completed and executed.
- The application contains a material falsehood or misrepresentation.
- The applicant or the person on whose behalf the application was made, has on prior occasions damaged City property and has not paid in full for such damage, or has other outstanding and unpaid debts to the City.
- A fully executed prior application for permit for the same time and place has been received, and a permit has been or will be granted to a prior applicant authorizing uses or activities which do not reasonably permit occupancy of the particular site or part thereof.
- The use or activity intended by the applicant would conflict with previously planned programs organized and conducted by the City and previously scheduled for the same time and place.
- The proposed use or activity or any part thereof, is prohibited by federal or state statutes or county or city ordinances, or is inconsistent with the classifications and uses of the site, or part thereof, designated by city ordinances or policy.
- The proposed use will unreasonably interfere with the flow of vehicular or pedestrian traffic.
- The use or activity intended would present an unreasonable danger to the health or safety of the applicant, spectators, surrounding property, city property, city employees or of the public.
- The use or activity will create an unreasonable demand upon the City's emergency services, personnel or equipment so as to cause deficiencies in such service elsewhere in the City.
- The applicant is **unable to be reached by phone** for additional information/requirements necessary to process the permit paperwork.