



Village of Tequesta Building Department Special Event Permit Application

345 Tequesta Drive

Tequesta, FL 33469

(561) 746-0450 Fax: (561) 768-0698

Any Village resident, or any Village business holding a current Village business tax receipt pursuant to Chapter 70, Article II, is eligible to apply for and obtain a special event permit pursuant to Sec. 78-561. Any such resident or business that desires to conduct any type of special event within the Village must obtain a permit from the Village in order that the Village may adequately provide for the potential impacts created by the proposed event. A maximum of four (4) such permits shall be allowed per address or per business in any single calendar year. A special event that includes multiple addresses, for example within a shopping center, shall count as one event for each address captured by the special event permit.

“Special Event” is any outdoor activity, gathering or group of persons, vehicles or both, organized and having a common purpose, upon public or private property, which is likely to inhibit the usual flow of vehicular or pedestrian traffic, which is likely to create noise in excess of that typically associated with the areas upon which the event is to occur, or which is likely to preempt or restrict use of property typically accessible by the general public. Examples of special events include, but are not limited to block parties, parades, races or walks, grand opening events, charity fundraisers, and other similar events not specifically permitted by the Village’s zoning ordinance. Special Events that are sponsored by the Village and held on Village property shall be exempt from the provisions of this section.

Written application must be submitted to the Village Building Department at least forty five (45) days prior to the date for which the special event is proposed; at the discretion of the Building department, an application may be submitted less than forty five (45) days in advance if extenuating circumstance are present. The application shall contain the following information:

Event Details

Date of event: _____

Hours of event: _____

Type of event: _____

Location of event: _____

Property owner name: _____

You must attach the written consent of the property owner on record.

Contact Information:

Sponsor/persons responsible for event: _____

Mailing address: _____

Phone number: _____

Fax number: _____

Email address: _____

Projected number of attendees: _____

Is Village Council approval needed? Yes No

Any proposed special event whose attendance is contemplated to exceed 200 people in total shall require final approval by the Village Council which, after considering the recommendations of the Building Director, the Police Chief and the Village Manager, may approve the application, deny the application in whole or in part; or approve the application with conditions.

Is alcohol being served? Yes No

- The service of alcoholic beverages at any special event shall require the issuance of the appropriate state alcoholic beverage permit, a copy of which must be provided to the village in conjunction with the special event permit application. The Village may require the use of physical barriers to define and contain the outdoor area within which alcoholic beverages may be consumed and/or the use of security or off-duty law enforcement personnel at the special event. It is the applicant's responsibility to monitor for and prevent excessive as well as underage consumption of alcoholic beverages at all times.

How many tents will be used at event? _____

Will tents have sides? Yes No

- Should the event include the use of one or more tents, a \$35.00 Fire Inspection Fee, due at time of application, and a certificate of flame resistance is required for each tent. Inspection to be done on the first day of event.
- By submitting a complete application, the applicant expressly agrees that it shall indemnify, defend and hold the Village harmless from any and all damage to any real or personal property, and from any and all injury or death suffered by any person directly or indirectly related to the consumption of alcoholic beverages in conjunction with the special event.

Non-Profit Enterprises:

- The Village may issue non-profit permits to any person or organization for the conduct or operation of occasional sales and/or fundraising projects held by non-profit enterprises, either regularly or temporarily, when the applicant signs an affidavit that the applicant operates without private profit, for a civic, public, charitable, youth, service, educational, literary, fraternal, or religious purpose.
- A person making application under this section must comply with all rules and procedures for the granting of special event permits as set forth in this section. All persons operating under a non-profit permit shall operate their non-profit enterprise in compliance with this section and all other rules and regulations of the Village.

Required Documents

The following items must be submitted at the time of application:

- Summary of event on official letterhead of organization, signed by the applicant
- Proof of insurance in amounts acceptable to the Village for the type of event. The Village shall be named as additional insured on all liability insurance (not a certificate holder).
- Expected traffic, fire-rescue, and utilities impact, if any, and proposed mitigation plans.
- Copy of all required state and county permits if event will be held on or utilize state and/or county-controlled property.
- A refundable deposit is required if the event is held on any Village property.
- Site Plan required with each application accompanied with drawing indicating layout for event.
 - All event sites shall be left in a clean and orderly manner upon completion of event.

Special Event Fees

- Under 200 attendees: \$40.00
- Over 200 attendees: \$100.00
- Per Village Resolution 36-19, fees for property owners that are 501(c)(3) non for profit entities shall be reduced by 50%.

