

Orange County Outdoor Public Assembly Permit Application

REMINDER:

1. All signatures must be 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.
 - 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: _____ PRT# _____

All questions must be answered. Answer 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 name _____ Phone _____ Fax _____
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 streets and/or sidewalks to be used? _____

Are any public facilities or equipment to be used for event? _____ Explain _____

Number of units/persons/animals in race or parade _____

Number of persons expected to attend the event _____

Will any animals be part of the event? _____

Marshalling/set up time _____ Dispersing/break down time _____

Actual event times: Begins _____ Ends _____

*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? _____ What streets? _____

* ** 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? _____ Describe where _____

***Additional permits required.**

**** Approved fire extinguisher(s) shall be furnished and maintained in tents (Florida Fire Protection Code - 5th Addition)**

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 St. Suite 200.
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 this _____ day of _____, 20__.

Notary signature_____

_____ **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/property clean of all debris at the close of my event.

_____ The event staff will be responsible for the cleanup.

_____ I have hired the following private company to be responsible for the clean-up.

Name: _____

Address: _____

Phone: _____

Contact Name: _____

Print name

Signature

Date

Signed and sworn before me this _____ day of _____, 20__ .

Notary signature _____



Now Available

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.

Customer Name or Business Name <input type="text"/>	Primary Telephone Number <input type="text"/> <small>Mobile ▾</small>	Payment Amount \$ <input type="text"/>	Payment Type Select C ▾ 
First Name <input type="text"/> (optional)	Primary Email Address <input type="text"/>	Payment Method <input type="text"/> <small>▾</small>	<small>▾</small>
Middle Name <input type="text"/> (optional)		Pay Date <input type="text"/> 4/24/2017 	
Last Name <input type="text"/> (optional)		Invoice Number (if applicable) <input type="text"/> (optional)	

Payments confirmed before 8:00 PM ET will be debited from your bank account or credit card on the same day. Payments confirmed after 8:00 PM ET will be debited from your bank account or credit card the following business day.

[Continue to Payment](#)

For your convenience you can make your secure payment

ONLINE using a credit card or funds withdrawn directly

from your bank account (ACH).



<https://ww2.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 (OFM)	Event Name and 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.