



# **SPECIAL EVENTS HANDBOOK AND APPLICATION**

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<https://www.ftri.org/relay>

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## **WHAT IS A SPECIAL EVENT**

**Special Event:** Any pre-planned entertainment, sporting, cultural, business or other type of unique activity (including parades, festivals, races, tournaments, concerts, etc.) presented to a live audience and open to the public and that may substantially inhibit the usual flow of pedestrian or vehicular traffic, or which deviates from the established use of the place or building. Excludes activities closed to the public including private, indoor facility-rentals, pavilion rentals or other activities for which a permit has been issued by the Village.

## **FREQUENTLY ASKED QUESTIONS**

The following questions and answers provide basic information. For more details, see the “Need to Know” section of this Handbook.

***Q: DO I NEED A SPECIAL EVENT APPLICATION?***

A: All “Special Events” require a Special Event Permit.

***Q: WHOM SHOULD I CONTACT?***

A: For all events, please contact the Parks and Recreation Department at 772-597-8296 or email [parksandrec@indiantownfl.gov](mailto:parksandrec@indiantownfl.gov)

***Q: HOW MUCH WILL IT COST?***

A: There is an application fee, which is based upon the event impacts. Application fees range between \$30.00 and \$300.00. Additional fees may include Sheriff Detail, and other services requested, if applicable. All fees are due in full upon submission of the Special Events Application.

***Q: WHO ARRANGES CLOSING THE ROADS, LAW ENFORCEMENT, FIRE, DUMPSTERS, PORT-O-LETS, FENCING, VENDORS & ENTERTAINMENT, ETC?***

A: The Village of Indiantown will coordinate Village-related services with the applicant and will advise regarding proper placement of equipment and rentals on Village property. Port-o-lets, vendors, entertainment, fencing, etc. are the responsibility of the permittee. It is also the permittee’s responsibility to contact the Sheriff’s Office directly regarding the need for a Deputy Detail. If the event requires a road closure, it is the permittee’s responsibility to contract with a barricade company based on the event route and size.

***Q: HOW DO I RESERVE A DATE?***

A: Fill out the Special Event Application including a site map and submit. Please allow at least two weeks for the application approval process. Once the application is APPROVED, the date is reserved. Only completed applications will be reviewed.

***Q. WHEN ARE THE FEES DUE?***

A. All fees are due upon submission of the Special Event Application.

***Q: HOW DO I GET AN ALCOHOL PERMIT FROM THE STATE OF FLORIDA?***

A. Only a licensed vendor or a non-profit organization can obtain a permit to sell alcohol (Section 561.422, Florida Statutes). Contact the Division of Alcoholic Beverages and Tobacco at 561-650-6840.

***Q: WHAT IS YOUR CANCELLATION POLICY?***

A: If the event is canceled 90 or more days prior to the event, permittee will be refunded 100% of event fees; 89 to 46 days prior to the event, permittee will be refunded 50% of event fees; 45 days or less prior to the event no fees will be refunded.

***Q: WHAT IF I HAVE TO CANCEL MY EVENT FOR UNFAVORABLE WEATHER?***

A: Only in the event of an extreme act of nature (i.e., hurricane, brush fire), may the event be postponed, and all fees will transfer. Permittees must submit in writing for a postponed date. Other than stated above, Special Event Permits are rain or shine and cancelation due to weather will forfeit any and all fees and require a re-application for another date.

**IMPORTANT TELEPHONE NUMBERS**

**SPECIAL EVENT APPLICATIONS**

Village of Indiantown  
Parks and Recreation Department  
15516 SW Osceola Street  
Indiantown, FL 34956  
Phone: 772-597-8274

**MARTIN COUNTY SHERIFF'S OFFICE**

Deputy Thomas C. McDonald  
800 SE Monterey Road  
Stuart, FL 34994  
Phone: 772-220-7000  
Email: [tcmdonald@mcsofl.org](mailto:tcmdonald@mcsofl.org)

**EMERGENCY MEDICAL SERVICES**

Martin County Fire Rescue Department  
800 SE Monterey Road  
Stuart, FL 34994  
Phone: 772-288-5710

**STATE ROAD CLOSURES**

Florida Department of Transportation  
Community Traffic Safety Program Manager  
Fort Lauderdale, FL  
Phone: 954-777-4361  
[carmen.pullins@dot.state.fl.us](mailto:carmen.pullins@dot.state.fl.us)

