



# CITY OF COCONUT CREEK

## Outdoor Event / Banner Permit Checklist

**All applications shall be filed**  
**NOT LESS THAN TWO (2) WEEKS PRIOR**  
**to the start of the event.**

### **OUTDOOR BANNERS** (Display only, no outdoor activities)

- Site plan of property showing dimensioned location of any temporary promotional banners, flags, signs, or inflatable devices
- Dimensioned drawing, photograph or detailed description of promotional advertising display
- Written statement from owner of property, or authorized agent, authorizing advertisement and dates display will occur

### **OUTDOOR EVENT**

- Site plan of property indicating location of specific functions of the sale or event, all equipment, tents, barricades, temporary fences, traffic access and circulation ways and parking capacities, and any associated temporary advertising
- Written description of the nature of the event or sale, its functions, and goods and/or services offered
- Written statement from owner of property, or authorized agent, authorizing the event or sale and dates event will occur
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- Proof of state sales tax number and any applicable county and state licenses and permits
- Dimensioned drawing, photograph or detailed description of promotional advertising displays
- Certificate of Insurance as deemed applicable by the City including, but not limited to, general liability, automobile liability, workers compensations and naming the City as additional insured





# CITY OF COCONUT CREEK

## Outdoor Event / Banner Application

\* \* \* All applications shall be filed **NOT LESS THAN TWO (2) WEEKS PRIOR** to the start of the event. \* \* \*

EVENT TYPE							
Please check the appropriate event:				Application Date	Business ID # (for office use only)		
<input type="checkbox"/> Outdoor Banners (\$25.00)	<input type="checkbox"/> Car Wash Event (\$25.00)						
<input type="checkbox"/> Outdoor Event (\$75.00)	<input type="checkbox"/> MainStreet Event (\$50.00)						
APPLICANT INFORMATION							
Applicant Name							
Business/Organization							
Phone		Cell		Fax			
Email							
Address							
Type of Organization	<input type="checkbox"/> Non-Profit (attach 501-C)		<input type="checkbox"/> Charitable		<input type="checkbox"/> Other:		
BANNER INFORMATION (max size 4 x 8)							
From Date		To Date		# of Banners		Dimensions	
Description							

### Temporary Advertising Displays for all Outdoor Events

- Size, height, quantity, and installation of all banners and signs are subject to City banner pole standards (max size 4 x 8)
- Promotional advertising (banners) or the promotion of an outdoor event may occur for a maximum of 20 days.
- Frequency at which an applicant may utilize outdoor promotional advertising (banners) is 6 times per year.
- Frequency at which a tenant may hold outdoor events is 3 times per year.
- Frequency of plaza-wide outdoor events of a multi-tenant property is 12 times per year.
- Seasonal sales may only be advertised (banners) during the sales event.

EVENT INFORMATION							
From Date		To Date		# of Days		Hours of Operation	
Location of Event							
Description of Event							
Number of Vendors/Businesses/Organizations				Number of People Involved			

### HOLD HARMLESS AGREEMENT (for Event Application only)

The undersigned does hereby request a permit issued on the basis of and subject to the herein set forth information, with the understanding that all City of Coconut Creek ordinances shall be complied with whether specified or not.

\_\_\_\_\_ (Participant/Organization) shall indemnify and hold harmless the City of Coconut Creek, and appointed officials and employees, from and against any and all claims, damages, losses and expenses, including attorney's fees, and costs, whether incurred in litigation, appeals or otherwise, up to and including the United States Supreme Court arising out of or resulting from the permit being granted for \_\_\_\_\_ (activity/event) providing that any such claim, damages, loss of expense (1) is attributable to bodily injury, sickness, disease or (2) is caused in whole or in part by a negligent act or omission by \_\_\_\_\_ (Participant/Organization) or any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts may be liable, regardless of whether or not the same is caused in part by the City of Coconut Creek. Nothing in this granting of a permit shall affect the immunities of the City of Coconut Creek as provided by Chapter 768, Florida Statutes.

APPLICANT SIGNATURE			
Signature		Print	Date

