



**City of Lauderhill
PROMOTIONAL & SPECIAL EVENTS LICENSE
Application**

5581 West Oakland Park Blvd. – Lauderhill, Florida 33313 (954) 730-3066,
(954) 730- 3092 or (954) 777-2050

******PLEASE ALLOW 30 DAYS FOR REVIEW. ALL APPLICATIONS MUST BE
SUBMITTED AT LEAST 30 CALENDAR DAYS PRIOR TO THE EVENT******

Business Name: _____ Phone: _____

Business Address: _____ Suite: _____ Zip: _____

Mailing Address: _____ Suite: _____ Zip: _____

Corporate Name _____

Corporate Address: _____

Zip: _____ Email Address: _____

Fax: _____ Website: _____ EIN: _____

Owner's Name: _____ Phone _____

Owner's Address: _____ Zip: _____

Description of Event (include dates and times): _____

Date/time: _____

Yes No Do you claim any exemption? Yes No if **yes, include copy of certificate.**

THIS IS NOT A LICENSE

I understand that I cannot have the event until I have been issued a license. Also, I understand that a promotion or event license is subject to cancellation if local ordinances are violated.

Signature _____ Title _____ Date _____

For Office Use Only

Approvals: Zoning: _____ Date: _____ Fire: _____ Date: _____

Police: _____ Date: _____ City Manager: _____ Date: _____

Business Tax Division _____ Promotional Fee: \$ **210.00**

Note: Application is subject to approval by Zoning, City Manager and the Fire Department.

City of Lauderdale
Finance & Support Services
5581 W. Oakland Park Blvd., Lauderdale, FL 33313
954-730-3066 or 954-730-3092 Fax 954-730-4239
Banner Permit Application
(Application can be obtained from the Building Dept.)

Business Name: _____

Business Address: _____

Contact Person: _____

Telephone: _____

Cell/Pager: _____

Banner Location: Address: _____

Size of Banner: _____ Square Footage: _____

Wording on Banner: _____

Cost of Banner: _____ Contractor: Yes [] No []

Contractor Name: _____

Contractor Address: _____

Name of Building Owner: _____

Address: _____

Written Consent of Building Owner for Banner: _____ Attached: []

Fee Schedule: Temporary \$0.75 per square foot Minimum Fee \$30.00

CHECKLIST FOR PROMOTIONAL LICENSE

PLEASE SUBMIT THE REQUESTED ITEMS ALONG WITH YOUR APPLICATION.

1. Map of site showing parking spaces, egress, ingress, tent locations and sizes, portable bathroom facilities, stage locations, vendors, rides, etc.
2. Description of all signs/banners, tents, etc. Where they will be located, sizes, dates the signs will go up and come down (subject to permit regulations).
3. Type of sound system to be used. Inside or outside, decibel level from property line, etc.
4. Letter from landlord of the property giving permission for the promotional event.
5. Number of people expected at the event, per peak time, per day.
6. Type and number of security personnel to be provided (cost to be borne by the business hosting the promotional event).
7. Explanation of all events to be held outside or inside.
8. Must show current proof of liability insurance with City of Lauderhill as certificate holder.