

APPLICATION REVIEW

SPECIAL EVENT: SPECIAL EVENT PERMIT APPLICATION

Application Review

Jubilee

Saturday March 21, 2026

Submitted

 Print Application

Application Comments

Details

Application ID: 3736
Permits:
Applicant: Donna Carpenter
Account User: Donna Carpenter
Permit Manager: Permit Coordinator
Last Updated: Jan 20, 2026 05:33:23 PM

Permits

There are no Permits for this application.

Related Applications

There are no related applications.

Billing

Date	Invoice #	Bill To	Due Date	Amount	Status	Department
01-20-2026	11668	Donna Carpenter	01-27-2026	420.00	Active	Special Event Division

Application

Administrative Tasks and Permit Notes  not viewable by applicant

Comments and Files:

Organization Information

Organization/Individual Name: Equipt Inc dba New Creation Fellowship
Organization: Federal Tax ID# or Social Security # if individual: 46-5221337
Organization Address 1: 19601 Ben Hill Griffin Parkway
Organization City: Fort Myers

Organization Country	United States of America
Organization State	Florida
Organization Zip Code	33913
Is the Host Organization a 501(c) non-profit tax exempt organization?	Yes
If yes, please attach Host Organization 501 IRS Tax Exemption Letter.	Exemption Certificate.pdf
Chief Officer First Name	Donna
Chief Officer Last Name	Carpenter
Chief Officer Title	Project Manager
Chief Officer Email	donna.sunsea@yahoo.com
Chief Office Work Phone	7547772830
Chief Officer Mobile Phone	7547772830

▲ Contacts

Event Information Required

Comments and Files:

Event Dates & Attendance Required

Comments and Files:

Event Location Required

Event Venue Type	City Street, Right-of-Way or Sidewalks
Event Venue Description	Block off Parramore Street between Livingston and Amelia Possibly block off Livingston St between Westmoreland and Parramore (TBD) Sidewalks in front of ACE school on Parramore and Livingston
Event Venue Map Address	701 West Livingston Ave Orlando FL 32805

Comments and Files:

 Permit Coordinator /  Jan 20, 2025 10:14 AM

EDV will need to confirm Creative Village agreement.

Peter, Permit Coordinator

Site Plan Required

Comments and Files:

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

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? 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? Yes

Comments and Files:

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

Merchandise Vendor Type	Give away
Estimated Number of Vendor Booths	4
Vendor Description	1. food pantry items 2. pre-packaged food for lunch 3. bibles 4. personal care items (toiletries etc)
Vendor List File(s) Upload	
Check the box below if you do not have the required vendor list at the time of submission.	As the agent of the Host Organization, I will submit the required vendor list no less than 2 weeks prior to the event start.

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
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
Comments and Files:	
Waste Removal Plan	Required
Comments and Files:	
Restrooms/Sinks	Required
Restrooms Plan	As this is a neighborhood event we will not be providing bathrooms
3rd Party Port-A-Can Company Name	NA
As the agent of the Host Organization, I understand and acknowledge that all portable restrooms at special events must be serviced at least daily.	Yes
Comments and Files:	
Insurance	Required
Comments and Files:	

