



City of Parkland Special Event Permit Application

{Office Use Only}

Date Application Received: _____

Permit Application Number: _____

Name of Event _____

Host Organization or Individual _____

Are you over the age of 18? Y/N

For Profit Organization ☐

Nonprofit Organization

(proof must be submitted with application)

Event Date(s) _____ **Event Hours** _____ AM/PM to _____ AM/PM

Alternate Date(s) in order of preference _____

Day of Set Up Time from _____ AM/PM to _____ AM/PM

Break Down Date _____ From _____ AM/PM to _____ AM/PM

Additional Set Up Date: _____ From _____ AM/PM to _____ AM/PM

Total Estimated Attendance _____ **Average Attendance Per Hour** _____

of Participants _____ # of Spectators _____ # of Vehicles _____

Contact Name _____ **Phone #** _____ **Office #** _____

E-Mail _____

Additional Contact Name _____ Phone # _____

Email _____

Address of Applicant _____

number, street, and apt. or suite no.

City

State

Zip Code

Applicant must remain on site during the duration of the event, including set up and breakdown.

Event Location (Check all that apply and indicate specific fields/areas requested)

- | | | |
|--|--|--|
| <input type="checkbox"/> Pine Trails Park | <input type="checkbox"/> Terramar Park | <input type="checkbox"/> Equestrian Center |
| <input type="checkbox"/> Multipurpose Fields | <input type="checkbox"/> Multipurpose Fields | <input type="checkbox"/> Field |
| <input type="checkbox"/> Baseball Fields | <input type="checkbox"/> Baseball Fields | <input type="checkbox"/> Horse Rings |
| <input type="checkbox"/> Pavilion | <input type="checkbox"/> Pavilion / Field | <input type="checkbox"/> Pavilion |
| <input type="checkbox"/> Amphitheatre (Stage & Great Lawn) | <input type="checkbox"/> Tennis Center at Quigley Park | |
| <input type="checkbox"/> Other _____ | | |

Event Property Address _____

number, street, and apt. or suite no.

City

State

Zip Code

Is this event open to the Public? _____ How many years have you held this event? _____



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Type of Event

- ☐ Concert/Performance ☐ Exhibit ☐ Fair/Carnival ☐ Festival ☐ Fundraiser
☐ General Meeting ☐ Run/Walk ☐ Picnic ☐ Private Party
☐ Sports/Recreational/Tournament ☐ Other _____

Event Description (attach separate page if necessary)

Event Details

1. Will you have food/beverage at your event? ☐ Yes ☐ No

If yes, explain _____

Name of catering company _____

Will there be cooking on site? _____

Will there be alcohol? ☐ Yes ☐ No If yes, serving ☐ or selling ☐
(no alcohol allowed on city property)

Food Trucks? Y/N____ Qty____ (Documents required: COI naming City of Parkland as additional insured, Fire Inspection, Florida State Health Certificate)

2. Will you be selling tickets of any kind ? Yes ☐ No ☐

If yes, explain _____

3. Vendors (a COI must be provided for **all** vendors, please check guidelines for requirements)

☐ Bounce House ☐ Entertainment/Music/DJ ☐ Petting Zoo / Rides

☐ Other _____

Vendor/Food Truck Names: _____

4. Will you be using a generator to provide power? ☐ Yes _____ ☐ No

All generators must be fenced off and have a dedicated fire extinguisher.

Size, Watts

5. Do you plan to have any of the following temporary structures? If yes, explain.

☐ Mobile Stage/Stage Extension/Riser _____

☐ Tents/Canopies (size) _____

An Electrical and/or Building Permit may be required prior to approval of Special Event Permit.

Updated 2-20-2025



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Set-Up (Check all that apply)

- ☐ Street or Sidewalk Closures ☐ Field Preparations _____
- ☐ Light Towers ☐ Trash Cans/Recycle Bins (included in City staff fees, if applicable)
Please note: The City will not provide trash cans/recycle bins if using an off-site location
- ☐ Dumpster (provided by applicant)
- ☐ Tables and Chairs (provided by applicant)
- ☐ Sports Equipment _____
- ☐ Portable Restrooms (the City will determine how many are required for your event)
- ☐ Other _____

How do you intend to promote this event? *Use of the Parkland City seal is strictly prohibited.*

