

Event Notification Form



This notification shall reflect that the signatory party has been advised of the location, duration and nature of the event, including any special effects to be used, in accordance with **Ordinance No. 58-84(u)(4)b.1&2** of the City of Winter Park Code of Ordinances.

PLEASE NOTE:

- A larger area of notification may be required depending on the size and scope of the event.
- Street closures require a signed notification from **EVERY** business and/or resident located within the closure.

EVENT NAME _____

EVENT ADDRESS _____

EVENT DATE from _____ to _____

EVENT TIME from _____ a.m. to _____ a.m.
p.m. p.m.

APPLICANT/COMPANY _____

CONTACT NAME _____

ADDRESS _____

PHONE _____ FAX _____ EMAIL _____

EVENT DESCRIPTION _____ ANTICIPATED ATTENDANCE _____

(Include nature of event, any special effects, number and type of production vehicles, etc.)

YES, I have been notified of the above-referenced event.

NAME/BUSINESS _____ TITLE _____

ADDRESS _____ PHONE _____

SIGNATURE _____ PRINT NAME _____