



# Town of Surfside

9293 Harding Avenue, Surfside, FL 33154  
Phone: (305) 861-4863

## SPECIAL EVENTS PERMIT APPLICATION

**This application must be submitted to the Town of Surfside at least fifteen (15) calendar days prior to the date of the planned Special Event.**

**Special Note: Film and/or Print Production Events and Commercial Events are prohibited from taking place in the single-family residences in the Town (per Town Code 90-41d(1)(b)).**

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Application Type: [ ] Film / Print Production Event (allowed only in the SD-B40 & MU Districts)  
(Check one) [ ] Commercial Event (allowed only in the SD-B40 & MU Districts)  
[ ] Use of Public Facility (CF District) /Surfside Beach

Applicant Name: \_\_\_\_\_

Applicant's Permanent Address: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Applicant's Daytime Phone Number: \_\_\_\_\_

Applicant's E-mail: \_\_\_\_\_

Name of Event Planner/Promoter: \_\_\_\_\_

Event Planner/Promoter Daytime Phone Number: \_\_\_\_\_

Event Planner/Promoter E-mail: \_\_\_\_\_

Address/Location of Event:  
\_\_\_\_\_

Name of Property Owner for Address of Event: \_\_\_\_\_

Date(s) of Event: From \_\_\_\_\_ To \_\_\_\_\_

Event Hours (including set up/tear down time): From \_\_\_\_\_ a.m./p.m. To \_\_\_\_\_ a.m./p.m.

Type of Event (Describe in detail; use additional paper if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of event items being used (i.e., tables, chairs, tents, exhibits, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated number of persons that are attending this event: \_\_\_\_\_

Anticipated number of participant vehicles (if known): \_\_\_\_\_

(Note: All event and guest vehicles must be legally parked on Town roadways, in Town parking lots, in on-street metered parking spaces, or by valet parking at hotels; no parking allowed on the grass).

Description of Recycling Plan: \_\_\_\_\_

\_\_\_\_\_

Other Information regarding this Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Acknowledgment of Town of Surfside Special Event Regulations and Guidelines:

I, \_\_\_\_\_, (Permittee), hereby acknowledge and agree to abide by all of the Town of Surfside special event regulations and guidelines as printed and distributed to me with this application. I further understand that I may be required to pay for the attendance of Town staff, including but not limited to off-duty police officers, and any costs that may be associated with property damage and/or post-event cleaning. I further understand that I may be required to post a security performance bond with the Town of Surfside prior to the planned event date.

I understand that I may not use any of the Town of Surfside seals or logos in any advertising for my event without the expressed permission and written consent of the Town of Surfside.

I hereby acknowledge, understand and agree that if any unforeseen circumstances occur and/or Permittee fails to meet the requirements the Town of Surfside has set forth, the Town of Surfside shall have the right to control, cancel or stop the event in progress. The Permittee agrees to indemnify and hold harmless the Town of Surfside, its officers, employees, and agents from against all loss, costs, expenses, including attorney's fees, claims, suits and judgments, whatsoever, in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by the sponsor, its officers, employees, and agents under any of the terms of this special event permit.

\_\_\_\_\_  
Signature of Permittee

\_\_\_\_\_  
Date

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Note: Please attach a copy of your driver license or identification card to this application.

**Office Use Only:**

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**Payments:** Performance Bond: \$ \_\_\_\_\_  
Off-Duty Police Officers: \$ \_\_\_\_\_  
Other Town Staff: \$ \_\_\_\_\_  
Post-Event Cleaning Charge: \$ \_\_\_\_\_  
Other Town Charges: \$ \_\_\_\_\_  
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**Zoning Department:** [ ] Approved [ ] Approved with Conditions [ ] Denied

By: \_\_\_\_\_  
Date

Conditions: \_\_\_\_\_  
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**Public Works Department:** [ ] Approved [ ] Approved with Conditions [ ] Denied

By: \_\_\_\_\_  
Date

Conditions: \_\_\_\_\_  
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**Parks Department:** [ ] Approved [ ] Approved with Conditions [ ] Denied

By: \_\_\_\_\_  
Date

Conditions: \_\_\_\_\_  
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**Police Department:** [ ] Approved [ ] Approved with Conditions [ ] Denied

[ ] Off-Duty Office(s) Required / #: \_\_\_\_\_

By: \_\_\_\_\_  
Date

Conditions: \_\_\_\_\_  
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**Building Department:** [ ] Approved [ ] Approved with Conditions [ ] Denied

By: \_\_\_\_\_  
Date

Conditions: \_\_\_\_\_  
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**Final Special Event Permit Decision:** [ ] Approved [ ] Denied

By: \_\_\_\_\_  
Town Manager or Designee Date

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