Organization Website _____

Social Media _____

Local Radio _____ Television _____

Magazine _____ Newspaper _____

Direct Mail _____ E-Mail _____

Flyers _____ Banners/Signage _____

Other _____

Map/ Diagram

A map or diagram of the proposed event site/route/layout must be submitted at the time of application. This must include the following, at minimum:

Property boundaries; road access; location of trash receptacles, sanitary facilities, tents or other structures; location of rides if applicable; location of parking; location of temporary dwellings, offices, and equipment; and proposed setbacks of activities, fences, tents, booths, etc., from adjacent properties. Please note the city reserves the right to modify the set up plan as needed to ensure safety or to accommodate unforeseen weather or property conditions.

HELPFUL TOOLS: www.cityofparkland.org/sepa

Certificate of Insurance Requirements

Broward Sheriff's Office Detail Office Contact Information

Blank Site Maps

Coral Springs-Parkland Fire Dept. Fire Watch / EMS Contact

Electrical/Building Permit Information

Food Truck Requirements



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Application Checklist (Failure to provide all information may result in a delay issuing a permit)

Event Name _____

Event Date _____ Event Time _____ Event Location _____

AT THE TIME OF APPLICATION

- ☐ Application Fee
- ☐ Schedule/Timeline of event
- ☐ Proof of nonprofit status - To be eligible for nonprofit status, organization must submit either the International Revenue Service 501 (c) Determination Letter along with the recent Form 990 or the current Florida Not For Profit Annual Report.
- ☐ Site Plan
- ☐ Property Owner Approval Letter (if applicable)

NO LATER THAN 14 BUSINESS DAYS PRIOR TO EVENT DATE

- ☐ Security Deposit
- ☐ City of Parkland Building/Electrical Permit (if applicable)
- ☐ Rental Fee
- ☐ Detailed Load-in and Load-out Schedule with Final Site Plan
- ☐ Certificate of Insurance naming the City of Parkland as additionally insured for **all** vendors
- ☐ Additional City Service Fees (paid in full, no exceptions)
- ☐ Fire Department / Emergency Medical Services Proof of Request / Receipt
- ☐ Police Services Proof of Request / Receipt

Please note as of October 1, 2024, all fees paid via Credit/Debit Card will incur a 3% convenience fee.

The Special Event Review Committee will review each application on an individual basis and comment on the proposed site, security, staff, parking, setup, timeline, and any and all other necessary plans for the proposed event. The time frame for application review will be on a case by case basis but you will generally receive feedback within thirty (30) days. Staff will then indicate the specific requirements the applicant will need to satisfy and the time frame for completing these requirements, adherent to the above.



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Please be advised that submitting a Special Event Permit Application does not guarantee approval.

Special Event Permits do not give the allowance to violate the City of Parkland noise ordinance.

Approved Special Event Applications:

All special event permit applications approved pursuant to this division shall be subject to the following conditions:

- The public areas utilized shall be cleaned within twelve (12) hours following any special event, and in all respects restored to its former condition unless otherwise specified.
- All city ordinances, rules or regulations applicable to the special event shall be observed unless indicated in such section or waived by the city manager for good cause and the public interest of the city.
- The special event permit may be revoked by the city if any conditions listed in the permit arise any time after the issuance of the permit and prior to or during the special event.

Initial _____

I, the undersigned, acknowledge and understand that I am responsible to comply with the information, restrictions and conditions of the permit when issued, I hereby acknowledge responsibility for penalties associated with non-compliance with the permit conditions, whether or not I am present at the time of the violation.

Initial _____

I hereby certify the foregoing statements and representations are binding upon me, or if executed on behalf of a Sponsoring Entity, are binding upon the Sponsor and are executed pursuant to authority. The information submitted is true to the best knowledge of the undersigned, and the undersigned shall notify the City in writing at any time as additional information is known or the plans for the event are revised which would alter the information and statements given. I agree to defend, indemnify and hold harmless the City of Parkland, its officers, agents, employees and volunteers from and against any and all loss, claims, damages, liability, such claim or suit arising from or in any manner connected to the requested activity. I also agree, if approved to comply with all permit conditions, and understand that failure to comply with any condition, or any violation of the law, may result in the immediate cancellation of the event, revocation of the permit, forfeiture of deposit, denial of future events, and/or criminal prosecution.

Print name: _____

Signature: _____ Date: _____