

Orange County Outdoor Public Assembly, Special Event and Block Party Definitions

An **Outdoor Public Assembly Permit** is required by Orange County Ordinance for an event (except a funeral procession) that is:

- Held partially or entirely on public property, right-of-way, sidewalk, and/or roads, *and*
- Expected to be attended by 100 or more people
 - In the case of public parks, it would be 700 or more people

A **Block Party Permit** is required by Orange County Ordinance for a neighborhood social event taking place either partially or entirely on a road in a residential area and which obstructs vehicular traffic.

A **Special Outdoor Event Permit** is required by the Florida Fire Prevention Code for outdoor events, interpreted as being not on public right-of-way, that are reasonably expected to be attended by 100 or more people.

It should be noted that depending on the makeup of the event, there are times where both an Outdoor Public Assembly and a Special Outdoor Event is required.

Outdoor Event Permit Requests

On Public Property

On Private Property

100 people or greater
(700 in public parks, and,
All or partially on public property,
right of way, sidewalk, and/or roads)

Neighborhood event that closes
road with less than 100 people in
attendance

100 people or greater

Outdoor Public Assembly Permit
Required per Orange County
Ordinance

Block Party Permit
Required per Orange County
Ordinance

Special Outdoor Event Permit
Required per Florida Fire
Prevention Code

Reviews and approvals by:

Reviews and approvals by:

Reviews and approvals by:

Orange County Fire Rescue
Office of the Fire Marshal

Orange County Fire Rescue
Office of the Fire Marshal

Orange County Fire Rescue
Office of the Fire Marshal

Orange County Fire Rescue
Operations

Orange County Sheriff's
Office

Orange County Fire Rescue
Operations

Orange County Sheriff's
Office

Orange County Public Works
Traffic Engineering

Orange County Sheriff's
Office

Orange County Public Works
Traffic Engineering

Orange County Risk
Management

Orange County Public Works
Traffic Engineering

Orange County Risk
Management

Orange County Zoning
Division

Orange County Zoning
Division

Orange County Parks &
Recreation
(park events only)

Final Approval
Deputy County
Administrator

Orange County Code
Compliance &
Environmental Protection
Division
(information purposes only)

Final Approval
Deputy County
Administrator

Final Approval
Fire Marshal

Orange County Outdoor Public Assembly Permit Application

REMINDER:

1. All signatures must be notarized.
2. Include a \$100.00 payment confirmation.
3. Include a detailed site plan.
4. **Application MUST be submitted a minimum of 35 days prior to event starting.**
5. Insurance Certificate:
 - a. Certificate Holder should be:
Orange County, Florida Risk Management
109 E. Church Street, Orlando, FL 32801
 - b. A minimum of 30 days is required for the cancellation period.
 - c. Certificate must state that Orange County is an Additional Insured.
 - d. The name and date(s) of the event must be stated on the certificate.



**ORANGE COUNTY
OUTDOOR PUBLIC ASSEMBLY PERMIT APPLICATION**

Date: _____ Permit# _____

All questions must be answered, please mark the blanks as "N/A" if not applicable.

Name of event _____
Location/address of event _____
Date (s) of event _____
Hours of event _____
Description of event (attach a site plan) _____

Sponsoring organization _____
Contact name _____ Phone _____ Fax _____
E-mail address: _____ Cell Phone _____
Address of organization _____
Person responsible for any county fees _____ Phone _____

Parade/Race route (attach map) _____

Will parade/race occupy all or part of the streets and/or sidewalks to be used? _____

Are any public facilities or equipment to be used for event? _____ Explain _____

Number of units/persons/animals in race or parade _____

Number of persons expected to attend the event _____

Will any animals be part of the event? _____

Marshalling/set up time _____ Dispersing/break down time _____

Actual event times: Begins _____ Ends _____

*Will alcohol be sold or served? _____

Will food be sold or served? _____ Prepared at event or precooked? _____

*Will any fireworks or pyrotechnics be used? _____

*Will there be any street closures? _____ What streets? _____

**Will there be any tents? (number and sizes) _____

Will there be amplified sound equipment? _____

Will there be any signs or banners? _____

Will admission be charged? _____ How much? _____

Who will provide cleanup after the event? _____ (see attached form)

Will restrooms be available? _____ Describe where _____

***Additional permits required.**

****Additional permits and approved fire extinguisher(s) are required by the Florida Fire Prevention Code**

Will your event be advertised?_____ If yes, how?_____

Fees: A non-refundable application fee of \$100.00 is due at the time the application is submitted. Additional fees may be charged by other Orange County Departments. The applicant will be advised of any additional fees in advance, and they must be paid prior to the issuance of the permit.

