

Comments and Files:

▲ Organization Information

Organization/Individual Name	Orange County Bar Association (FL)
Organization: Federal Tax ID# or Social Security # if individual	59-0816175
Organization Address 1	880 N. Orange Ave.
Organization City	Orlando
Organization Country	United States of America
Organization State	Florida
Organization Zip Code	32801
Is the Host Organization a 501(c) non-profit tax exempt organization?	No
Chief Officer First Name	Candice
Chief Officer Last Name	Disorbo
Chief Officer Title	Executive Director
Chief Officer Email	candiced@ocbanet.org
Chief Office Work Phone	407-422-4551
Chief Officer Mobile Phone	407-234-0424

▲ Contacts

Event Information Required

Comments and Files:

Event Dates & Attendance Required

Same Day Set-up, Event and Tear Down	Yes
Event Date	03-07-2026
Set-up Start Time	6:00 am
Set-up End Time	7:00 am
Event Start Time	7:00 am
Event End Time	12:00 pm
Tear Down Start Time	12:00 pm
Tear Down End Time	1:00 pm
Anticipated Total Attendance	700
Anticipated Peak Attendance	700
Anticipated Peak Hour Start Time	7:00 am
Anticipated Peak Hour End Time	12:00 pm

Comments and Files:

✓ Event Location

Required

Parks (Other Parks)

Approved

Comments and Files:

✓ ✓ Site Plan

Required

Comments and Files:

✓ ✓ Do you plan to use tents, stages and/or temporary built structures at your proposed event?

Yes

Planning/Permitting Services

Approved

Fire Marshal

Approved

Comments and Files:

✓ Do you plan to have food service for your event?

Yes

Fire Marshal

Approved

Comments and Files:

❏ Will alcohol be served, consumed or sold, consumed at your proposed event?

Yes

Permit Coordinator

Under Review

Comments and Files:

 Applicant /  Jan 22, 2026 10:55 AM

We are selling entry to the block party but once inside the alcohol is complimentary.
Which documents do I need to provide?

 Permit Coordinator /  Jan 22, 2026 11:06 AM

Good morning Candice,

The FL Alcohol and Tobacco Department considers "free" alcohol that is included in an admission price as a sale of alcohol.

We would require a liquor license and retail liquor liability. In this case, host liability would not be sufficient.

Thank you,
Kaylea Skinner

 Applicant /  Jan 22, 2026 01:27 PM

Thank you. Is the license and liability provided by the vendor who is providing the alcohol or the OCBA as the hosts?

 Permit Coordinator /  Jan 22, 2026 01:35 PM

Hi Candice,

It can be either way. If you provide the vendor liquor liability and license, I would recommend that your organization's general event insurance include host liability in addition to our other requirements. Often times event insurance will come with host liability automatically.

If you are providing vendor liquor liability, please be sure that they have the City of Orlando as additional insured, using address 400 S. Orange Ave, Orlando, FL. 32801.

If your organization's insurance includes retail liquor liability already, you do not need to provide vendor insurance. We would just need their license.

Please be sure that once you have all of these documents, that you submit an alcohol waiver for the Parks Department (attached here).

Best,
Kaylea Skinner

[📎 Alcoholic Beverage Waiver Application \(4\).pdf](#)

 Applicant /  Jan 23, 2026 01:27 PM

The vendor does not have a liquor license because they are not selling alcohol. What do we need to provide in this case? They do have insurance.

👤 Permit Coordinator 📅 Jan 23, 2026 01:30 PM

Hi Candice,

As I mentioned before, alcohol provided for "free" to an attendee after purchasing entry or a drink ticket counts as a sale, so technically they are selling.

If they do not have the license, you are able to provide one as the hosting organization to cover the event alcohol sales overall.

Best,
Kaylea Skinner

👤 Applicant 📅 Jan 23, 2026 01:36 PM

Can you please let me know the process for us obtaining a license as the hosting organization?

👤 Permit Coordinator 📅 Jan 23, 2026 01:46 PM

Hi Candice,

It looks like last year, the vendor provided the liquor license for this event.

Unfortunately, I do not think it would be possible for you to get a liquor license before your event if you do not already have one as you are not a non-profit organization. You can check with the FL Alcoholic Beverages and Tobacco Office to confirm.

My recommendation is to work with a vendor/caterer who can provide a license. This would be either a 13CT or a 4COP license.

Best,
Kaylea Skinner

Do you plan to have amplified sound? (Musical instruments, bullhorns, wireless mics/speakers) Do you need a Loudspeaker Permit?

Yes

Loudspeaker Activity Address	4990 New Broad Street, Orlando, FL US 32814
Loudspeaker Activity Description	DJ playing music and making announcements.
LOUDSPEAKER DAY 1	
Loudspeaker Date	03-07-2026
Loudspeaker Start Time	7:00 am
Loudspeaker End Time	12:00 pm
Amplification Device	DJ equipment
Estimated Attendance	700

Comments and Files:

Is your event a Race, Walk, Run, Cycling or a combination?

Yes

Comments and Files:



E Barricades will arrive at 6 AM. If you arrive at 6:15 AM to put up your tent – you will most likely be able to still walk across the field to bring in your Tent, Table, and Gear. Once they finish dropping them you will only be able to get in through the entrance!