



**City of Lauderhill
PROMOTIONAL LICENSE
Application**

5581 West Oakland Park Blvd., Lauderhill, Florida 33313 - (954) 730-3030

******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): _____

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: **\$268.03**

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



CHECKLIST FOR PROMOTIONAL LICENSE

PLEASE SUBMIT THE REQUESTED ITEMS ALONG WITH YOUR APPLICATION.

1. Map of site showing parking spaces, generators, egress, ingress, tent locations and sizes, portable bathroom facilities, stage locations, vendors, rides, etc. **(If applicable)**
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.