



924 S. Co. Hwy. 83 | Santa Rosa Beach, FL 32459 | 850-622-7895

## SPECIAL EVENT PERMIT GUIDELINES

Welcome and thank you for choosing South Walton Beaches to hold your event! South Walton beaches are a beautiful place to hold a wedding or special event. In an effort to make your event more enjoyable, and preserve the natural splendor, we have summarized a few guidelines regarding your permit. These guidelines are in accordance to Walton County Municipal Code Chapter 22 - Waterways and Beach Activities.

### General Restrictions

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- Glass, mirrors, ceramics and the like are not allowed on the beach.
- No release of helium balloons and/or Chinese lanterns.
- No fires/open flames without a bonfire permit. (Contact South Walton Fire Department for bonfire permits at 850-267-1298 or [beachbonfire@swfd.org](mailto:beachbonfire@swfd.org).)
- Leave only your footprints. Please clean up all items, including trash, before you leave.
- No motor vehicles permitted on the beach.
- Artificial petals are not permitted and are considered litter.
- Special events over 100 people will require the special event sponsor/vendor to provide security and adequate parking plan. For security per Walton County Sheriff's Office, please contact the Walton County Sheriff's Office at [specialevents@waltonso.org](mailto:specialevents@waltonso.org) or 850-892-8186.

### Start and End Times

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- Set-up can only begin 1 hour before event time.
- Take down must be completed within 1 hour of the conclusion of the event.
- Permits will not be issued for events beginning prior to 8:00 AM CST.
- All items must be removed from the beach by midnight.
- Permits will not be issued more than twelve (12) months prior to the event requested.

### Where to Set Up

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- Events cannot be set-up within 100' of a marked turtle nest. (Bonfires cannot be set up within 200'.)
- Events cannot be set-up within the 15' emergency access corridor at the **water's edge seaward**.
- Events cannot be set-up within the 15' emergency access corridor at the **water's edge landward** (on public beach accesses).
- Events cannot be set up in front of the beach access boardwalk.

### Special Permitted Items

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- Bonfires, tiki torches, candles, or any open flames will need to be permitted through South Walton Fire District at 850-267-1298 or [beachbonfire@swfd.org](mailto:beachbonfire@swfd.org).
- Events being held on private, gulf front property, require *either* a Special Event Permit Authorization or a copy of a rental agreement (for rented properties).
- Generators, lighting, dance floors, large tents and stages are not permitted without an FDEP (Florida Department of Environmental Protection) permit. Please contact Reginald Bradley at 850-595-8300.
- Tents, for Special Events, are restricted to 10'x10', with the exception of Inlet Beach, Ed Walline, Dune Allen/Ft. Panic, Santa Clara and Miramar Beach Regional Beach Accesses, which are restricted to 20'x40'. Tents are required to be noted on the Special Event Permit to be permissible.

### Refunds

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- Special Event Permits are non-refundable. Please call 850-622-7895 for any questions.



## Walton County Municipal Code Chapter 22 Waterways and Beach Activities

### Sec. 22-02. - Definitions.

*Special events* means:

- (1) Any use, activity, or event conducted or promoted on the beach that would constitute a violation of any provision of this article or any rule or regulation issued under the authority of this article;
- (2) Any activity or event that is organized and promoted to attract, and is likely to attract, a crowd of more than 30 persons to a certain place on the beach at a certain time under circumstances that are likely to create a need for additional police, lifesaving, or other services; or
- (3) Any activity or event on the beach that is promoted or sponsored by commercial interests and will advertise or promote private commercial interests.
- (4) Special events does not include private parties on private property, with no commercial gain or benefit, hosted and attended by the owner of the property.

### Sec. 22-59. – Temporary use for special events.

- (a) *Policy and objective.* This article is intended to ensure broad beach usage by allowing temporary uses of the beach for purposes which otherwise would be prohibited. These special uses would be allowed by a permit that waives certain restrictions under specific conditions which still protect the public health, safety, and welfare. The permitting process is intended to provide a convenient procedure to be followed by beach users.
- (b) *Permit required.* No person shall organize, promote, or conduct a special event, except as provided in a special event permit issued pursuant to this section. It shall be unlawful for a vendor to organize, promote, or conduct a special event on behalf of a client without being listed on the permit application.
- (c) *Permits for special events.*
  - (1) A permit for special event, according to its terms, may constitute a temporary waiver of one or more provisions of this chapter.
  - (2) Permits are required for special events with 30 or more people expected. Permits are required for all weddings that are to be held on a public beach access, so as to not have more than one wedding taking place at the same time and place.
  - (3) The county shall create an application for the permit that details the items allowed and prohibited for use on the beach during special events. The permit shall require the applicant to provide, at a minimum, the following information:
    - a. Date and time of the special event;
    - b. Location of the special event;
    - c. Description of the special event;
    - d. Anticipated crowd size;



- e. Sponsor of the special event;
  - f. Written consent from the property owner;
  - g. Any other information required by the county;
  - h. The location of the walk-over or access to the beach that will be used for the event and permission from the owner if necessary;
  - i. Detailed equipment list and layout to include quantity of tables, chairs, lights, and other fixtures or equipment; and
  - j. Parking plan.
- (4) Special events over 100 people will require the special event sponsor to provide security and adequate parking.
- (5) Special event sponsors are required to clean the beach immediately after the event has been completed.
- (6) No special event shall be located within 100 feet of an active turtle nest.
- (7) Fee. The fee for special event permits shall be set by resolution of the board and changed as necessary. Each special event shall require a separate permit.
- (Ord. No. 2013-04, § 2, 1-22-13; Ord. No. 2017-05, 2-7-17)