

# **Sandestin Owners Association, Inc.**

## **Special Events Permit Application**

Pursuant to Article IV, Section 4, sub-section (d) and (e) of the Sandestin Owners Association Covenants and Restrictions, the Sandestin Owners Association shall require approval of all special events as designated in this application.

The purpose of the Special Events Permit Application is:

- A. To ensure proper parking/traffic plan is coordinated
- B. To compensate the SOA for additional costs incurred above normal operation. IE: Security overtime, trash removal, etc.

This Special Events Application (hereafter “the application”) is submitted by the “Host” (person or entity sponsoring the event and making application) to the Sandestin Owners Association (SOA). This application shall be submitted to the SOA at least 60 days prior to the commencement of any Event.

This application is not optional, a contract, or reservation, and does not obligate the SOA to approve the event. The SOA will not have deemed the application approved until the appropriate person or persons have reviewed its contents, and a signature has been received.

Conferences, meetings, trade shows or any other function booked through Sandestin Golf and Beach Resort or the Hilton Hotel as a normal function of their business shall be exempt from the permitting process.

Failure to submit and receive approval of an application may result in denial of ingress to the participants, visitors, staff etc.

A permit is required for any non-routine event that will require any additional SOA resources.

### **Special Event Fees**

There shall be no fee imposed for Homeowner sponsored Special Events. Events held which significantly contribute to charity will be fee exempt.

Events not categorized above which require additional resources from the SOA will be billed for actual costs not to exceed \$500 per day. The SOA Executive Director or his designee shall determine the fee amount of any Special Event fees based on the information provided. This fee is subject to change based on a significant change of information provided herein.

**The Application**

**Host**

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**Whose address for notice purposes is**

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**Category (Circle one)**

LSE

SSE

**Type of Special Event and brief description:**

**Proposed location of Event** (include any common areas that may be used and comprehensive parking plan up to and including methods of moving people, and provide a diagram)

**Commencement Date and Time:** \_\_\_\_\_ at \_\_\_\_\_ am/pm  
(include time for set up and any limitations on early access)

**Ending date and time:** \_\_\_\_\_ at \_\_\_\_\_ am/pm  
(include any time for clean up and access after the end of the event)

**Estimated number of workers or volunteers** \_\_\_\_\_

**Estimated number of attendees** \_\_\_\_\_

**Estimated number of vehicles and passes required**  
(number of attendees divided by 4) \_\_\_\_\_

**Estimated number of vehicles having in excess of 4 wheels** \_\_\_\_\_

**Special requests** (signage for common areas, tents, comfort stations, etc). Please provide diagram of intended location of each if item is to be located on SOA or Neighborhood Common Property)

**Sandestin Golf and Beach Resort Neighborhood impact notification**

Please provide a list of all neighborhoods that may be impacted and verification that each Community Association Manager has been notified.

**Law Enforcement and Security needs (to be coordinated with the SOA Director of Security)**  
**Additional provisions or stipulations**

Approval status

APPROVED    DENIED    PENDING FURTHER INFORMATION

Amount of Fee required \_\_\_\_\_

Authorized by \_\_\_\_\_ Date \_\_\_\_\_