**BUILDING PERMITS**

(Promotional sign permit)  
Village of Indiantown  
Building Division  
15516 SW Osceola St.  
Indiantown, FL 34956  
Phone: 772-597-9900

**TENT INSPECTIONS**

(Tents 900 sq. ft. or larger)  
Martin County Fire Rescue  
800 SE Monterey Road  
Stuart, FL 34994  
Phone: 772-463-7801

**SUNSHINE 811**

(Buried power lines)  
1-800-432-4770

**DUMPSTERS**

Waste Management, Inc.  
7700 SE Bridge Rd.  
Hobe Sound, FL 33455  
Phone: 772-546-7700

**PORTABLE TOILET REQUIREMENTS**

Martin County Health Department  
3441 SE Willoughby Blvd.  
Stuart, FL 34994  
Phone: 772-288-5501

**LIQUOR LICENSES**

State of Florida  
Div. of Alcoholic Beverages & Tobacco  
111 S. Sapodilla Ave. #105  
West Palm Beach, FL 33401  
Phone: 561-650-6840

## **PUBLIC PARKS IN INDIANTOWN**

### **Big Mound Park (21.5 acres)**

15205 SW Indian Mound Drive

Facilities:

- Baseball/multipurpose fields
- Basketball
- Restrooms
- Concessions
- Playground
- Pavilions
- Parking

### **Booker Park (5.68 acres)**

15101 SW 169<sup>th</sup> Avenue

Facilities:

- Baseball/multipurpose fields
- Basketball
- Restrooms
- Playground
- Pavilion
- Parking

### **Post Family Park (5.06 acres)**

15700 SW Warfield Boulevard

Facilities:

- Basketball
- Racquetball court
- Skate Park
- Restrooms
- Playground
- Pavilions
- Parking

### **Timer Powers Park\*(37.49 acres)**

14100 SW Citrus Boulevard

Facilities:

- Arena with 300-person bleachers
- Boat ramp with fishing docks
- Restrooms
- Nature trail
- Pavilions
- Picnic tables
- Parking

\* Operated by Martin County Parks and Recreation (a separate permit is required).

## **APPLICATION PROCESS**

### **STEP 1:**

Submit a completed application including a site map and the organizations 501(c)3 or Non-Profit letter if applicable; Monday – Friday between 8:00am and 5:00pm. All applications will be reviewed in the order they are received. All events will be scheduled on a first-come, first served basis.

Deliver applications to:

Village of Indiantown  
Parks and Recreation Department  
15101 SW 169<sup>th</sup> Ave, Indiantown, FL 34956  
Telephone: 772-597-8296.  
<mailto:parksandrec@indiantownfl.gov>

### **APPLICATION DEADLINE**

Special events applications must be submitted no later than 60 days prior to the event, unless a reduced time period is approved by the Village Manager.

### **STEP 2:**

Applications will be stamped with the date of submittal to the Parks and Recreation Department. If the permittee does not feel they can meet a deadline, please hand-deliver.

If the application has met the required deadlines, the Village Staff will review along with other necessary departments and outside agencies (e.g., Sheriff's Office) to obtain approval.

### **CRITERIA FOR APPLICATION REVIEW**

Availability of dates requested, nature of event, location appropriate for the event, services required, road closures and alcohol involved, compliance with special event regulations at past events, will be considered during the review process.

### **APPLICATION STATUS**

The Village reserves the right to deny any application for a special event. All events that meet the Village Land Development Regulations (LDR) requirements for a Special Event Permit will require the approval of the Village Council. (see LDR section 3-5.7(2)(d).).

The permittee will be contacted by Village staff with approved permit or a request for additional information. If additional information is needed, permittee will be notified of all documentation needed in order to be issued a permit.

Payment is required with the application.

## **SPECIAL EVENT “NEED TO KNOW”**

**SPECIAL EVENT PERMIT FEE:** The Special Event Permit fee is calculated based on the Village of Indiantown Fee Schedule and the information provided in the permittee’s application. Fees range from \$30.00 to \$300.00. Factors considered in the calculation include, but are not limited to, the length of event and estimated number of people, and non-profit vs. for-profit. All fees are due upon submission of the Special Events Application.

**NON-PROFIT RATES:** Non-Profit rates apply only to events organized by Not-for-Profit Corporations. To benefit from the discounted rate, the organization applying for the permit must be registered with Department of State Division of Corporations as a Not for Profit and be identified as such on [www.sunbiz.org](http://www.sunbiz.org). An officer or director of the Not-for-Profit Corporation must be the permit holder.

