

SPECIAL EVENT PERMIT APPLICATION

Quick Guide

We are pleased that you have decided to host an event in the City of Ocala. The information requested in this Special Event Permit Application will help staff help you have a successful event. Our goal is to ensure that all of your event objectives are met.

Each section of the application must be completed in its entirety. A general process overview is provided below.

Up to One Year in Advance

An **Event Summary - Registration Form and an advance deposit of \$50** will reserve the site for your event up to one year in advance. We will not reserve a City public venue for your event unless we have received this form and the advanced deposit. The advance deposit is non refundable, but will offset your eventual permit fees by an equivalent amount later in the process. The advance deposit may also be transferred to the same event if moved to a different date.

120 Days in Advance

The **Special Event Permit Application** should be submitted. This should include an updated Event Summary – Registration Form if any information has changed since this form was first submitted. Once staff has made a preliminary review of the application, a permit application invoice will be prepared and returned to the event coordinator (usually within one week). The permit application will not be processed until the invoice is paid in full and the application fees are non-refundable. During the review process, staff will likely meet with the event coordinator and other involved departments to work through the event details. You are encouraged to be timely in submittal of requested items and in providing clarification of information.

30 to 60 days in Advance

It is our goal to have the **Conditional Special Event/Parade Permit** issued 30 to 60 days before the event. This gives all parties involved in planning and supporting the event adequate time to prepare for the final tasks required to move the event to the final permit state. The conditional permit will include a list of fees to be paid by the applicant along with a list of submittals that are required before a final permit can be issued.

15 to 30 days in Advance

It is our goal to have the **Final Special Event/Parade Permit** issued 15 to 30 days before the event. This gives all parties involved in planning and supporting the event adequate time to prepare. Any changes to the event support services needed inside of 30 days is subject to staff availability.