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## Application Overview

**OVERVIEW** 18A - Special Events Permit

View # 6580 ID # SPEC5733006

Jun 14, 2017  
(start date)

93d 5h  
(time elapsed)

N/A  
(allowed time)

N/A  
(time remaining)

☐ Pre - Warning ☐ Over - Warning ☐ Based on Calendar Days

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Client	Permit	Fees	Rcpt
<p>name Courtney Firebaugh</p> <p>physical address 901 N. Highland Ave Orlando, FL 32803</p> <p>mailing address 901 N. Highland Ave Orlando, FL 32803</p> <p>phone (407) 206-1900 x1202</p> <p>mobile (407) 491-7384</p> <p>email  cfirebaugh@lhps.org</p> <p>Organization: Lake Highland Preparatory School</p> <p>Organization: Not for Profit</p> <p>Organization: Phone 407-206-1900</p> <p>Organization: Head Dr. David Rowe</p> <p>Organization: Address 901 N. Highland Ave</p> <p>Organization: Billing 901 N. Highland Ave</p> <p>Organization: 501 (c)(3) Yes</p> <p>Organization: Federal Tax ID# 85-8012620842C-8</p>	<p>start date Oct 18, 2017</p> <p>end date</p> <p>▶ Expires: No Standard End Date</p> <p>▶ Renewal: None</p> <p>Council District 3</p> <p>Describe Event Gina Martin 2 mile run/ walk</p> <p>Details: Aerials No</p> <p>Details: Aerials Type N/A</p> <p>Details: Alcohol Served No</p> <p>Details: Alcohol Type None</p> <p>Details: City Park No</p> <p>Details: City Park Facility</p> <p>Details: Clean-up street/sidewalk N/A</p> <p>Details: Clean-up Trash Lake Highland</p> <p>Details: Closure Yes</p> <p>Details: Street Closure North Highland Ave and the intersection of Lake Highland Drive. Also N. Highland Ave approx 20 minutes.</p> <p>Details: Entrance Fee Yes</p> <p>Details: Entrance Fee Type \$25 fee charged to participant. T- shirt and timing provided to runners.</p> <p>Details: Food Service No</p> <p>Details: Food Type N/A</p> <p>Details: Pyrotechnics No</p> <p>Details: Pyrotechnics Type</p> <p>Details: Signs or Banners No</p> <p>Details: Signs or Banners Type</p> <p>Details: Sound No</p> <p>Sound Details</p>	<p>✓ Closures: Not for Profit \$ 200.00</p> <p>✓ Processing Fee: 101 - 500 (no alcohol) \$ 100.00</p> <p>▶ total fees \$ 300.00</p> <p>Check on 07/03/17 (149351) (\$ 300.00) </p> <p>▶ amount due \$ 0.00</p>	

Details: Sound	No
Sound Details	
Details: Tent, Stage, Structure	No
Details: Tent/Stage/Structure Type	
Event: (1) Set-up	10/18/2017 @ 6:30pm
Event: (2) Start Date	10/18/2017 @ 6:30pm
Event: (3) End	10/18/2017 @ 7:00pm
Event: (4) Breakdown	10/18/2017 @ 7:00pm
Event: Estimated Participants	400
Event: Estimated Spectators	25
Event: Location	N. Highland Ave between Pasadena and Lake Highland Drive
Event: Name	Gina Martin Run
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

▸ DL- Firebaugh.pdf

##### Miscellaneous Documents

▸ Item Missing

##### Site Plan / Route - 1

▸ GMR Site Map.pdf

##### Site Plan / Route - 2

▸ Item Missing

##### Street Closure Form

▸ closure authorization form 2017.pdf

##### 501c3 Documentation

▸ tax ID number.pdf

##### Insurance: General Liability

▸ COI-City of Orlando .pdf

##### Insurance: Liquor Liability

▸ Item Missing

##### Liquor License

▸ Item Missing

##### Park Contract Documents

▸ Item Missing

