



SPECIAL EVENTS APPLICATION FAQ SHEET

- **How far ahead can I apply for a special event?** Special Event Permit Applications may be submitted a **maximum** of 12-months in advance and a **minimum** of 60-calendar days in advance.
- **Can I place a hold on a date?** Submittal of Special Event applications are available on a first come first serve basis. The City of Clermont does not hold dates without the payment of the deposit for selected area, \$10 application fee, and application filled out and submitted.
- **Where do I drop off my application and deposit?** Applicant will need to drop off Special Event application, pay required deposit for area rented, and \$10 application fee, to the Clermont City Center, 620 W. Montrose Street.
- **Where can I find the special Events application?** The Special Events application can be found online at the following link: <https://www.clermontfl.gov/events/index.shtml>, or by calling 352-708-5975
- **What is the process after I submit my application and pay for my deposit?** After the application is submitted the applicant will be required to meet with City of Clermont Events Staff to discuss the event. This meeting will determine if extra staffing and services are required to proceed with the applicant's event.
- **Do I need to go before City Council to host my event?** If the event has more than 500 people in expected attendance, is going to have alcohol of any sort, or the event will require road closures, the applicant will be required to go before City Council for approval.
- **When is final payment due?** Final payment is due 30 days before your event date.
- **What kind of insurance will be needed?** Depending on the type of event, the staff from the Events Team will let application know what Certificates of Insurance are required for a specific event.