



Richard Hawthorne
Chief of Police

City of Gulf Breeze Police Department



Sharon Armstrong
Deputy Chief of Police

CITY OF GULF BREEZE **SPECIAL EVENT APPLICATION**

Packet Includes:

1. Copy of Requirements to conduct special events.
2. Application to conduct special events.

The above documents must be signed, dated, and returned to:

**The Gulf Breeze Police Department
311 Fairpoint Drive
Gulf Breeze, Florida 32561**

At least thirty (30) days prior to the special event.

Applicant's Signature

Date





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CITY OF GULF BREEZE

REQUIREMENTS TO CONDUCT SPECIAL EVENT **ON CITY PROPERTY OR IN THE CITY OF GULF BREEZE**

Applicant must provide the following information at least thirty (30) days prior to the Special Event:

- a) The name and address of the organization or group requesting to hold a special event.
- b) The name, address, and telephone number of the person requesting the permit.
- c) The name, address, and telephone number of the person(s) who will act as chairman of the Special Event and be responsible for the conduct thereof.
- d) The date, hours, and specific location of the event.
- e) The purpose of the event, a general description of the activities to take place, the estimated number of persons to participate or otherwise attend, and the number and types of vehicles (if any) to participate.
- f) If this is a fundraising event, provide the name of the individual or organization benefiting from the fundraiser and indicated the proposed use of the funds.
- g) If this is a charitable event, provide the name of the benefiting charity, estimation of charitable contribution, and, if an annual event, previous year's charitable contribution and benefit charity's name.
- h) Sponsors of the Special Event will be responsible for all costs incurred by the City in providing required public safety personnel. Cost for public safety personnel will include FICA, retirement and overtime. We will attempt to use





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APPLICATION TO CONDUCT SPECIAL EVENT ON CITY PROPERTY OR RIGHT-OF-WAY

Date Submitted

1. EVENT NAME:

2. SPONSORING ORGANIZATION(S) BEING REPRESENTED:

Name: _____

Address: _____

3. PERSON REQUESTING PERMIT:

Name: _____

Address: _____

Phone: _____

4. PERSON ACTING AS CHAIRMAN AND RESPONSIBLE FOR CONDUCT THEREOF:

Name: _____

Address: _____

Phone: _____

5. DATE, HOURS, AND LOCATION OF EVENT:

311 Fairpoint Drive · Gulf Breeze, FL 32561 · (850) 934-5121 · www.gulfbreezepolice.com



Accredited by Commission for Florida Law Enforcement Accreditation

