



City of Winter Springs

Special Events Application

This permit must be completed in its entirety. Incomplete applications will be returned to the applicant and may delay approval and reservation of the desired date. Applications must be received sixty days prior to the Special Event. All applications must include a site map. Please attach or drop off your site map to the permitting department at City Hall. All Special Event Applications shall be subject to a \$25.00 application fee. Once completed, please e-mail this form to customerservice@winterspringsfl.org. If you have any questions please contact permitting at 407-327-1800 Option 1, fax 407-327-4784.

Application Number (staff)

Name

Address

Phone Number

Fax Number

E-mail

Name of person, corporation, or
association sponsoring the activity:

Address

Phone Number

Fax Number

Type of Organization

Federal Identification Number

Tax Exempt Number

Name and Description of
proposed activity:

Date(s) of Event:

Set up time(s)

Hours of Event

Estimated Attendance PER DAY:

