


APPLICATION REVIEW

SPECIAL EVENT: SPECIAL EVENT PERMIT APPLICATION Application Review

2026 AdventHealth Corporate 5k
Monday April 27, 2026 - Friday May 1, 2026

Under Review

 Print Application

Application Comments

 Permit Coordinator /  Dec 02, 2025 12:07 PM

[More Info Needed](#)

 Permit Coordinator /  Dec 02, 2025 12:08 PM

 Submitted

 Permit Coordinator /  Dec 02, 2025 04:18 PM

Please attach an updated 501(c)3 letter for Track Shack. The current is expired (2021).

Peter, Permit Coordinator

 Applicant /  Dec 10, 2025 02:01 PM

Updated 501(c)3 letter

[TSYF_CertificateofExemption_Exp073126.pdf](#)

 Permit - Finance /  Dec 12, 2025 09:08 AM

Under Review

Details

Application ID:	.2507
Permits:	
Applicant:	Katelyn Presti
Account User:	Katelyn Presti
Permit Manager:	Permit Coordinator
Last Updated:	Jan 22, 2026 11:39:19 AM

Permits

There are no Permits for this application.

Related Applications

There are no related applications.

Billing

Application

🟡 ✓ Administrative Tasks and Permit Notes 🚫 not viewable by applicant

Permit Coordinator

Under Review

Permit - Finance

Approved

Comments and Files:

^ Organization Information

^ Contacts

Event Information

Required

Comments and Files:

Event Dates & Attendance

Required

Same Day Set-up, Event and Tear Down

No

Multi-day Permit Start Date

04-27-2026

Multi-day Permit End Date

05-01-2026

Multi-day Permit Start Time

6:00 am

Multi-day Permit End Time

5:00 pm

SET-UP DAY1

Set-up Date

04-28-2026

Set-up Start Time

6:00 am

Set-up End Time

5:00 pm

SET-UP DAY2

Set-up Date

04-29-2026

Set-up Start Time

6:00 am

Set-up End Time

5:00 pm

EVENT DAY1

Event Date	04-30-2026
Event Start Time	6:00 am
Event End Time	11:00 pm
Anticipated Total Attendance	15000
Anticipated Peak Attendance	15000
Anticipated Peak Hour Start Time	6:00 pm
Anticipated Peak Hour End Time	10:00 pm
TEAR DOWN DAY1	
Tear Down Date	05-01-2026
Tear Down Start Time	12:00 am
Tear Down End Time	5:00 pm

Comments and Files:

📍 Event Location Required

Parks (Lake Eola Park)

Under Review

Comments and Files:

✓ ✓ Site Plan Required

Site Plan Files [25_Corporate5k_SiteMap_8.5x11_NC_V2.pdf](#)

Event Narrative and Timeline

4:00 pm – Lake Eola Opens
 5:30 pm – T-Shirt Design Award/ Largest Team Award
 6:15 pm – Runners line up on Central Blvd. (3 Corrals)
 6:30 pm – Walkers line up on Eola Drive
 6:45 pm – Runners Start
 6:55 pm (Approx.) – Walkers Start
 7:30 pm– Overall Male/Female Award

As the agent of the Host Organization, I understand and agree that I have the sole responsibility to fully depict all event plans, activities and components and other information on the site plan, route map and/or enclosed area diagrams submitted. Yes

Fire Marshal

Approved

Fire - Fiscal Coordinator

Approved

Comments and Files:

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

Yes

Planning/Permitting Services

Under Review

Fire Marshal

Approved

Building Official

Not Yet Reviewed

Comments and Files:

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

Yes

Comments and Files:

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

Yes

Permit Coordinator

Under Review

Comments and Files:

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

Yes

Comments and Files:

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

Yes

Comments and Files:

Do you have a parade component in your event?

No

⚠️ Do you plan to include, close, modify and/or impact any public right of way?

Yes

Transportation

More Info Needed

Comments and Files:

NOTE sent to Robert at Thornton Park Mainstreet 1/13/2026.

Robert, I hope you are well,

As you plan future events please note that Osceola Circle won't be available to you on April 30th due to the street closures from 11am to 11pm for the Corporate 5K.

Peter Kalivas

Special Event Permits Coordinator

Office of Special Events Division

Transportation Department

City of Orlando

400 S. Orange Avenue

Orlando, FL. 32801

o. 407.246.2590

Permit Fees are Non-Refundable

1478697543771_CityofOrlando_Horizontal

Will the event have vendors selling or giving away merchandise or services including donation at time of sales? Yes

Comments and Files:

Do you plan to use fencing or barriers? (e.g. event perimeters, beer garden, VIP area, parking, production, lines, etc) Yes

Comments and Files:

Do you plan to have pyrotechnics, fireworks, or flame effects? No

Will the event have any banners or signs? Yes

Comments and Files:

Will there be aeronautical activity at your proposed event? No

Additional Information Required

Comments and Files:

● Security/Safety Plan

Required

Police - Extra Duty
Not Yet Reviewed

Comments and Files:

✓ 0 Medical Plan

Required

EMS
Approved

Fire - Fiscal Coordinator
Under Review

Comments and Files:

▲ 0 Transportation Impact & Notification Plan

Required

Transportation
More Info Needed

Notifications
Under Review

Comments and Files:

👤 Applicant / 📅 Jan 22, 2026 11:20 AM

We would like to move forward with the 5k route attached (2023 route - Start on Central, Bumby, Robinson, Rosalind, back to Central)

[📄 23_Corporate5k_CourseMap_Print_NC_V2.pdf](#)

● Parking Plan and Impact

Required

What is your parking plan for volunteers, staff, guests, media/broadcast (if applicable), vendors or any other groups?

Utilize surrounding side streets and parking garages.

Will the proposed venue or event site plan impact metered parking spaces?

Yes



LEGEND

- Green Tent Zone
- White Tent Zone
- Blue Tent Zone
- Gold Tent Zone
- AssuredPartners
- Catering Drop-off
- Restrooms
- Beer
- Take a Pic!
- Runner Entrance
- Walker Entrance
- First Aid
- Information/Scoring
- Volunteer Check-in
- 5k Course
- Race Start
- Finish



N. Eola Dr.

S. Eola Dr.

Cathcart Ave.

WALKERS START Finish Time Over 40 min. **VIP**

Blue Zone

E. Washington St.
Advent Health
Feel Whole
Experience

Gold Zone
AssuredPartners

Hillman Ave.

CEO/Seeded
Finish Time Under 25 min.

S. Osceola Ave.

Broadway Ave.

White Zone

RUNNERS START Finish Time Over 25 min.

Lake Ave.

Advent Health
CORPORATE 5K

Lake Eola

E. Robinson St.

Post Race Refreshments

N. Rosalind Ave.

Green Zone

Green Zone

E. Central Blvd.

3