

APPLICATION REVIEW

SPECIAL EVENT: SPECIAL EVENT PERMIT APPLICATION

Application Review

2nd Annual Orlando Latin Jazz Festival

Friday March 27, 2026 - Sunday March 29, 2026

● Submitted

 Print Application

\$ OUTSTANDING PAYMENT

Application Comments

 Permit Coordinator /  Dec 02, 2025 12:38 PM

[▲ More Info Needed](#)

 Permit Coordinator /  Dec 02, 2025 12:38 PM

● Submitted

 Permit Coordinator /  Jan 06, 2026 11:35 AM

Please pay your permit fees via the invoice you received. We cannot process your permit application until this is completed.

Peter, Permit Coordinator

 Permit - Finance /  Jan 09, 2026 04:54 PM

● Outstanding Payment

Details

| | |
|-----------------|--------------------------|
| Application ID: | 2750 |
| Permits: | |
| Applicant: | Leah Nash |
| Account User: | Leah Nash |
| Permit Manager: | Permit Coordinator |
| Last Updated: | Jan 09, 2026 04:54:50 PM |

Permits

Related Applications

There are no related applications.

Billing

Application

Administrative Tasks and Permit Notes  not viewable by applicant

Comments and Files:

Organization Information

Contacts

Event Information

Required

Comments and Files:

Event Dates & Attendance

Required

Comments and Files:

Event Location

Required

Comments and Files:

Site Plan

Required

Site Plan Files

[Timucua Orlando Latin Jazz Festival Site Map.pdf](#)

Event Narrative and Timeline

March 27-29, 2026: Timucua Arts Foundation hosts its second annual Orlando Latin Jazz Festival in Downtown Orlando. The event provides free Latin Jazz musical performances, as well as educational opportunities. Downtown Orlando venues include Downtown Arts District CityArts, Orange County Library System Melrose Center, Orange County Regional History Center, the white house and other Downtown Orlando businesses (TBA).

Noon - 11:45 PM, Friday, March 27: Multiple events in our venue locations

Noon - 11:45 PM, Saturday, March 28: Multiple events in our venue locations

1 - 7 PM, Sunday, March 29: Multiple events in our venue locations

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

Comments and Files:

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

No

Do you plan to have food service for your event?

No

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

Yes

ALCOHOL DISTRIBUTION

Free/Hosted Alcohol

ALCOHOL CATEGORIES

Beer, Wine

IDENTIFICATION CHECKS

At time of service

Is the event limited to age 21 and older?

No

Will alcohol be served in a beer garden?

No

ALCOHOL SERVING DAY 1

Event Date

03-27-2026

Alcohol Start Time

4:00 pm

Alcohol End Time

11:00 pm

ALCOHOL SERVING DAY 2

Event Date

03-28-2026

Alcohol Start Time

4:00 pm

Alcohol End Time

11:00 pm

Alcohol Description

Alcohol will be sold at CityArts.

All beverages must be served/sold in paper or plastic cups (NO glass, NO single use plastics, NO styrofoam) during event hours.

Yes

Will there be alcohol service in City Park?

No

Alcohol permit and other supporting documents file(s) [Alcohol Permit Statement.pdf](#)
upload

Check the box below if you do not have all the required alcohol supporting documents at the time of submission. As the agent of the Host Organization, I agree to upload all alcohol permits and related documents no less than 10 business days before the event start date.

As the agent of the Host Organization, I understand and will comply with the alcohol management planning requirements. Yes

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? No

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? No

Will the event have vendors selling or giving away merchandise or services including donation at time of sales? No

Do you plan to use fencing or barriers? (e.g. event perimeters, beer garden, VIP area, parking, production, lines, etc) No

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

Comments and Files:

Medical Plan Required

Comments and Files:

Transportation Impact & Notification Plan Required

Comments and Files:

Parking Plan and Impact Required

Comments and Files:

Streets Cleaning and Stormwater Best Practices

Required

| | |
|---|---|
| Which of the following discharges do you anticipate producing from your special event activities? | None |
| Will you be pressure washing? | No |
| My event will prevent illicit discharges into the stormwater system by: | We will not be creating any waste water. |
| How will you prevent debris from discharging into the stormwater system? | Removal of objects by hand before discharge |
| Describe in details how your event prevent debris discharge by removal of objects by hand | Volunteers and staff will remove objects by hand. |
| Will your event footprint touches city's property? | Yes |
| What is your plan on street sweeping and after-event cleaning? | Volunteers and staff will clean after event. |
| Additional Stormwater Provisions | N/A |
| As the agent of the Host Organization, I have read, understand, and agree to comply with the Best Management Practices (BMPs) as described on City of Orlando Stormwater Section Best Management Practices (BMPs) for Special Events and assume full responsibility for my vendors as it pertains to stormwater management. I understand that if the City of Orlando needs to clean up after my event I am liable for the costs of the cleanup. | Yes |

Comments and Files:

Waste Removal Plan

Required

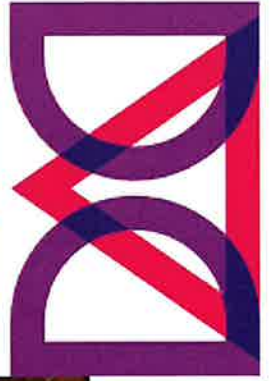
| | |
|---|---------------------------------------|
| Recycling Single Container | 10 |
| Trash Single Container | 25 |
| Do you plan to use dumpster(s) and roll off(s) to manage waste? | No |
| Do you want to rent garbage and recycling containers from the city? | No |
| Waste Container(s), Dumpster(s) and Roll Off(s) Drop Off Location | N/A |
| Waste Container(s), Dumpster(s) and Roll Off(s) Drop Off Date/Time | 03-27-2026 12:00 pm |
| Waste Container(s), Dumpster(s) and Roll Off(s) Pick Up Date/Time | 03-29-2026 6:00 pm |
| Hauling and/or Container Rental Company | N/A |
| Waste Management Contact Name | Leah Nash |
| Waste Management Contact Phone | 4077585324 |
| Recycling/Waste Reduction Plan | Recycling containers throughout venue |

SITE MAP



2026 TIMUCUA ORLANDO
LATIN JAZZ FESTIVAL
MARCH 27 - 29

LOCATION 1: CITYARTS FORDIFY THE ARTS COURTYARD



**Downtown
Arts District**
ORLANDO

SITE MAP

2026 TIMUCUA ORLANDO
LATIN JAZZ FESTIVAL



LOCATION 2: OCLS MELROSE CENTER



SITE MAP

2026 TIMUCUA ORLANDO
LATIN JAZZ FESTIVAL



LOCATION 3: ORANGE COUNTY
REGIONAL HISTORY CENTER



ORANGE COUNTY REGIONAL
**HISTORY
CENTER**
DOWNTOWN ORLANDO

SITE MAP

2026 TIMUCUA ORLANDO
LATIN JAZZ FESTIVAL



PENDING: SOUTH PATIO,
EAST LAWN OR
INTERNATIONAL PLAZA

LOCATION 4: LAKE EOLA



SITE MAP

2026 TIMUCUA ORLANDO
LATIN JAZZ FESTIVAL



{DDP GRANT DOLLARS
WILL NOT FINANCE THIS
LOCATION}

LOCATION 5: THE WHITE HOUSE



SITE MAP



2026 TIMUCUA ORLANDO
LATIN JAZZ FESTIVAL



ADDITIONAL VENUES

We are approaching different businesses in
Downtown Orlando to be participating venues.

Timucua Arts Foundation will pay for artist fees.

This event will draw people to Downtown Orlando.

