



City of Atlantic Beach ~ Department of Recreation & Special Events  
 716 Ocean Blvd. ~ Atlantic Beach, Florida 32233-5445  
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 Email: [recreation@coab.us](mailto:recreation@coab.us)

**PERMIT APPLICATION FOR PRIVATE EVENT  
 to be held on public property in the  
 CITY OF ATLANTIC BEACH, FLORIDA**

Please provide the following information for approval from the City of Atlantic Beach to hold a **private** non-profit event at any of the City of Atlantic Beach parks and/or beaches areas. Permits are issued on a first come, first serve basis to applicants 21 years or older. **ID required at the time of permit application.**

<b>Name Responsible: PRINT</b>		
<b>Name of Organization (if applicable):</b>		
<b>Street, City, State, Zip</b>		
<b>Daytime Phone</b>	<b>Evening Phone</b>	<b>Email</b>

**Name/Purpose of Event:** \_\_\_\_\_

**Location including park, parking, streets:** \_\_\_\_\_

**Date(s) & Hours(s) of use including set-up & clean up:** \_\_\_\_\_

**Give a description of event and activities:** \_\_\_\_\_

**How many people do you expect to attend?** \_\_\_\_\_

*Public facility and public area should be left in good and clean condition without damage. All City policies and ordinances are to be followed. For fires - charcoal, wood and any remnants of the fire must be removed from the beach, the area picked-up, and trash deposited in trash barrels or removed. If weather is inclement, events may be rescheduled up to 30 days after submitted date of event upon notification to the Recreation Office. **NO REFUNDS will be issued!***

**Applicant agrees not to sell, publicize or discuss any products or services offered by self, or any organization, or to engage in fundraising activities on public property of City of Atlantic Beach including parks and beaches. Use of alcoholic beverages is not permitted in the City parks or on the beach.**

Total	Application Fee	Usage/Event
\$	25.00	Beach fire or fire usage (open flame)
\$	25.00/night per site	Camping at Dutton Island; primitive campsite(s) <b>Must be 21 years for permit; Entire island: \$125.00 per night (5 sites)</b>
\$	25.00	Wedding or event on beach or in parks
	25.00	Use of pavilion, parks, courts, and playing fields
\$	25.00	Special event in City of Atlantic Beach (business, photo shoot, neighborhood party, church, festival, etc. block parties no longer allowed in the City of Atlantic Beach)
\$	<b>7% SALES TAX</b>	Florida tax exemption accepted
\$	Amount Due	For Office Use: <span style="float:right"><b>Ck # _____</b></span>
		<b>Paid \$</b> <span style="float:right"><b>Receipt # _____</b></span> <span style="float:right"><b>Cash</b></span>
		<span style="float:right"><b>Credit</b></span>

## Complete for private non-profit events

Attach site/route map if applicable.

Yes	No	Please answer the following:
		Is additional equipment and/or are vendors planned for? (tents, chairs, tables, bounce house, etc.) Describe: (Certificate of Insurance may be needed for some events)
		Will public restrooms need to be open?
		Is music planned for the event? Type of music _____ Hours _____ (noise ordinance begins at 10 pm)
		Will you be using signs, banners or decorations? (All decorations and banners must be removed at end of event.) If yes for a banner, have you filled out a banner application? Y/N ___ Approved? ___
		Will you be cooking at this event? If yes, by what medium?
		Will there be a fire or fireworks?
		Where will people park?
		Are there any requests for city provided equipment or services? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list: • • • •

The APPLICANT shall indemnify, defend, and hold harmless the City of Atlantic Beach, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including bodily injury and personal injury liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of, or in any way connected with APPLICANT'S use of CITY/PUBLIC property, unless solely caused by the gross negligence of willful misconduct of the City, its officers, employees, or agents.

By signing this application the APPLICANT has read and agrees to accept all responsibility outlined and implied, to comply with the Ordinances and Codes of the City of Atlantic Beach, the Special Event Guidelines and Policies, and all requirements stipulated for approval of this application.

**Applicant Signature** \_\_\_\_\_ Date \_\_\_\_\_  
(must be 21 years of age) if electronic, type in "Electronic Signature"

Print Name \_\_\_\_\_  
Copy of Driver's License or State Issued Legal ID required for permit.

Address if different from above: \_\_\_\_\_

Contact number if different from above: \_\_\_\_\_

Office Use Only:

- ID verified \_\_\_\_\_  
 Approved \_\_\_\_\_  
 Denied \_\_\_\_\_



## **BEACH FIRE REGULATIONS**

The permit applicant is responsible for enforcement of the rules and conditions which apply to all attendees of the event.

