

**CITY OF EUSTIS
10 S. EUSTIS
P.O. DRAWER 68
EUSTIS, FL 32727-0068
PHONE (352) 589-4160**

**SPECIAL EVENTS
BUSINESS TAX RECEIPT APPLICATION**

I understand that submitting this application does not allow me to operate or engage in any business within the City of Eustis until the Finance Director issues a Business Tax Receipt. I further understand that anyone who opens a new business without having obtained a Business Tax Receipt shall be assessed a penalty of twenty-five percent of the regular tax plus a surcharge of one hundred dollars. This shall be in addition to any application delinquent charges.

Event Organizer Name: _____ Telephone: _____

Physical Address of Applicant: _____ Emergency Telephone: _____

Mailing Address if Different: _____ Owners Name: _____

Location of Event: _____ Date of Event: _____

(Actual Event May last only 3 Days)

Description of the activities to be conducted: _____

Hours of Operation: _____ Estimated Attendance: _____ Are Tents Used During Event Yes ___ No ___

Will alcohol be served at this event Yes ___ No ___ If Yes does the applicant have appropriate license Yes ___ No ___

Fairgrounds or Other Publicly Owned Property

Events to be held at the Fair grounds, or owned by another public entity the following information is required:

(A) Proof of Insurance (B) A Security Plan with name of company providing the staffing, including at least one person with arrest powers in the City of Eustis (C) Layout of facility (D) Overflow Parking Plan (E) A list of Concessionaires and owners

Application Fee Paid \$10.00 Date Paid: _____ License Fee Paid: \$80.00 Date Paid: _____

Non-Public Property

An event organizer seeking the issuance of a special event permit, on non-public property, along with the property owner shall jointly file an application for the event. The application must be completed at least sixty (60) days prior to the proposed date of the special event. The event organizer and the owner of the property must sign the application.

Name of Property Owner: _____ Address: _____

The Following information must be submitted:

1. Proof of Insurance with general liability coverage of \$1,000,000 naming the City of Eustis as additional insured _____
2. Security Plan with the name of the company providing staffing for the event and the name of at least one person with arrest powers in the City of Eustis.
Name of Company: _____ Name of Individual With Arrest Powers: _____
3. A site plan with the following information:
 - A) Dimensions and locations of all permanent and propose temporary structures to be located. Any permits required for temporary structures must be acquired. See Fire Department for permit information. _____
 - B) Provide evidence that adequate ingress and egress exists at the event site and will not impede traffic _____
 - C) The Capacity and location of restroom facilities (either permanent or temporary) to be used _____
 - D) Provide evidence that adequate provision has been made for solid waste collection and disposal _____
4. A parking plan which clearly show all on-site and overflow parking (if necessary) and proposed traffic flow along with any traffic control devices to be used at the special event. _____
5. A list of all concessionaires and vendors in addition to the event organizer, if any (Along with appropriate certificates) _____
6. If the event organizer is a corporation or limited liability company or some other business entity required to be registered with the Florida Department of State, a certificate of good standing certifying that the event organizer is authorized to do business in Florida _____

(Over to Continue)

**SPECIAL EVENTS
BUSINESS TAX RECEIPT APPLICATION
(Continued)**

- 7. Copies of all fliers, handbills, newspaper advertisements and other advertising that the event organizer anticipates using to promote or advertise the special event. _____
- 8. Written proof of permission from the underling fee owner for the use of the fee owner's property by the event organizer for the special event. Fee owner will be required to sign the application and agree to any condition placed on the special event by the City of Eustis _____
- 9. Copies of all required federal, state and local business or regulatory licenses required to be held by the event organizer. _____
- 10. Any other documentation or information the City Staff or the City Commission, upon appeal, determine to be reasonably necessary to properly evaluate the application. _____

Application Fee \$300.00 Date Paid: _____ License Fee: \$80.00 Date Paid: _____

I acknowledge that the issuance of a Special Event Permit is contingent upon compliance with all ordinances, regulations and provisions of the City of Eustis. The application fee is non-refundable. The hours of operation for the sale shall not exceed 6:00 A.M. to 11:00 P.M. during the days of the sale. The event will last no longer than three (3) consecutive days. Set-up operations may begin at 12:00 noon the day before the sale and take-down may last no longer than 12:00 noon of the following day of the sale. Any break in the event shall require the issuance of a separate special event permit. No parcel shall be used to host a special event more than three (3) times during any calendar year and no more than one event per calendar quarter.

Signature of Applicant: _____	Signature of Property Owner: _____ <i>(If Necessary)</i>
Date Application Received: _____	Date Application Sent to Code Enforcement: _____
Date Submitted to Police _____	Date Returned by Code Enforcement _____
Date Returned by Police _____	Date Submitted to Fire _____
Date Submitted to Public Works _____	Date Returned by Fire _____
Date Approved: _____	Date Returned by Public Works _____
	Dated Denied: _____

Development Services Division

Date Received: _____ This permit is Denied ____ Approved ____ . Review of this request indicates the property is currently in a _____ land use district and does not meet ____ Meets ____ , the requirements as set forth in the Land Development Regulations of the City of Eustis. The Alcoholic beverage license holder meets all requirement of Land Development Regulations Yes ____ No ____ . The following special conditions variance or City Commission action is required:

Authorized Signature: _____ Title: _____ Date: _____

Fire Department

Date Received: _____ I inspected the described location and determined that it meets ____ does not meet ____ all necessary code requirements. The Special Event Permit may be issued ____ may not be issued ____ , upon final inspection of location for the first day of the event ____ . All other permits required by the fire have been issued Yes ____ No ____ . The following special conditions or actions are required: _____

Authorized Signature: _____ Title: _____ Date: _____

Police Department

Date Received: _____ The special event has been investigated for compliance of City of Eustis Code of Ordinances and is approved ____ not approved ____ . The following special conditions must be met in order to comply with city ordinance: _____

Security Required at the Event Yes ____ No ____ Security Arrangements meet or exceeds requirements Yes ____ No ____

Authorized Signature: _____ Title: _____ Date: _____

Public Works

Date Received: _____ . The special event has been reviewed and should not present ____ will present ____ problems due to the following circumstances: _____

Authorized Signature: _____ Title: _____ Date: _____

Finance Director

Date Received _____ . The special event has been reviewed and is approved ____ Denied ____ , due to the following reasons: _____