

# APPLICATION REVIEW

SPECIAL EVENT: SPECIAL EVENT PERMIT APPLICATION

## Application Review

### Arab Fest

Saturday March 21, 2026 - Sunday March 22, 2026

**Under Review**

 Print Application

#### Application Comments

 Permit Coordinator /  Jan 13, 2026 09:57 AM

[More Info Needed](#)

 Permit Coordinator /  Jan 13, 2026 09:58 AM

**Submitted**

 Permit - Finance /  Jan 15, 2026 08:30 AM

**Under Review**

#### Details

Application ID:	3276
Permits:	
Applicant:	Janan Smither
Account User:	Janan Smither
Permit Manager:	Permit Coordinator
Last Updated:	Jan 22, 2026 06:08:59 PM

#### 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

Comments and Files:

Event Location

Required

Event Venue Type

City Park or Facility

City Park / Facility use for the event

Orlando Festival Park (includes skate park)

City Park or Facility Reservation Confirmation Number

17517

City Park or Facility Reservation Confirmation File(s)  
Upload

[Paid Reservation 000186359 - signed.pdf](#)

Event Venue Description

We will have vendor booths that include selling food and also merchandise. We will also have a stage for the band and performers.

Event Venue Map Address

2911 East Robinson Street, Orlando, FL 32803

Comments and Files:

Site Plan

Required

Site Plan Files

[map festival park 2026 copy.pdf](#)

Event Narrative and Timeline

We will start the setup at 3pm on Saturday, March 21st. We will continue setup in the morning of the 22nd. The event will be open to the public at 11:00am. There will be food trucks, vendor booths, and sponsor booths for the public. There will also be a stage with music and performances including singers, dance troops, and other entertainers.

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.

**Comments and Files:**

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

**Comments and Files:**

👤 Fire Marshal / 📅 Jan 16, 2026 10:27 AM

Fire watch fee \$292.00 fire inspection for food trucks, food vendors, warmers/chaffing dish, tents, stage, fencing, crowd control, pyrotechnics" cold sparks" inflatables, please contact Inspector J E Brand 407 246 3137 or email ( Jennifer.Brand@Orlando.gov) payments contact Katrina Verbal 407 246 3649

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

**Comments and Files:**

👤 Fire Marshal / 📅 Jan 16, 2026 10:28 AM

Fire watch fee \$292.00 fire inspection for food trucks, food vendors, warmers/chaffing dish, tents, stage, fencing, crowd control, pyrotechnics" cold sparks" inflatables, please contact Inspector J E Brand 407 246 3137 or email ( Jennifer.Brand@Orlando.gov) payments contact Katrina Verbal 407 246 3649

Will alcohol be served, consumed or sold, consumed at your proposed event? No

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? Yes

**Comments and Files:**

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

Police - Extra Duty  
Not Applicable

Comments and Files:

✔ 🚫 Medical Plan Required

EMS  
Approved

Fire - Fiscal Coordinator  
Under Review

Comments and Files:

🚫 🚫 Transportation Impact & Notification Plan Required

Transportation  
Under Review

Notifications  
Under Review

Comments and Files:

🔒 Parking Plan and Impact Required

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

The Map figure provided earlier indicates parking. Parking for volunteers and staff will be on one side of the park and parking for guests will be on the grassy field on the west side of the park.

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

No

Will the parking closure impact any of the following	None
Parking closure detailed description	N/A
Will the proposed venue or transportation plan impact access to any non metered or private parking spaces?	No
Are you renting off-site parking location or private lot or garage?	No

Parking  
**Not Applicable**

**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 Trash containers will be spread out through the park and emptied as needed.

