#### Orange County Outdoor Public Assembly, Special Event and Block Party Definitions

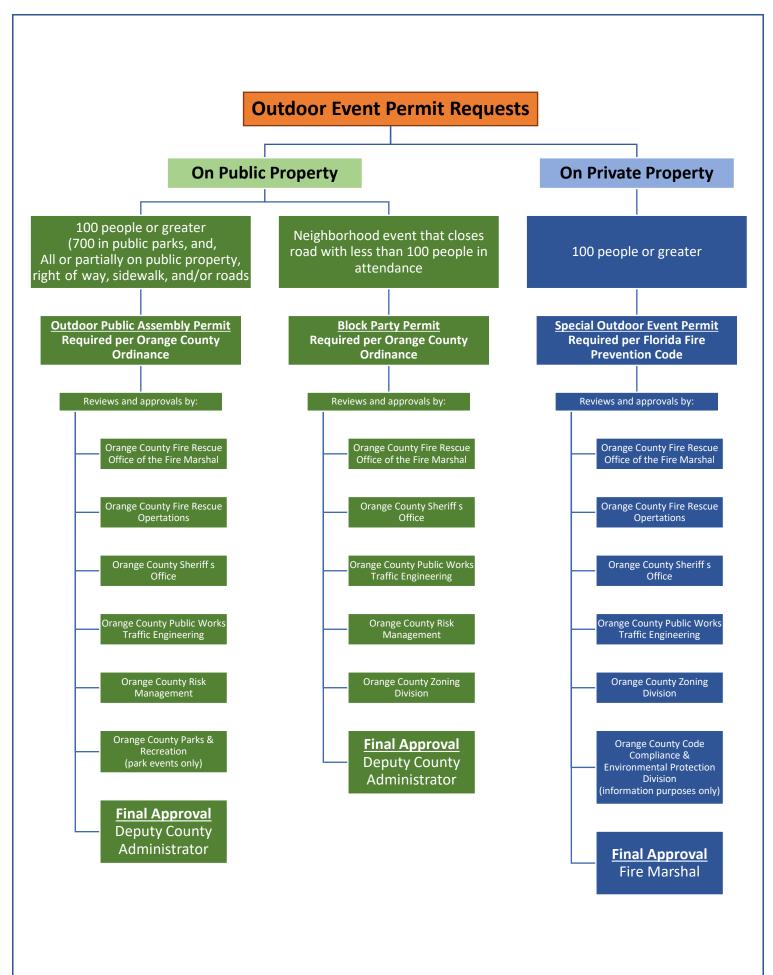
An **Outdoor Public Assembly Permit** is required by Orange County Ordinance for an event (except a funeral procession) that is:

- Held partially or entirely on public property, right-of-way, sidewalk, and/or roads, and
- Expected to be attended by 100 or more people
  - o In the case of public parks, it would be 700 or more people

A **Block Party Permit** is required by Orange County Ordinance for a neighborhood social event taking place either partially or entirely on a road in a residential area and which obstructs vehicular traffic.

A **Special Outdoor Event Permit** is required by the Florida Fire Prevention Code for outdoor events, interpreted as being not on public right-of-way, that are reasonably expected to be attended by 100 or more people.

It should be noted that depending on the makeup of the event, there are times where both an Outdoor Public Assembly and a Special Outdoor Event is required.



## **Orange County Outdoor Public Assembly Permit Application**

### **REMINDER:**

- 1. All signatures must by notarized.
- 2. Include a \$100.00 check or money order.
- 3. Include a detailed site plan.
- 4. Application MUST be submitted a minimum of 35 days prior to event starting.
- 5. Insurance Certificate:
  - a. Certificate Holder should be: Orange County, Florida Risk Management 109 E. Church St. Suite 200 Orlando, Fl. 32801
  - b. A minimum of 30 days is required for the cancellation period.
  - c. Certificate must state that Orange County is an Additional Insured.
  - d. The name and date(s) of the event must be stated on the certificate.



# ORANGE COUNTY OUTDOOR PUBLIC ASSEMBLY PERMIT APPLICATION

Date:	Permit#				
All questions must be answered, please ma	rk the blanks as "N/A" if not applicable.				
Name of event					
Location/address of event					
Date (s) of event					
Hours of event					
Description of event (attach a site plan)					
Sponsoring organization					
Contact namePhon					
E-mail address:	Cell Phone				
Address of organization					
Person responsible for any county fees	Phone				
Parade/Race route (attach map)					
Will parade/race occupy all or part of the stre	eets and/or sidewalks to be used?				
Are any public facilities or equipment to be u	ised for event? Explain				
Number of units/persons/animals in race or p					
Number of persons expected to attend the eve	ent				
Will any animals be part of the event?					
Marshalling/set up time	_Dispersing/break down time				
Actual event times: Begins					
*Will alcohol be sold or served?					
Will food be sold or served?	Prepared at event or precooked?				
*Will any fireworks or pyrotechnics be used?	?				
*Will there be any street closures?					
**Will there be any tents? (number and sizes	)				
Will there be amplified sound equipment?					
Will there be any signs or banners?					
Will admission be charged?	How much?				
Who will provide cleanup after the event?	(see attached form)				
Will restrooms be available?Description	ribe where				
*Additional permits required.					
**Additional permits and approved fire ex	tinguisher(s) are required by the Florida				
Fire Prevention Code					

