

Application Overview

OVERVIEW

18A - Special Events Permit

View # 9250

ID # SPEC4641636

Oct 21, 2015
(start date)

14d 10h
(time elapsed)

N/A
(allowed time)

N/A
(time remaining)

■ Pre - Warning ■ Over - Warning ← Based on Calendar Days

Client		Permit		Fees	
name	Andrea Kudlacz	start date	Dec 3, 2015	✓ Closures: Not for Profit	\$ 200.00
physical address	648 Dartmouth Street Orlando, FL 32804	end date		✓ Processing Fee: 501+ (no alcohol)	\$ 200.00
mailing address	PO Box 547744 Orlando, FL 32854	▶ Expires: No Standard End Date ▶ Renewal: None		▶ total fees	\$ 400.00
phone	(407) 579-0023	Council District	3	Credit Card on 11/05/15	(\$ 400.00)
mobile	(407) 579-0023	Describe Event	Holiday on the Drive is a family holiday event with a Christmas tree lighting ceremony, live music, Santa Claus, a horse drawn wagon, snow, characters, etc.	▶ amount due	\$ 0.00
email	kudlacz@bellsouth.net	Details: Aerials	No		
Organization: Sponsor	Downtown COLlege Park Partnership	Details: Aerials Type	Only a horse drawn wagon		
Organization: Type	Not for Profit	Details: Alcohol Served	No		
Organization: Phone	407-579-0023	Details: Alcohol Type	None		
Organization: Head	Andrea Kudlacz	Details: City Park	Yes		
Organization: Address	648 Dartmouth Street	Details: City Park Facility			
Organization: Billing	Orlando, FL 32804	Details: Clean-up street/sidewalk	We hire a cleaning service to clean up during and after the event		
Organization: 501 (c)(3)	Yes	Details: Clean-up Trash	same as above		
Organization: Federal Tax ID#	23-7250533	Details: Closure	Yes		
		Details: Street Closure	Edgewater Drive from Smith to Clayton Streets are closed. Barricades provided by Flashrite		
		Details: Entrance Fee	No		
		Details: Entrance Fee Type	none		
		Details: Food Service	Yes		
		Details: Food Type	Restaurants and vendors		
		Details: Pyrotechnics	No		
		Details: Pyrotechnics Type			
		Details: Signs or Banners	No		
		Details: Signs or Banners Type			
		Details: Sound	No		
		Sound Details			
		Details: Tent, Stage, Structure	No		
		Details: Tent/Stage/Structure Type	no stages this year only 10\'x10\' tents for vendors		
		Event: (1) Set-up	12/3/2015 @ 12:00pm		

Event: (2) Start Date	12/3/2015 @ 5:00pm
Event: (3) End	12/3/2015 @ 9:00pm
Event: (4) Breakdown	12/3/2015 @ 9:00pm
Event: Estimated Participants	30
Event: Estimated Spectators	3000
Event: Location	Along Edgewater Drive between Smith and Clayton in COLlege Park
Event: Name	Holiday on the Drive
Parade: Conducted	No
Parade: Animals	
Parade: Closure	
Parade: Marshalling	@
Parade: Dispersal	@
Parade: People	
Parade: Total Units	
Parade: Vehicles	

Items Needed

Driver's License or Other Photo ID

▸ Drivers Lic.jpg

Miscellaneous Documents

▸ **Item Missing**

Site Plan / Route - 1

▸ Map - Holiday on the Drive 2015.docx

Site Plan / Route - 2

▸ **Item Missing**

Street Closure Form

▸ **Item Missing**

501c3 Documentation

▸ **Item Missing**

Insurance: General Liability

▸ **Item Missing**

Insurance: Liquor Liability

▸ **Item Missing**

Liquor License

▸ **Item Missing**

Park Contract Documents

▸ **Item Missing**

1
Screen Application

12/03/15 (Started)
11/05/15 (Completed)

(edit)

-27d 15h

Status History

status	date	user
Ready	12/03/15 12:00 AM	Step Started
Approved	11/05/15 08:45 AM	Amy Ameye

There are no notes for this step.

2
Payment Due

11/05/15 (Started)
11/05/15 (Completed)

(edit)

-0d 0h

Status History

status	date	user
Ready	11/05/15 08:45 AM	Step Started
Paid	11/05/15 08:36 AM	

There are no notes for this step.

3
Check: Certificate of Insurance

11/05/15 (Started)
Ready

(edit)

-0d 0h

Status History

status	date	user
Ready	11/05/15 08:45 AM	Step Started

Notes

(add note)

There are no notes for this step.

