



# Special Event Permit Application

**THIS APPLICATION MUST BE SUBMITTED 30 DAYS PRIOR TO THE EVENT (15 days if less than 1,000 attendees) per Section 16-278 of City Code**

**FEE SCALE\* is based on application submittal date. Submit early to save!**  
**Applications submitted late shall be subject to a double fee and may not be processed**

Up to 1,000 Attendees	(submitted 15 <sup>+</sup> calendar days before event)	\$ 78.75
More than 1,000 Attendees	(submitted 30 <sup>+</sup> calendar days before event)	\$157.50
Up to 1,000 Attendees	(Late submittal - less than 15 days before event)	\$157.50
More than 1,000 Attendees	(Late submittal - less than 30 days before event)	\$315.00

\* Events at Markham Park require submittal 45 days before event.

\*All fees listed include the 5% technology fee

Application No.:	_____
Application Date:	_____
Event Start Date:	_____
No. of Days:	_____
Fee:	_____
Clean-up Deposit:	_____
Intake By:	_____
Entered By:	_____

**ALL FIELDS MUST BE COMPLETED OR INDICATED "N/A"**

Applicant Information		
Business Name (legal and DBA): _____		
Business Address: _____		
City, State, Zip: _____		
Telephone Numbers:	Office : _____	Cell: _____
E-mail Address: _____		
I acknowledge that this event will comply with the City of Sunrise Land Development Code Article XVIII. Unless specifically approved by City Commission: Each event may last no longer than one day; events may not be consecutive; the number of special events per year is limited to six (6) per location; and the special event must end before 11:00 p.m. (except at Markham Park). Food service may be provided by licensed vendors only. Additional regulations may apply.		
Name (print):	Signature:	Date:

Event Information		
Event Name: _____		
Event Address: _____ Sunrise, FL _____ (zip)		
Estimated Number of Attendees: _____		
Property ID (folio) Number(s): _____		
Property of Event is: <input type="checkbox"/> Vacant (Undeveloped) <input type="checkbox"/> Developed <input type="checkbox"/> Markham Park		
Name of Plaza/Shopping Center/Building: _____		
Event Date: _____ Time: From _____ To: _____		
Structures/materials may be in place beginning: _____ and will be removed by: _____		
Name of On-site Manager During Event: _____ Cell : _____		

