



# Office of Planning & Zoning

## Musical or Entertainment Permit *Submittal Guide*

### Application

In this article "musical or entertainment festival" shall mean any gathering of groups of individuals for the purpose of listening to or participation in entertainment which consists primarily of musical renditions, for periods of time in excess of six (6) hours.

Any person or partnership desiring to stage, promote, or conduct any musical or entertainment festival in the county shall first secure a special entertainment permit from the board of county commissioners for any gathering at which five hundred (500) or more persons are anticipated to attend or five hundred (500) or more tickets are printed or sold.

### Submittal Requirements

- Completed entertainment application.
- Copy of tax receipt or property record card and the latest recorded warranty deed showing the current fee-simple title holders of the property.
- Plot plan drawn to scale.
- Adequate plan for medical facilities.
- Adequate plan for internal security, traffic control, communications, fire protection and emergency services, including ambulance service in and around the festival area.
- A full and complete disclosure in the financial backing of the festival, including the names of all persons with a direct or indirect financial interest.
- The names of all persons who will perform at the festival and executed copies of all contracts or agreements with such persons.
- The name of all persons who will provide products, materials, or services to or at the festival and executed contracts or agreements with such persons.
- A written public liability insurance policy insuring the person staging, promoting or conducting the musical or entertainment festival against any and all claims and demands made by any person or persons for injuries received in connection with the staging, promoting, conducting or attendance of or at the musical or entertainment festival, written within limits of not less than three hundred thousand dollars (\$300,000.00) damage or injury to any one (1) person for bodily injury or otherwise, and for not less than five hundred thousand dollars (\$500,000.00) for damages incurred or claimed by more than one (1) person for bodily injury or otherwise, plus one hundred thousand dollars (\$100,000.00) damages to property. The original or duplicate of the policy shall be attached to the application for a special entertainment permit, together with adequate evidence that the premiums are paid.
- The actual admission ticket to be used at said musical or entertainment festival. The ticket shall contain thereon a provision that the holder will consent to the search of his vehicle or any package for illicit drugs, and that if he fails to do so, he will be denied admission and his money will be refunded.
- Any other information deemed necessary to establish compliance with Code.

### Application Fees

\$500.00 – Application filing fee for the first 500 patrons  
\$100.00 – Additional fee for each additional 1000 patrons

You may pay with a debit or credit card, however, an additional fee equal to 1% of the transaction total will be added for the convenience of using a debit or credit card.

### **Procedures**

The application for the special entertainment permit shall be submitted to the Board of County Commissioners at least thirty (30) days in advance of the commencement of the festival for which the permit application is filed, to permit the Board to evaluate the application in an orderly and expeditious manner.

The County Manager or designee shall be entitled to inspect the property subject to the application at all reasonable times without specific notification to the applicant or to the property owner.

Upon receipt of the completed application and all required documentation, the Department of Growth Management staff will process the application and place it on the agenda for the next available Board of County Commissioners meeting.

If you have any questions, please call our office at 352-343-9641 or email us at [zoning@lakecountyfl.gov](mailto:zoning@lakecountyfl.gov).