4
Review: Downtown Development Board

11/05/15 (Started)
Ready

(edit)

-0d 0h

Status History

status	date	user
Ready	11/05/15 08:45 AM	Step Started

Notes

(add note)

Review: DDB
Auto-added on Nov 5, 2015

Record review notes.

5
Review: Transportation
11/05/15 (Started) Ready
(edit)
-0d 0h

Status History

status	date	user
Ready	11/05/15 08:45 AM	Step Started

Notes

(add note)

Review: Transportation
Auto-added on Nov 5, 2015

Record review notes.

6
Review: Fire Safety Management
11/05/15 (Started) Ready
(edit)
0d 0h

Status History

status	date	user
Ready	11/05/15 08:36 AM	Step Started

Notes

(add note)

There are no notes for this step.

7
Review: Medical
11/05/15 (Started) Ready
(edit)
0d 0h

Status History

status	date	user
Ready	11/05/15 08:36 AM	Step Started

Notes

(add note)

There are no notes for this step.

8
Review: Orlando Venues
11/05/15 (Started) Ready
(edit)
0d 0h

Status History

status	date	user
Ready	11/05/15 08:36 AM	Step Started

Notes

(add note)

There are no notes for this step.

9

Review: Parking

11/05/15 (Started)

Ready

(edit)

0d 0h

Status History

status	date	user
Ready	11/05/15 08:36 AM	Step Started

Notes

(add note)

There are no notes for this step.

10

Review: Parks & Recreation

12/03/15 (Started)

11/05/15 (Completed)

(edit)

-27d 15h

Status History

status	date	user
Ready	12/03/15 12:00 AM	Step Started
Approved	11/05/15 08:45 AM	Peter Effaldana

ok to approve - do not release

Peter Effaldana on Nov 5, 2015

Contract still in progress and we need insurance.

11

Review: SGT

11/05/15 (Started)

Ready

(edit)

0d 0h

Status History

status	date	user
Ready	11/05/15 08:36 AM	Step Started

Notes

(add note)

There are no notes for this step.

12

Review: Solid Waste

11/05/15 (Started)

Ready

(edit)

0d 0h

Status History

status	date	user
Ready	11/05/15 08:36 AM	Step Started

Notes

(add note)

There are no notes for this step.

13
Review: Stormwater

11/05/15 (Started)
Ready
(edit)

0d 0h

Status History

status	date	user
Ready	11/05/15 08:36 AM	Step Started

Notes
(add note)

There are no notes for this step.

14
City Council Decision

Not Ready

Status History

There is no history for this step.

Notes
(add note)

There are no notes for this step.

15
Payment: Pre-Event

Not Ready

Status History

There is no history for this step.

There are no notes for this step.

16
Post Extra Duty/Prepare Detail

Not Ready

Status History

There is no history for this step.

Notes
(add note)

There are no notes for this step.

17
Check: Alcohol License/COI


Not Ready


Status History


There is no history for this step.


Notes
(add note)


There are no notes for this step.


18	Check: DOT Form/T.C. Plan ▶ Not Ready	
Status History		
There is no history for this step.		
Notes (add note)		
There are no notes for this step.		


19	Check: OFD ▶ Not Ready	
Status History		
There is no history for this step.		
Notes (add note)		
There are no notes for this step.		


20	Check: Park Fees & Documents ▶ Not Ready	
Status History		
There is no history for this step.		
Notes (add note)		
There are no notes for this step.		


21	Check: Stormwater Questionare ▶ Not Ready	
Status History		
There is no history for this step.		
Notes (add note)		
There are no notes for this step.		


22	Downtown Development Board ▶ Not Ready	
Status History		
There is no history for this step.		
Notes (add note)		
There are no notes for this step.		

23	Extra Duty in place? ▶ Not Ready	
Status History		
There is no history for this step.		
Notes (add note)		
There are no notes for this step.		

24	Review: SOD Lt ▶ Not Ready	
Status History		
There is no history for this step.		
Notes (add note)		
There are no notes for this step.		

25	Review: SOD Capt ▶ Not Ready	
Status History		
There is no history for this step.		
Notes (add note)		
There are no notes for this step.		

26	Review: Chief / Deputy Chief ▶ Not Ready	
Status History		
There is no history for this step.		
Notes (add note)		
There are no notes for this step.		

27	Issue: Special Event Permit ▶ Not Ready	
Status History		
There is no history for this step.		
There are no notes for this step.		

Application Notes

There are no Application notes.