**SHERIFF AND FIRE RESCUE (EMS) FEES:** Sheriff Deputies and EMS personnel are required to be at each location deemed necessary to maintain the health, safety and welfare of the public during the event. The permittee is required to contact the Martin County Sheriff’s Office (Sheriff) and Martin County Fire Rescue Department (EMS) separately 30 days prior to the event to arrange for services, schedule inspections and discuss the security plan for the event. Failure to contact the Sheriff and EMS may result in the termination of the event permit. If the actual costs are greater than estimated, the County will invoice the permittee and payment of said amount should be paid within 14 days of the conclusion of the event.

- **Sheriff Off-Duty Detail:** The cost for providing off-duty Sheriff services shall be the rates currently in effect as established by the Sheriff. Should the event be projected to have a significant impact on local traffic within the immediate area, Sheriff will require additional personnel to assist in traffic control to provide safe and efficient flow for citizens. These extra personnel will be assigned by Sheriff at the permittee’s cost. The permittee is responsible to pay directly the estimated costs for Sheriff services to be provided by the Martin County Sheriff’s office.
- **Fire Rescue (EMS):** The estimated EMS charges shall be paid directly to Martin County Fire Rescue not less than 14 days prior to the event.

**LOGISTICS:** The permittee is solely responsible for the activities of the event, including but not limited to patrons, spectators, volunteers, staff, sponsors, vendors, exhibitors, concessionaires, independent contractors and subcontractors participating in the event.

**ROAD CLOSURES:** As our community events continue to grow, we must take into consideration the residents who live within the areas of the event. Please attempt to keep the roads open and accessible. Do not stage equipment overnight that can be disrupting to residents. If temporary restrooms must be placed in front of businesses, permittee will be required to provide screening. All equipment that will be brought in must be noted in final site plan and requires approval by Village Staff. If road closures are necessary, the permittee will need to contact the Public Works Department and may have to supply a Maintenance of Traffic Plan at the request of the Village Engineer. If permittee plans to close a State road, you will be required to obtain a permit from the Florida Department of Transportation and provide a copy to the Village.

**FDOT PERMIT** Please contact FDOT for information on how to obtain a permit. For more information, contact the Community Traffic Safety Program Coordinator by email [carmen.pullins@dot.state.fl.us](mailto:carmen.pullins@dot.state.fl.us) or by phone 954-777-4361.

**TENT PLACEMENT:** The Village prefers use of weighted blocks, sandbags, buckets of water or tent weights to hold a tent down. The staking of tents on Village property may be accommodated with prior approval from the Village and will also require a locate request to be submitted and completed prior to the event through Sunshine 811 (1-800-432-4770).

**TENT INSPECTION:** Permittee is required to obtain all necessary tent permits and inspections. Martin County Fire Rescue inspects tents of 900 square feet and larger.

**SANITARY & FOOD REGULATIONS:** Permittee is responsible for overseeing that the proper containment and disposal of cooking waste (this is wastewater, grease, etc.) are adhered to. It is the permittee's responsibility to ensure that vendors comply with local, state and federal containment and disposal regulations. It is the responsibility of the permittee to ensure that proper containers for the collection and disposal of cooking grease are available at the event site. Food vendors are required to use a protective flooring/tarp when cooking.

**GLASS CONTAINERS:** No glass containers shall be allowed in a Village Park.

**ALCOHOL PERMIT:** Permittee must provide a copy of approved license or permit from the State of Florida, Department of Business and Professional Regulation, Department of Alcoholic Beverages and Tobacco. All temporary permits for the sale of alcohol must be approved and signed by the Community and Economic Development Department. An affidavit is required stating that the requesting organization shall ensure that staff are properly trained. Signs shall be posted notifying the public that alcohol is not allowed beyond the established event venue. Permit holders who are not licensed by the State of Florida are not allowed to sell alcohol to their guests.

**RESTROOMS:** In the event temporary restrooms such as port-a-pottys are desired or necessary for an event, the permit holder is responsible for obtaining, scheduling and directly paying for such temporary restrooms and associated services. Permittee is required to keep all event accessible restrooms cleaned and stocked with supplies at all times. Permittee is also required to monitor all restrooms throughout the event. For park restrooms, extra toiletries can be made available upon request.

**VEHICLES:** No vehicles may be driven on the grass of the athletic fields in Village parks.

**TRAFFIC/PARKING PLAN:** If a special event has an expected attendance of 500 or more people, a Traffic Plan must be submitted as part of the permit application showing the routes of exiting and entering the event. For any event that requires off-site parking, a parking plan will be required.