Will your event be advertised?If yes, how?
Fees: A non-refundable application fee of \$100.00 made payable by check to Orange County Board of County Commissioners (OCBCC) is due at the time the application is submitted. Additional fees may be charged by other Orange County Departments. The applicant will be advised of any additional fees in advance, and they must be paid prior to the issuance of the permit.
A Certificate of Liability Insurance policy holding the county harmless, shall be submitted long with the application. The Orange County Risk Management Office will have the final decision on the amount of insurance required, based on individual events. The insurance certificate should read:  Orange County, Florida Risk Management 109 E. Church Street
Orlando, FL 32801  The certificate must list the County as an additional insured.
I certify by signing this application that the above is true and correct. I understand that the event can be terminated by the county should it create or cause violation of any county ordinances. I certify that I am authorized by the sponsoring organization to act in their behalf in the signing of all documents associated with this event. I, and the sponsoring organization, agree that we jointly and severally indemnify and hold Orange County and the Orange County Sheriff's Office harmless against all claims, damages, loss, and expenses, including court costs and attorney fees, for any and all claims arising out of, or resulting from the event including, but not limited to, any and all claims for damage or injury to, or death of persons arising out of or resulting from the holding of the public assembly or issuance of the permit.
Applicant's signature Date
Print name of applicant
Sworn to and subscribed before me thisday of, 20
Notary signature
This section to be completed by Orange County Personnel
Application fee of \$100.00 paid on Check #Receipt #from Received by Street closure notification required? Special Event notification required?

Office of the Fire Marshal – Plans & Permits 7079 University Blvd. Winter Park, FL. 32792

Phone: 407-836-0004 Fax: 407-836-8310 Email Applications: OFMPermits@ocfl.net



# **CLEAN UP AGREEMENT**

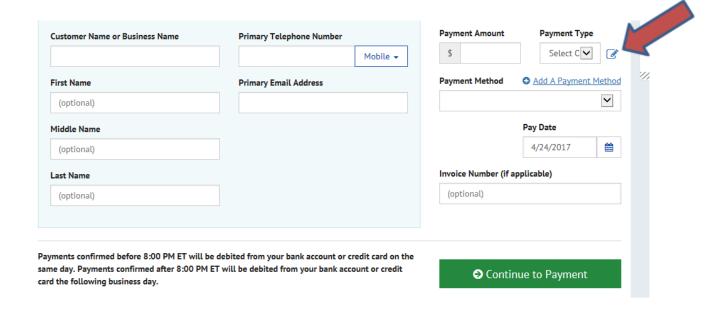
I,	, promoter of the event	_ to be
held on	agree to leave the Orange County	
roadway/proj	perty clean of all debris at the close of my event.	
Τ	The event staff will be responsible for the cleanup.	
I	have hired the following private company to be responsible for the	e clean-up
	Name:	
	Address:	
	Phone	
	Phone: Contact Name:	
	Print name	
	2	
	G:	
	Signature	
	Date	
Signed and s	sworn before me this day of, 20	
Notary signa	ature	
1 total y signa		



## **E-Bill Express from Orange County Fire Rescue!**

Below is the website for our new Payment Portal for all payments. Please submit the **email confirmation** (example attached) of payment along with your permit application.

Next to the Payment Type click on the symbol with the box and pencil to add your Event name and dates.



For your convenience you can make your secure payment

ONLINE using a credit card or funds withdrawn directly

from your bank account (ACH).



https://www.e-billexpress.com/ebpp/OCFRDBillPay/

From:

OFMPermits@ocfl.net

Sent:

Friday, June 02, 2017 1:00 PM

To:

OFMPermits@ocfl.net

Subject:

Your one-time Payment to Orange County Fire Rescue Department has been initiated

From: E-BillExpress@E-Billexpress.com Date: June 2, 2017 at 9:42:25 AM EDT

To: OFMPermits@ocfl.net

Subject: Your one-time Payment to Orange County Fire Rescue Department has been initiated



### Your One-time Payment to Orange County Fire Rescue Department is being processed.

Customer Name or Business Name:

Orange County

BCC

Account Name:

Orange County

BCC

Payment Account:

Visa \*\*\*\*1234

Payment Amount:

\$80.00

Total Amount:

\$80.00

Creation Date:

Friday, June 02, 2017

Payment Date:

Friday, June 02, 2017

1 Item paid with this One-time Payment

Confirmation #	Customer Name or Business Name	Payment Amount	Payment Type	Additional Information
3008121234	Orange County BCC	\$80.00	01 - Permitting	Event Name and
Million			(OFM)	Event Date

Please DO NOT reply to this email. This email message was sent from a notification address that cannot accept incoming email.

To contact us, click here and review the Contact Us section on our web site.