



Community Development Department – Planning Division
 10770 West Oakland Park Boulevard, Sunrise, FL 33351
 P: 954.746.3270 F: 954.746.3287
 AskZoning@sunrisefl.gov

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+ calendar days before event) | \$ 78.75 |
| More than 1,000 Attendees | (submitted 30+ 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 : _____ |