**ENTERTAINMENT:** Permittee is solely responsible for all contracts or agreements of any nature for entertainment for the event. All contracts or agreements of any nature shall be negotiated by Permittee and secured at the sole expense of the Permittee. The Village shall not be named as a party in any contract for goods and/or services provided in conjunction with the event. Permittee represents and warrants that it shall have, prior to the event, all necessary performing rights and licenses and shall ensure that all performance payments required to be made under such licenses are made promptly and directly to the licensing organizations. The Village shall have no responsibility to any performing rights licensing organization for any performances during the event. Amplified sound must be within reasonable limits and comply with Village regulations for noise limits. The Village or MCSO reserves the right to reduce sound levels as needed. Amplified Sound is permitted within the following hours: Sunday through Thursday: 7:00 a.m. to 9:00 p.m. Friday and Saturday: 7:00 a.m. to 11:00 p.m.

**FINAL SITE PLAN:** No less than 14 days prior to the set-up date, permittee shall provide to the Village staff a final detailed site plan for the event showing the following: (a) location of any tents, port-a-lets, parking, stages, booths, etc. and the times when such will be constructed and dismantled.; (b) a



description of all activities and events to occur on the permitted area during the event; and (c) permittee may also be required to provide security badges, master gate keys and entry to Village Staff and any other information required by the Village. Such site plan shall be subject to the review and approval by the Village which may require revisions to the plan. Permittee shall make such revisions and adjustments as requested by the Village. Any changes made to the revised site plan after the review by the Village must be approved by Village staff.

**TECHNICAL EQUIPMENT:** All technical equipment and support must be arranged by the permittee. This includes both sound and light. If technical equipment is needed, permittee must note all electrical needs during the initial application process. If electrical needs exceed the maximum allotted wattage in the permitted area, additional power must be brought in at the permittee's expense.

**SITE CONDITIONS:** Please ensure that the event site is free of trip hazards. Also monitor areas which could cause extreme congestion. Try to set up the event so that people have the ability to move around as easily as possible. Clearly mark a first aid location and a lost children area. Have plenty of water available to avoid dehydration situations. Permittee is responsible for ensuring that the event site is accessible in compliance with the requirements of the Americans with Disabilities Act.  
<https://adata.org/publication/temporary-events-guide>

**CROWD MONITOR:** Please ensure that areas do not become overcrowded. Make sure that the event site will accommodate the event size that is brought in. This may require that a certified crowd monitor is present and will be determined by the Martin County Fire Marshall.

**PERMITTED AREA:** The permittee and a representative of the Village shall inspect and document the condition of the permitted area on or before commencement of set up. All booths, stages, vendors, temporary restrooms, etc. shall be placed in locations on the site which are designated by the Village for such purposes so as not to cause damage to the landscaping or foliage on the site. Permittee may use electric tiki torches only; no fire or gas torches shall be allowed at any time within the permitted area. No heavy equipment, motor vehicles or large vessels shall be brought to the permitted area unless previously approved in application.

**POST-EVENT RESTORATION:** Permittee is responsible for restoring the event site to a condition equal to that existing on the date of the inspection within 24 hours of the conclusion of the event and pay all costs for the repair and replacement of Village property which is necessary due to this event. The Village reserves the right to approve the company selected by the Permittee to provide the clean-up services at least 14 days prior to the Event. If the expected attendance is more than 1,000, the Village may require the use of a company that specializes in large festival cleaning. If the event requires core drilling holes in the asphalt concrete and all other surfaces made to facilitate the erection of barriers, stages, fences, pilings and other improvements to the permitted area, it is understood that the Village will have the right to complete the work and charge permittee for the costs.

**LIABILITY INSURANCE:** All Certificates of Insurance must name Village of Indiantown Village Council as an Additional Insured and Certificate Holder for all dates of the Event (including set up and tear down). Permittee agrees that the Village's liability for any cause of action for money damages due to an alleged breach by the Village of the Special Event Permit shall not exceed, in total, \$5,000.00. Permittee agrees that the Village shall not be liable to you for damages in an amount in excess of \$5,000.00 for any action or claim for breach of contract arising out of the performance or non-performance of any obligations imposed upon the Village by the Special Event Permit. Nothing contained herein is intended to be a waiver of the limitation placed upon the Village's liability as set forth in Section 768.28, Florida Statutes.

**GOVERNING LAW:** The Special Event Permit shall be governed by the laws of the State of Florida

andvenue shall lie in the Village of Indiantown.

