

# 2026 City of Flagler Beach Special Events Application Checklist

**NOTE: APPLICANTS WHO REQUEST ROAD CLOSURES, CITY CO-SPONSORSHIP, USE OF THE CITY SEAL, AND/OR FEE WAIVERS MUST SUBMIT THEIR SPECIAL EVENT APPLICATION NO LESS THAN 60-DAYS IN ADVANCE AND REQUIRE CITY COMMISSION APPROVAL**

- Review and follow Ordinance 2025-19 and any other City Ordinances that may apply to your event
- Submit a fully completed Special Events Application packet to the City Clerk's Office by the required due date (Section 4-104 of Ordinance 2025-19)
  - Special Events Application
  - Site Plan
  - Current Certificate of Insurance
  - If Event Producer/Applicant is a non-profit organization, include a copy of the IRS Determination Letter
  - Submit to [Ckuhn@cityofflaglerbeach.com](mailto:Ckuhn@cityofflaglerbeach.com) or [Poverstreet@cityofflaglerbeach.com](mailto:Poverstreet@cityofflaglerbeach.com)
- Remit 50% of estimated costs within 3 business days of receipt of estimate; final payment for the event will be due within 5 business days following the event including Itinerant Merchant fees
- Itinerant Merchants (Section 4-106 of Ordinance 2025-19)
  - Submit all Itinerant Merchant Documents to the City Clerk's office no less than 10 business days before the event for review and processing
  - Pick up Itinerant Merchant Permits prior to the event during normal business hours (M-F 8:00 am – 5:00 pm)
  - Ensure Itinerant Merchants always have their Permits visible for inspection by City staff during the event
  - Immediately after completion of the event, inform the City Clerk's office of the number of Itinerant Merchants that participated and provide any additional documentation collected during the event
- Pay all remaining event costs including Itinerant Merchant fees within 5 business days after the event; an invoice will be provided to you by the City
- Respond timely to emails and requests for information from City staff