



**VILLAGE OF TEQUESTA
COMMUNITY DEVELOPMENT DEPARTMENT**

345 Tequesta Drive
Tequesta, Florida 33469
Phone: (561) 768-0450 Fax: (561) 768-0698

PERMIT NO: _____
Submittal Date: _____
Deposit Amount: _____

SPECIAL EVENT PERMIT APPLICATION

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 Community Development Department at least forty five (45) days prior to the date for which the Special Event is proposed; which application shall contain the following information:

DATE OF SALE/EVENT: _____ HOURS: FROM: _____ TO: _____

TYPE OF EVENT: _____

LOCATION OF EVENT: _____

PROPERTY OWNER _____ (Attach written consent of property owner of record.)
Print Name

CONTACT INFORMATION:

SPONSOR or PERSON(S) RESPONSIBLE FOR EVENT: _____

EMAIL: _____

MAILING ADDRESS: _____ PHONE NO.: _____

_____ FAX NO.: _____

PROJECTED NUMBER OF ATTENDEES: _____ COUNCIL APPROVAL REQUIRED: () 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 Community Development 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.