**FEDERAL, STATE, COUNTY & CITY REGULATIONS:** Permittee shall comply in all material respects with all applicable federal and state laws and regulations and all applicable county and city ordinances and regulations.

**NON-DISCRIMINATION:** Permittee and their concessionaires shall not discriminate against any vendor, concessionaire, employee, patron, visitor, attendee or customer because of race, color, religion, sex, gender identity or expression, national origin, age, disability, familial status, marital status or sexual orientation.

**ATTORNEY FEES:** In the event the Village is required to file legal action against permittee to collect any amounts due under the Special Event Permit, the Village shall be entitled to its costs of collection, attorneys' fees and cost, and interest at the maximum rate allowable by law. In the event either party is required to file legal action to enforce the provisions of the Special Event Permit, other than the collection of amounts due to the Village, each party is responsible for its own fees and costs, including attorneys' fees and costs.

**NOTICES:** Any and all notices to permittee may be given or served by certified, registered mail or electronic transmission producing a written record, to the address set forth in the application. Any and all notices to be given to the Village may be given or served by certified, registered mail or electronic transmission producing a written record, addressed to the Village Manager, Post Office Box 398, Indiantown, FL 34956.

**PERMIT MODIFICATIONS:** The Village Manager is authorized to modify, alter or waive any minor requirements, conditions or provisions of the Special Event Permit if in the best interest of the Village in order to facilitate the safe or efficient implementation of the event.

**TERMINATION:** The Village Manager shall have the right to terminate the Special Event Permit at his or her sole option any time, with or without cause and without penalty, upon seven days prior written notice.

**DEFAULT:** In the event of a failure to comply with any provisions of the Special Event Permit, the Permit shall be considered in default and the Village may exercise any and all remedies herein enumerated or permitted by law, including the termination of the permit without notice or opportunity to cure. Default shall include failure to pay the Special Event Permit Fee or any portion thereof when due; abandonment of the permitted area or any part thereof; failure to carry the required insurance; or the return of any checks given by permittee due to insufficient funds.

**CANCELLATION POLICY:** If notice is provided in writing 60 or more days prior to an event, the permittee will be refunded 100% of event fees; 59 to 16 days prior to an event, the permittee will be refunded 50% of event fees, if an event is canceled 15 days or less prior to the event, no fees will be refunded.

Internal: Application Received Date \_\_\_\_\_

## Village of Indiantown

### Special Event Application

**Submittal of this application does not guarantee approval of the event.**

Please be sure to fill out this application in its entirety. Any application that is not complete will be denied automatically. Before applying, please acknowledge that addendums will be utilized and instances where additional liability on behalf of the permittee may occur. Prior to submission, please make sure a detailed site plan that clearly shows all temporary structures (including but not limited to: tents, port-o-lets, stages, bleachers, dumpsters, fencing, etc.) also must be attached in order to process. If the permittee is applying on behalf of a non-profit, please provide a copy of the non-profit or 501(c)3 letter.

Name of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date or Dates of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Event Day 2 \_\_\_\_\_

Event Day 3 \_\_\_\_\_

Event Location: \_\_\_\_\_

Alternate location, date, and time: \_\_\_\_\_

Will additional time be needed for set up/ tear down? Y / N (circle)

Set up will begin on (date) \_\_\_\_\_ at (time) \_\_\_\_\_

Break-down will begin on (date) \_\_\_\_\_ at (time) \_\_\_\_\_

Please provide a detailed description of proposed event (be specific):

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

Is this event open to the public? Yes \_\_\_\_\_ No \_\_\_\_\_

Ticket Prices (if applicable)

Seniors \_\_\_\_\_ Adult \_\_\_\_\_ Child \_\_\_\_\_

Estimated attendance (per day) \_\_\_\_\_ Estimated Teams (tournaments only) \_\_\_\_\_

Estimated Spectators (Tournaments only) \_\_\_\_\_

**\*\*Fees may be assessed during post event inspection if attendance is greater than listed above\*\***

**Organization producing the event:**

(Please Choose One)

For Profit ☐ / Non-Profit ☐ / Governmental ☐ / Neighborhood Association ☐

Name of Organization: \_\_\_\_\_

Name of Permittee: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

On site Contact Name: \_\_\_\_\_

On site Contact Best Number: \_\_\_\_\_

Email: \_\_\_\_\_

Phone number and/or website you want the public to contact for more information and to be listed on the Community Events website:

\_\_\_\_\_

Does your organization have employees? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes how many? \_\_\_\_\_

Does your organization own a vehicle? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you produced an event previously? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, in a separate sheet of paper, provide references from 3 prior events that you have produced. Include name of event, date of event, complete reference name and contact information. Attach the addition document to the application when submitted:

Number of years this event has taken place in the Village: \_\_\_\_\_

Is this event produced in other areas? \_\_\_\_\_ If so, where? \_\_\_\_\_

**Road Closure:**

Will you require road closures: \_\_\_\_\_ if yes, please describe the streets you want closed and the closing and opening dates/times. Also, attach a map which shows cross streets, etc.