A Certificate of Liability Insurance policy holding the county harmless, shall be submitted long with the application. The Orange County Risk Management Office will have the final decision on the amount of insurance required, based on individual events. The insurance certificate should read:

Orange County, Florida Risk Management
109 E. Church Street
Orlando, FL 32801

The certificate must list the County as an additional insured.

I certify by signing this application that the above is true and correct. I understand that the event can be terminated by the county should it create or cause violation of any county ordinances. I certify that I am authorized by the sponsoring organization to act in their behalf in the signing of all documents associated with this event. I, and the sponsoring organization, agree that we jointly and severally indemnify and hold Orange County and the Orange County Sheriff's Office harmless against all claims, damages, loss, and expenses, including court costs and attorney fees, for any and all claims arising out of, or resulting from the event including, but not limited to, any and all claims for damage or injury to, or death of persons arising out of or resulting from the holding of the public assembly or issuance of the permit.

Applicant's signature_____ Date_____

Print name of applicant_____

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary signature_____

This section to be completed by Orange County Personnel

Application fee of \$100.00 paid on_____
Check #_____ Receipt #_____ from_____
Received by_____
Street closure notification required?_____
Special Event notification required?_____

Office of the Fire Marshal – Plans & Permits
7079 University Blvd.
Winter Park, FL. 32792
Phone: 407-836-0004 Fax: 407-836-8310 Email Applications: OFMPermits@ocfl.net



CLEAN UP AGREEMENT

I, _____, promoter of the event _____ to be held on _____ agree to leave the Orange County roadway/property clean of all debris at the close of my event.

_____ The event staff will be responsible for the cleanup.

_____ I have hired the following private company to be responsible for the clean-up.

Name: _____

Address: _____

Phone: _____

Contact Name: _____

Print name

Signature

Date

Signed and sworn before me this _____ day of _____, 20__ .

Notary signature _____





Now Available

E-Bill Express from Orange County Fire Rescue!

Below is the website for our new Payment Portal for all payments. Please submit the **email confirmation** (example attached) of payment along with your permit application.

Next to the **Payment Type** click on the symbol with the box and pencil to add your Event name and dates.

Customer Name or Business Name <input type="text"/>	Primary Telephone Number <input type="text"/> Mobile ▾	Payment Amount \$ <input type="text"/>	Payment Type Select C ▾ 
First Name <input type="text"/> (optional)	Primary Email Address <input type="text"/>	Payment Method <input type="text"/> ▾ Add A Payment Method	
Middle Name <input type="text"/> (optional)		Pay Date 4/24/2017 	
Last Name <input type="text"/> (optional)		Invoice Number (if applicable) <input type="text"/> (optional)	

Payments confirmed before 8:00 PM ET will be debited from your bank account or credit card on the same day. Payments confirmed after 8:00 PM ET will be debited from your bank account or credit card the following business day.

[Continue to Payment](#)

For your convenience you can make your secure payment

ONLINE using a credit card or funds withdrawn directly

from your bank account (ACH).



<https://www.e-billexpress.com/ebpp/OCFRDBillPay/>

From: OFMPermits@ocfl.net
Sent: Friday, June 02, 2017 1:00 PM
To: OFMPermits@ocfl.net
Subject: Your one-time Payment to Orange County Fire Rescue Department has been initiated

From: E-BillExpress@E-Billexpress.com
Date: June 2, 2017 at 9:42:25 AM EDT
To: OFMPermits@ocfl.net
Subject: Your one-time Payment to Orange County Fire Rescue Department has been initiated



Your One-time Payment to Orange County Fire Rescue Department is being processed.

Customer Name or Business Name: Orange County
BCC
Account Name: Orange County
BCC
Payment Account: Visa ****1234
Payment Amount: \$80.00
Total Amount: \$80.00
Creation Date: Friday, June 02, 2017
Payment Date: Friday, June 02, 2017

1 Item paid with this One-time Payment

Confirmation #	Customer Name or Business Name	Payment Amount	Payment Type	Additional Information
3008121234	Orange County BCC	\$80.00	01 - Permitting (OFM)	Event Name and Event Date

Please DO NOT reply to this email. This email message was sent from a notification address that cannot accept incoming email.

To contact us, [click here](#) and review the Contact Us section on our web site.