



APPLICANT NAME: _____
APPLICANT EMAIL: _____ APPLICANT PHONE: _____
APPLICANT ADDRESS: _____

SPECIAL EVENT PERMIT APPLICATION

(please submit at least 45 days prior to event date)

Email to Lynea Lewis:
ldlewis@volusia.org

DATE: _____ PERMIT NUMBER: _____

1. WHAT TYPE OF ACTIVITY WILL TAKE PLACE ON THE BEACH:

Private Party Surf Contest Sporting Event
Wedding Parade/Run/Walk/Bike Other: _____

2. LIST ALL EQUIPMENT THAT WILL BE USED FOR THE EVENT:

Tents PA System Staging Sponsors/Banners (\$50/day)
Live Music Boats/Jetski Tables/Chairs Other: _____

3. EVENT LOCATION: Beach Upland Park

Address: _____

4. SITE DIMENSIONS: NORTH - SOUTH _____ EAST - WEST _____

5. SET UP DATE(S): _____ **FROM** _____ **TO** _____

EVENT DATE(S): _____ **FROM** _____ **TO** _____

BREAK DOWN DATE(S): _____ **FROM** _____ **TO** _____

NUMBER OF DAYS: _____

6. TITLE OF THE EVENT: _____

7. EVENT BUSINESS / SPONSOR NAME: _____

Address: _____ **City:** _____

State: _____ **Zip:** _____ **Phone:** _____ **Fax:** _____

Contact Person: _____ **E-mail:** _____

WEB URL: _____ **Non-Profit (501c3):** Y N

8. ESTIMATED DAILY ATTENDANCE: _____ (to include guests and organizers)

9. WILL FEES BE CHARGED: Y N

If yes, explain: _____

320 ADVERTISING ON SOCIAL MEDIA? Y N

" If yes, which sites: _____

330 BEACH RULES / GUIDELINES *please initial each condition*

The following beach rules are per Volusia County Ordinances. Please initial next to each one stating you understand and will abide to these rules:

- _____ *Alcohol & glass containers are not allowed.*
- _____ *All general public driving and parking rules apply. The speed limit is 10 mph on the beach at all times.*
- _____ *Drive with headlights on & one window completely open.*
- _____ *NO parking in front of these four beachfront parks (during peak season):*
 - ~ *Sunsplash Park, Daytona Beach* ~ *Frank Rendon Park, Daytona Beach Shores*
 - ~ *Flagler Ave Park, New Smyrna Beach* ~ *Esther St Park, New Smyrna Beach*
- _____ *Equipment on the beach should not be left unattended. If left on the beach overnight without a DEP Permit, the items will be discarded per county ordinance 2012-13.*
- _____ *Sampling of refreshments, food items and/or products require a \$5,000 bond made payable to County of Volusia which will be refundable upon completion of the event, and are limited to the following sizes:*
 - ~ *Liquid samples will be limited to 4 oz. servings*
 - ~ *Food samples will be limited to 2 oz. servings*
 - ~ *Suncare/beauty products will be limited to 1 oz. applications*
- _____ *Promotional premiums such as T-shirts, key chains, Frisbees, etc. will be permitted as long as they are "event-specific".*
- _____ *Double parking is not permitted.*
- _____ *All vehicles on the beach must be registered & have a tag (street legal).*
- _____ *No texting while driving.*
- _____ *All sound-making devices or instruments must not amplify more than 50 feet from the device/instrument.*
- _____ *Permit does not exempt applicant/permittee from paying applicable beach tolls leading up to and during event.*

12. ENVIRONMENTAL CONDITIONS *please initial each condition*

The protection of the beach ecosystem is a priority of Volusia County Beach Safety. All special events must be managed in a manner that preserves the natural resources of Volusia County Beaches and must comply with all state, federal and County environmental regulations.

- _____ *All event activities and temporary equipment set-up must take place fully seaward (east) of the Conservation Zone (CZ; conspicuously marked with posts and signs). No driving or parking of vehicles or trailers in the CZ is permitted.*
- _____ *NO activity is permitted within 30 feet of a marked sea turtle nest or marked shorebird nest.*
- _____ *In public driving areas, vehicles must obey all standard driving rules including opening and closing times (November 1 – April 30: sunrise to sunset; May 1 – October 31, 8:00 AM to 7:00 PM). No driving or parking of vehicles or trailers is permitted in the Natural Beach (non-driving) areas without explicit authorization from Volusia County.*
- _____ *Fully protect all beach vegetation. Keep all event participants off the dune and dune vegetation.*
- _____ *Protect the dune. The dune must not be altered either by direct means such as digging, excavation, or by heavy pedestrian traffic. All pedestrian access to the beach must be via vehicle access ramps or elevated dune crossovers. Removal of beach sand from the beach is prohibited.*
- _____ *All equipment associated with the event and all trash generated by the event must be removed from the beach upon conclusion of each day's activities.*
- _____ *Use of disposable Styrofoam items is prohibited.*
- _____ *Use of toxic chemicals or materials is prohibited.*

