

MARTIN COUNTY PARKS AND RECREATION DEPARTMENT SPECIAL EVENT REQUEST FORM



Contact Information

Event Organizer First Name: _____ Event Organizer Last Name: _____

Email Address: _____

Primary Phone: _____ Secondary Phone: _____

Full Name of Organization: _____

Type of Organization (Non-Profit, For-Profit, etc.): _____

Address: _____ City: _____ State: _____ Zip: _____

Event Information

Name of Event: _____

Type of Event: _____ Expected Attendance: _____

Park Requested: _____ Facility Requested: _____

Event Date(s): _____ to _____ Start Time: _____ End Time: _____

Set-up Date / Time: _____ Teardown Date/Time: _____

Description of Event(provide detailed description of proposed event):

Check the below as they apply:

- | | | |
|--|---|--|
| ☐ Open to the general public | ☐ Charging admission/participant fees or donations | ☐ Stage |
| ☐ Food/beverage given away | ☐ Advertised/Publicized | ☐ Amplified Music/DJ/Live Music |
| ☐ Food/beverage for sale | ☐ Amusement Rides | ☐ Portable Toilets |
| ☐ Beer/wine/liquor given away | ☐ Animal Exhibits/Displays | ☐ Road Closures |
| ☐ Beer/wine/liquor for sale | ☐ Tents (indicate sizes below) | ☐ Other/Not Listed (describe below) |
| ☐ Products/Merchandise for sale | | |
| ☐ Approved Vendors | | |

Special Event Review Timeline

Timelines begin once a complete request form and required attachments are received and may be extended based on Departmental review. Review timelines vary based on event size, complexity, and risk level:

- Up to 500 attendees – up to 45 business days
- 501-1,000 attendees – up to 60 business days
- 1,000+ attendees – up to 90 business days (High Impact Event)
- Any Event with Alcohol – up to 90 business (High Impact Event)
- Major road Closures – Minimum 6 months (High Impact Event)
- Any municipality seeking to operate amusement rides per County policy – Minimum 6 months (High Impact Event)
- Review time may be longer if approvals from other municipalities are required.

- The event cannot be publicized with any Martin County park or facility name until applicant has received an executed Martin County Parks and Recreation Special Event Permit.
- High Impact Event may require an in-person or Zoom meeting.
- Submitting this form does not guarantee approval of event.
- I have read and understand the guidelines in the Special Event Guide.

I certify the information above is accurate to my knowledge, I am an authorized representative of this organization and have the authority to act on its behalf.

Event Organizer Signature: _____ Date: _____