Name of streets: \_\_\_\_\_

Time/Date of Closure: \_\_\_\_\_

Time/Date of Opening: \_\_\_\_\_

**\*\*Any event with possible road closures or limited access for emergency responders may require a life safety evaluation and permit (fees may be associated with such permit)\*\***

**Insurance**

Will your organization be providing insurance?

Please include a copy of the Certificate of Insurance.

Yes \_\_\_\_\_ No \_\_\_\_\_

**Parking**

Will you need any parking lots reserved for non-public use?

Yes \_\_\_\_\_ No \_\_\_\_\_

**Traffic Control**

Will your event require traffic control?

Yes \_\_\_\_\_ No \_\_\_\_\_

**Alcohol:**

Will alcohol be served at your event?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, who will be providing your alcohol? \_\_\_\_\_

**Food:**

Will food be served at your event?

Yes \_\_\_\_\_ No \_\_\_\_\_

Will this food be self-prepared?

Yes \_\_\_\_\_ No \_\_\_\_\_

Will food be sold?

Yes \_\_\_\_\_ No \_\_\_\_\_

**Amplified Sound:**

Will amplified sound be provided at your event? Yes \_\_\_\_ No \_\_\_\_

If yes, what type of sound? \_\_\_\_\_

What Time? \_\_\_\_\_

Name of sound company? \_\_\_\_\_

**Audio/Visual**

Please list any AV equipment \_\_\_\_\_

\_\_\_\_\_

**Light Tower**

Will you be using any lighting towers? Yes \_\_\_\_\_ No \_\_\_\_\_

**Field Lighting**

Will you need lights for a field rental? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes what hours? \_\_\_\_\_

**Fencing:**

Will you be fencing your event? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of fencing company? \_\_\_\_\_

**Dumpsters:**

Will you need dumpsters? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how many? \_\_\_\_\_

**Extra Restrooms**

Will your event require Port O Lets? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how many? \_\_\_\_\_

**Cleaning**

Name of cleaning company: \_\_\_\_\_

**Electricity**

Will you be using temporary electric? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please name the electric company you will be using:

Company \_\_\_\_\_ Phone Number: \_\_\_\_\_

\*If temporary electricity is needed, permittee may be required to have equipment inspected. Such inspections may result in additional costs\*

**Sheriff Services:** Sheriff Service requirements will be determined by Martin County Sheriff's Office.

**EMS Services:** EMS services requirements will be determined by Martin County Fire Rescue.

**Tents**

Will you be erecting tents, stages, ticket booths, etc.?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what is planned? \_\_\_\_\_

(Please include these items on your site map.)

**Will these tents be 30'X30' or larger?** (Fee associated with permitting this size tent)

Yes \_\_\_\_\_ No \_\_\_\_\_

**Promotion/Advertising**

What type of promotion/advertising do you have planned for your event?

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When application is complete, please return, with supporting documents and check to the Village of Indiantown

Attn: Parks and Recreation Department

Email: [parksandrec@indiantownfl.gov](mailto:parksandrec@indiantownfl.gov)

Mail to: PO Box 398, Indiantown, FL 34956

Phone: 772-597-8274

**PRE-EVENT CHECK LIST  
(FOR YOUR FILE)**

_____ Site plan	_____ Approval Letter
_____ Completed application	_____ 501(c) 3 Letter/Non-profit sunbiz
_____ Special Event Fee	_____ EMS
_____ Site Walk Through	_____ Final Site Map
_____ General Liability Insurance	_____ Parking Plan
_____ Copy of Alcohol License	
_____ FDOT/Road Closures	
_____ Traffic Plan	
_____ Letter of No Objection from MCSO	

**Confirmation of:**

Sheriff Department: Sheriff \_\_\_\_\_

Fire Department: EMS \_\_\_\_\_ Inspections \_\_\_\_\_

\*Not all items pertain to all events\*