- Fires on the beach at night are allowed between November 1 and February 28.
- Fire must be attended to at all times by a responsible adult age 21 or older.
- Cooperation with Law Enforcement and Park Rangers is required.
- Fire location must not block beach access ramp for City vehicles.
- No personal vehicles are allowed on the beach.
- Setting-up against/in the beach dunes with vegetation is prohibited.
- Applicant needs to practice good safety around cooking and beach fires including monitoring wind for sparks. Do not light fires in windy conditions (be wise/ discretionary).
- Permit applicant is responsible for keeping participants off the dunes. No disturbance of existing beach topography and vegetation (sea oats) is permitted and will be subject to a fine of up to \$5000 per Florida State Ordinance.
- Fires are to be of a campfire size of 2'x2'x1' deep. Large bonfires on the beach are **not** allowed.
- Burning of Christmas trees on the beach is not permitted.
- **Alcoholic beverages and glass containers are prohibited on the beach.**
- **No firecrackers or fireworks are allowed.**
- **All fires must be fully extinguished and not left to burn or smolder by 10 pm (Sunday – Thursday) (11 pm Friday & Saturday).**
- **All campfire ashes/debris must be completely removed from the beach**
- **All fire-pits and holes must be filled in and leveled with surrounding area.**
- **Collect all trash and place in barrels or place in bags next to barrels.**
- Leave only footprints behind.

*APPROVAL FOR A FIRE ON THE BEACH PERMIT REQUIRES ADHERENCE to all policies, procedures, and stipulations outlined in the City of Atlantic Beach Special Events, City Policies and Ordinances, and conditions of permitting. Non-compliance may result in your event being shut down, being charged additional damage/clean-up fees, and/or forfeiture of the right to have future events.*

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

*Thank you for following these rules to help keep our beach safe and clean for everyone's enjoyment! Have an enjoyable time.*

Rev. 02/2017



# WELCOME TO OUR PARKS

Enjoy your visit. In order for everyone to have a Good time, please respect the following:

- PERMITS ARE ONLY ISSUED TO APPLICANTS 21 YEARS OR OLDER (ID REQUIRED)  
No person shall set up an overnight camping or lodging site in a park except in designated & posted areas.
- No person shall sell or make an offer to sell goods or services or conduct business activities within a park without the express written permission from the Recreation Department. No person shall solicit monetary or other valuable contributions from others in a park without the express written permission from the Recreation Department.
- No person shall start or use a fire within a park except in facilities provided or permitted by the Recreation Department. Fires shall be attended at all times and fully extinguished before the site is left unattended.
- No person shall use a metal detector or similar device within a park without a permit from the Recreation Department.
- No person shall operate within a park a motorized vehicle not licensed for regular use upon public highways, or golf carts. Motorized wheelchairs may be operated in areas as provided.
- No person shall in any way alter, damage, remove or deface any facilities, features, vegetation, man-made objects or equipment in a park or place; nor erect or store personal property, plant vegetation or deposit debris or refuse in a park as an extension of a use on adjacent property without the express written permission of the Recreation Department.
- No person shall operate hobby rockets, remote-control gliders or powered remote control or tethered planes, boats, cars or other like devices in a park except in areas designated by and with the express written permission of the Recreation Department.

***I have read and am aware of the above information***

- Signature \_\_\_\_\_
- Printed Name \_\_\_\_\_ Date \_\_\_\_\_
- Please call police dispatch (904-247-5859) regarding any problems/issues at Dutton Island Preserve.



# **PRESERVE CAMPING**

## **@ DUTTON ISLAND**

- **Camping on the Island is “primitive” – no electricity or water at the campsite.**

**Please remember: leave only footprints and take only pictures**

- Fire in fire pit or fire rings only
- Possession and consumption of alcohol is illegal in the Preserve
- Nothing may be attached to the trees
- Do not cut or remove any of the branches, bushes, or ground fall (dead limbs, needles, etc.)
- Pets must be on leash and attended at all times (applicant responsible for cleaning up after animals)
- Quiet hours are 10:00 pm to 7:00 am
- Parking is very limited on the island during the day. For more than 2 cars, please park additional cars at the entrance of the island.
- Share the Preserve with others – paddlers, fishermen, hikers, etc.
- Please use refuse containers provided. Recycle please.
- Restrooms should be open during your stay (please check with park ranger)
- Obtain the after-hours code to the gate lock/campsite lock prior to your visit from the Recreation Department. The main gate is locked 1 hour after sunset. The code must be used to exit or enter after hours.

I have read and am aware of the above information. PERMITS ARE ONLY ISSUED TO APPLICANTS 21 YEARS OR OLDER (ID REQUIRED)

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_  
Date \_\_\_\_\_

Please call police dispatch (904-247-5859) regarding any problems/issues at Dutton Island Preserve.

Park Rangers make occasional visits on the island. The gate locks at dusk; you will need a code from the Ranger to exit, (904-339-3703).

*Enjoy your visit on Dutton Island Preserve & Salt Marshes!*