Will your event footprint touches city's property? Yes

What is your plan on street sweeping and after-event cleaning? We will pay city staff to do the above

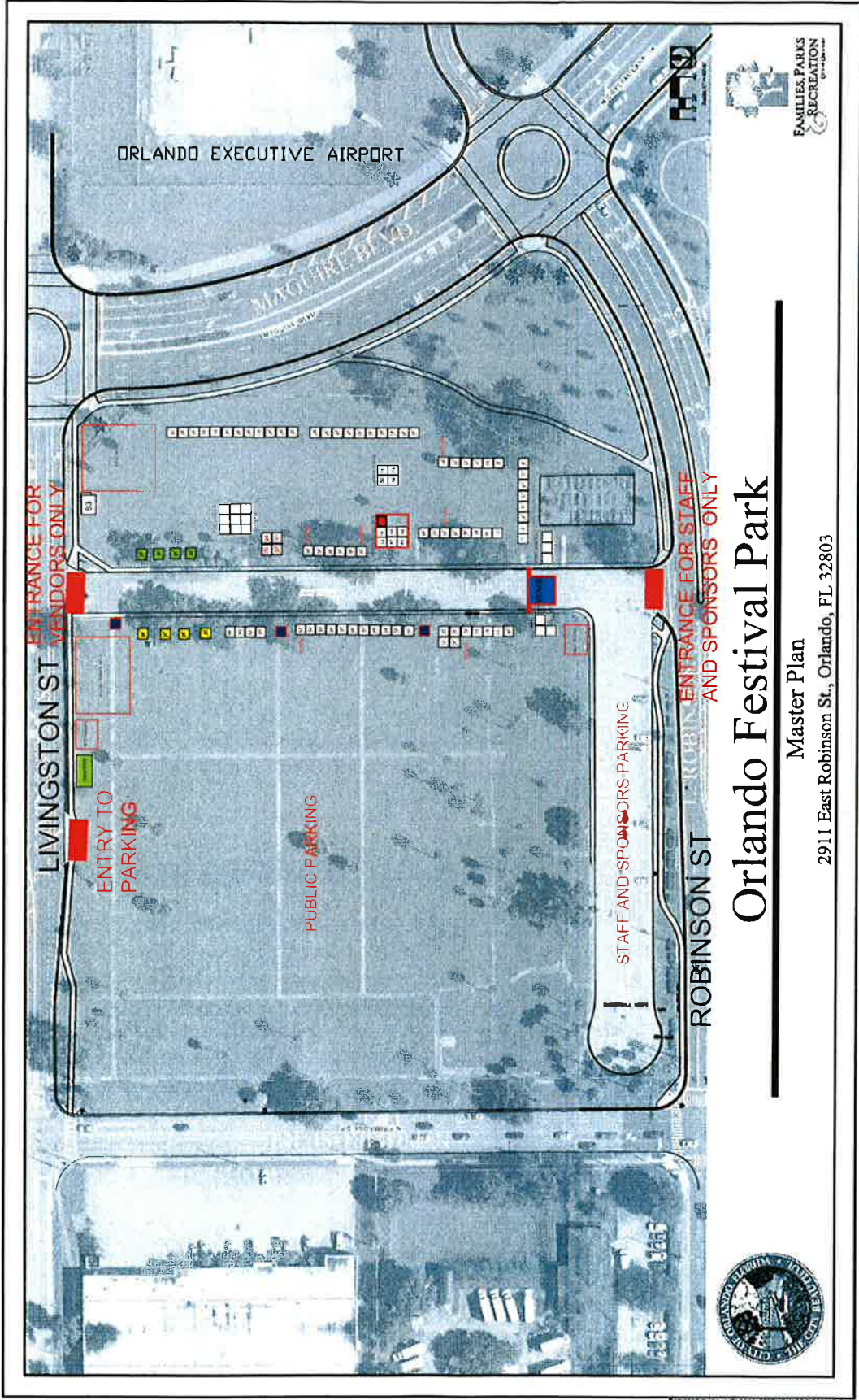
As the agent of the Host Organization, I have read, understand, and agree to comply with the Best Management Practices (BMPs) as described on City of Orlando Stormwater Section Best Management Practices (BMPs) for Special Events and assume full responsibility for my vendors as it pertains to stormwater 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

Streets / Stormwater  
**Approved**

**Comments and Files:**

✓✓ Waste Removal Plan Required

Solid Waste



ORLANDO EXECUTIVE AIRPORT

MAGUIRE BLVD

ENTRANCE FOR VENDORS ONLY

LIVINGSTON ST

ENTRY TO PARKING

PUBLIC PARKING

STAFF AND SPONSORS PARKING

ROBINSON ST

ENTRANCE FOR STAFF AND SPONSORS ONLY

# Orlando Festival Park

Master Plan

2911 East Robinson St., Orlando, FL 32803

