



CITY OF BOCA RATON

201 W. Palmetto Park Road • Boca Raton, FL 33432-3795

(561) 393-7934 [Office] • (561) 367-7049 [Fax]

www.myboca.us

APPLICATION FOR SPECIAL EVENT SIGN

Application #: _____ Date Submitted: ____ / ____ / ____

TYPE OF EVENT: _____

LOCATION OF EVENT: _____

DATE(S) OF EVENT: _____

TIME(S) OF EVENT: _____

SPONSOR ORGANIZATION NAME: _____

SPONSOR ADDRESS: _____

(STREET)

(CITY)

(STATE)

(ZIP)

TELEPHONE: (____) _____

FAX: (____) _____

PERSON RESPONSIBLE FOR EVENT: _____

TELEPHONE: (____) _____

DESCRIBE SIGN: (*Size, shape, construction, etc.*) _____

WHAT MESSAGE WILL THE SIGN PROVIDE? _____

LOCATION WHERE SIGN WILL BE PLACED _____

**ONLY ONE (1) SIGN IS ALLOWED
ON PREMISES DURING EVENT.**

APPLICATION FOR SPECIAL EVENT SIGN PERMIT— cont.

SIGNS MUST BE REMOVED AT CLOSE OF EVENT

- ◆ Only (1) sign or banner, directing the attention of the public to a special event, may be permitted on the premises of the event. No fluttering, rotating, flashing-type signs may be used. No hot or cold-air balloons may be used.
- ◆ A special event sign shall not exceed 25 square feet per sign face and a sign area of 50 square feet, and its height shall not exceed 7 feet. A banner shall not exceed 50 square feet in area.
- ◆ Such signs and banners shall be erected not to exceed 7 days prior to the scheduled date of the event and removed within 7 days after the scheduled event ends.

By acceptance of this permit, the sponsor agrees to indemnify and hold harmless the City of Boca Raton, its officers, employees and agents from and against all loss, costs, expenses, including attorneys' fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by sponsor, its officers, employees, and agents under any of the terms of this special event permit.

If any unforeseen circumstances occur and/or the sponsor fails to meet the requirements the City has set forth, the City of Boca Raton shall have the right to cancel or stop the event before commencement of the activities and/or during the event.

SPONSER AGREES TO ABIDE BY ALL PERMIT CONDITIONS:

_____ / ____ / ____
Signature of Applicant **Date**

Special Event Fee of \$8.00 received by Finance Dept. on _____
 By: _____, Finance Dept.
 Revenue Account No. 001-0000-322-1800



**CITY OF BOCA RATON
 SPECIAL EVENT PERMIT FOR SIGNS
 PERMIT NO. 2012- _____**

This permit is for sign(s) only. It does not authorize the event to be advertised by the sign(s). For those special events which require authorization by the City of Boca Raton, a separate special event permit application, which includes sign review is required.

APPROVED BY: _____ **DATE:** _____
CODE COMPLIANCE