**SPECIAL EVENT PERMIT APPLICATION PACKET**

## Application Checklist

_____ Completed Town of Winter Park Special Event Permit Application

_____ Completed Form DR 8439 (**only if planning to serve alcohol**)

_____ Applicable Fees*

_____ $150 Local Special Event Permitting Fee

_____ $100 Local Liquor Permitting Fee

**Please note State fees are not applicable as of August 1, 2011**

_____ *If this event is on behalf of a non-profit organization and applicant is requesting a waiver of the $150 local permitting fee, please check the box to the left.

## Property Possession Checklist

_____ Evidence of Permission to Use Premises

_____ Site Plan/Floor Diagram – 8 ½" x 11", identify all entrances and exits, seating arrangements, bar location, dimensions of area to be licensed (if planning to serve alcohol). If applicable, include plans for security, sanitation, waste removal, parking and accessibility.

## Applicant Checklist

_____ Contact Information

_____ Current Certificate of Good Standing from the Secretary of State (if incorporated)

_____ Non-profit Charter or Proof of Non-profit Status (if requesting waiver of fees)

_____ Reports and Statements filed with the Secretary of State (if a political group)