



COMMUNITY DEVELOPMENT DEPARTMENT

Phone: 386 437- 7516

Fax: 386 437- 8253

INSTRUCTIONS FOR HOSTING A SPECIAL EVENT

TO HOLD A SPECIAL EVENT YOU WILL NEED:

1. **SPECIAL EVENTS LBTR APPLICATION:** filled out completely.
2. **LETTER FROM PROPERTY OWNER:** Applicant needs to provide a letter from the property owner giving approval to hold the special event at the location.
3. **APPROVAL OF LOCATION:** Where the event is being held must be appropriate for the type of vendor/event, parking, etc. See the application form which must be signed off by the City Zoning Official.
4. **FLORIDA BUSINESSES (VENDORS) WHO HOLD A CURRENT LOCAL BUSINESS TAX RECEIPT:** Provide a copy of the current Local Business Tax Receipt from your businesses home location. Also provide required documentation on application.
5. **FLORIDA BUSINESSES (VENDORS) WHO DO NOT HOLD A CURRENT LOCAL BUSINESS TAX RECEIPT:** Provide the following:
FICTITIOUS NAME: registration with the state of Florida. This can be the corporation papers-LLC-or other names not your own registered with the State of Florida. Visit sunbiz.org or myflorida.com for more information on obtaining a fictitious name.
PERSONAL NAME: does not have to be registered. The license can be processed. for example: "Joseph A Smith Yard Services" is not a fictitious name as the owners name is in the name of the business- but J.A.S. Yard Services is fictitious (and so is Joseph A. Smith Yard Services Inc. because a corporation or "LLC" etc is fictitious).
Note: Personal Name requires a written statement, signed by the applicant which sets forth the reason that the applicant need not comply with the Fictitious Name Act.
6. **SITE PLAN:** Provide three (3) copies of a sketch showing parking, traffic flow, location of signage, tents, staging, generators, appliances, fences, pyrotechnic materials, emergency access routes, etc.
7. **POLICE AND/OR FIRE DEPARTMENT APPROVAL.**
8. **CERTIFICATE OF LIABILITY INSURANCE:** Applicant to provide a Certificate of Liability Insurance in the amount of one million dollars (\$1,000,000.00) naming the City of Bunnell as an additional insured.

Fire Marshal: If a tent is to be used it must have sewn into the material from the factory a label stating that it is flame resistant (200 sq ft or more) (or flame retardant for cooking ~ any size) and the organization certifying with the code indicated.

Phone Numbers / Web addresses that may be of assistance:

Community Development: 386-437-7516 Fax; 386-437-8253, <http://www.bunnellcity.us>

County Environmental Health Department: 386-437-7358, <http://www.doh.state.fl.us/>

Division of Alcohol & Tobacco: 850-487-1395, <http://www.myfloridalicense.com/dbpr/abt/index.html>

Division of Hotels & Restaurants: 850-487-1395, <http://www.myfloridalicense.com/dbpr/hr/index.html>

Department of Agriculture (Consumer Services): 850-435-7352, www.helpfla.com

NOTE: Please allow a minimum of 10 business days (not including holidays) after receipt of application for processing. Every effort will be made to process your application in a timely manner. Payment can be made at the Community Development department. Note **ALL HOSTS** must receive a special events business tax receipt prior to the event.

SPECIAL EVENT PROCEDURES FOR HOSTING AN EVENT REV 01-22-10