



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,



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

INFORMATION ON PLANNING EVENTS IN THE CITY OF ORLANDO



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 visiting cityoforlando.net and clicking on "Police" then "Permits" or contacting the Orlando Police Department 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
400 S. Orange Avenue
P.O. Box 4990
Orlando, Florida 32802

cityoforlando.net

CITY OF ORLANDO



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 the Orlando Police Department (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 West Robinson Street. 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

Obtain an Alcohol permit or extension of a permit

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

What is a Block Party Permit?

It is a permit applied for by Neighborhood Associations or a group of neighbors who want 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 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.

Orlando Venues 407.440.7000

Amway Center
Bob Carr Performing Arts Centre
Florida Citrus Bowl
Tinker Field
Leu Gardens
Mennello Museum of American 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 Permit
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