***Additional Environmental Conditions specific to your event may be applicable. These conditions will be attached to your permit and must be followed.**

13. FEES

- \$100 application fee due upon submission of the application.
- Daily beach use fees which includes 100 linear feet; if more than 100' then charged per foot. These fees depend upon the time of year (PEAK \$75/day or \$1.00/ft / NON-PEAK \$50/day or \$0.75/ft) & type of event (N/A for non-profit & closed to the public events).
- Alcohol fee of \$50 per day (*requires County Council approval*).
- Sponsor/Banner fee of \$50 per day.

14. GENERAL CONDITIONS

- This application must be completed and returned to *Beach Services*, 515 South Atlantic Avenue, Daytona Beach, FL 32118 at least 45 days prior to the event.
- There shall be no sale or distribution of products or other material without the prior approval of *Beach Safety*.
- An approved Special Event Application is required for all groups and must be in the possession of the applicant at the event.

The applicant must provide at his/her expense the following services as determined necessary by Volusia County Beach Services. Any contractor used for the following service(s) must have HCP training prior to operating on Volusia County beaches. You may coordinate training through Environmental Mgmt. at 386.238.4716.

1. *Additional Lifeguard, Law Enforcement and /or traffic control personnel*
2. *First Aid*
3. *Sanitation facilities to accommodate crowd*
4. *Other items such as trash cans, barricades etc.*

- Groups shall leave areas in clean and orderly condition, satisfactory to Beach Safety, including, but not limited to, trash removal and returning the beach to grade.
- The applicant, in exercising the privileges granted by this permit, shall comply with ordinance Chapter 20, Beach Code, Volusia County Code of Ordinances.
- The permittee hereby agrees to save and hold harmless the County of Volusia, its agents and employees, from any and all claims, damages, suits at law or equity of whatever kind of nature for damages to or loss of property or injury or death to persons, resulting directly or indirectly from, or attributable to, the applicant or its employees in connection with the special event authorized by this permit.

15. SITE PLAN: (use attached Site Map & return with application) - Please include:

- Area to be closed (*beach closure requires County Council approval*)
- Any structures, booths, bleachers, tents to be erected
- If placement of structure requires digging or placement of posts, please indicate where and how many.
- Sanitary facilities (trash, comfort stations)
- Special parking arrangements
- Any special features (TV, radio coverage, etc.)

16. ADDITIONAL SERVICE REQUESTS (or REQUIREMENTS):

If these services are required by the County or requested by the applicant the contacts are:

For trash/recycling service: *CFB Outdoor, Inc., (386) 804 8425 CFBInc@embarqmail.com*

Additional grading service: *County of Volusia Coastal Division, (386) 248-0872 x2*

Port-o-let service: *Anderson Rental, (800) 553-2213, office@Anderson-Rentals.com*

Please provide a detailed description of your planned special event:

17. OUTSIDE DETAIL REQUEST:

If this is required or requested, you will be provided an Outside Detail form to complete, & the fees are as follows: Lifeguards - \$25/hr Beach Safety Specialists - \$35/hr Beach Officers - \$45/hr

18. INSURANCE

Once executed by the applicant and approved by the County, the requirements of this permit application and any permit issued pursuant hereto shall become a contract between the County and the applicant. The permit holder shall carry, at a minimum, a \$1,000,000 comprehensive general liability insurance policy (or special events policy) and the County of Volusia shall be an additional insured under the policy. The permit holder shall provide a Certificate of Insurance naming the County as the certificate holder and additional insured under the comprehensive general liability policy in the format below:

County of Volusia
123 W. Indiana Avenue
Deland, FL 32720

Such insurance policy must be primary to and non-contributory with any valid and collectible insurance available to the County as an additional insured. Depending on the particularities of your proposed event, additional or special coverages may be required, in which case, County staff will contact you to specify which additional or special coverages are required.

19. BUSINESS DOCUMENTATION:

Please provide a copy of your W-9 along with this application for our Accounting Dept's financial records; or you can provide your EIN or SSN here: _____

This permit is a revocable permit and may be revoked at the discretion of the *County Council, Volusia County or Beach Safety* upon 24 hours notice or without notice, if the safety and health of the public is threatened, notwithstanding any other terms or conditions of the permit to the contrary.

Applicant Signature

Date

.....
OFFICE USE ONLY

Beach Director *Date*

Deputy Chief of Operations *Date*

PERMITTEE SHALL KEEP A COPY OF THIS PERMIT ON SITE, WHILE OPERATING ON VOLUSIA COUNTY BEACHES