



City of Melbourne  
 900 East Strawbridge Avenue  
 Melbourne, Florida 32901



Office of City Clerk  
 (321) 608-7220  
 (FAX) 608-7239  
 cityclerk@melbourneflorida.org

**THIS SECTION RESERVED FOR OFFICE OF CITY CLERK**

Application fee paid: \_\_\_\_\_  
 \$100 waived for first time business promotion: \_\_\_\_\_  
 MPD Application/Request form provided: \_\_\_\_\_

Site plan reviewed by (initials): \_\_\_\_\_  
 Insurance requirements discussed with applicant: \_\_\_\_\_  
 Alcohol license discussed with applicant: \_\_\_\_\_

**SPECIAL ACTIVITY APPLICATION**

ACTIVITY TYPE

- \_\_\_\_\_ Block Party (Residential)
- \_\_\_\_\_ Carnival or Circus
- \_\_\_\_\_ Concert or Festival
- \_\_\_\_\_ Run/Walk/Parade/Bike Race
- \_\_\_\_\_ Street or Road Closure/Street Event
- \_\_\_\_\_ Business Promotion/Sales Event
- \_\_\_\_\_ Other (describe) \_\_\_\_\_
- \_\_\_\_\_

CHECK ALL THAT APPLY

- \_\_\_\_\_ Alcoholic Beverage Use
- \_\_\_\_\_ Banner or Inflatable Sign Use
- \_\_\_\_\_ Food
- \_\_\_\_\_ Sound Amplification
- \_\_\_\_\_ Temporary Electrical
- \_\_\_\_\_ Temporary Restrooms
- \_\_\_\_\_ Temporary Signs
- \_\_\_\_\_ Temporary Structure
- \_\_\_\_\_ Tent

ACTIVITY NAME: \_\_\_\_\_

Applicant (person): \_\_\_\_\_

Address of applicant: \_\_\_\_\_

Telephone (during business hours): \_\_\_\_\_ Email address: \_\_\_\_\_

Organization/sponsor (if applicable): \_\_\_\_\_

Activity is (check one): Profit: \_\_\_\_\_ Non-profit: \_\_\_\_\_

**Billing address** (street, city, state, and zip code), which will be used to mail an invoice if City services are provided: \_\_\_\_\_

Date of event: \_\_\_\_\_

Time event will begin: \_\_\_\_\_ Time event will end: \_\_\_\_\_

Location of event, including street address (**hand drawn site plan must be attached**): \_\_\_\_\_

Detailed description of event. Include purpose, planned activities, type of entertainment: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

List the temporary structures that will be used during the event. **Include the following on the site plan: number and location of temporary restrooms, temporary structures, banners, signs, tents, and temporary electrical:** \_\_\_\_\_  
\_\_\_\_\_

If you are requesting City assistance with your event, please describe: \_\_\_\_\_  
\_\_\_\_\_

Estimated attendance. Overall: \_\_\_\_\_ Peak: \_\_\_\_\_ For example, a two-day art festival may expect an overall attendance of 40,000 with a peak attendance of 8,000 at any given time.

**If your event involves the blocking or barricading of a public roadway, the following section applies:**

Day and time you would like roadway closed (prior to the event): \_\_\_\_\_  
Day and time the roadway will be reopened (following the event): \_\_\_\_\_

I hereby acknowledge that I must provide written notification to each occupant within the proposed event area at least two weeks prior to the event. The notification must include the name, date, and time of the event; a map; and contact name and telephone number.

**If your event is being held on City property, the following paragraph applies:**

I hereby acknowledge and understand: a) at least two weeks prior to the event, I have a duty to inspect the event area and report any findings in writing to the City Clerk; b) at least three business days prior to the event, I must sign a permit agreement, provide insurance, and make any required deposits or payments.

**If your event is being held on private property and City services and/or a permit agreement are required, the following paragraph applies:**

I hereby acknowledge that at least three business days prior to the event, I must sign a permit agreement and make any required deposits or payments.

**If you are conducting a nonprofit event that is open to the public, would you like details about your event posted on the City of Melbourne web site ([www.melbourneflorida.org](http://www.melbourneflorida.org))? \_\_\_\_\_ If you checked yes, the telephone number and email address you provided on Page 1 will be posted on the City's web site, unless you indicate otherwise.**

Signature of applicant: \_\_\_\_\_  
(Signature of the person listed as the applicant on Page 1)

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

Attachment: Hand drawn site plan