

City of Chipley

Special Event Application Packet

- Please complete entire application.
- Incomplete applications will be returned.
- Applications shall be submitted at least 45 days prior to the event start date.
- Please provide all requested information at the time that the application is submitted. Please provide any additional information that you would like the City Council to consider when making their decision.
- Applicant or representative shall appear before City Council at the next regular or special meeting to advise the Council of the purpose of the Special Event. Contact City Hall for meeting dates and times, (850) 638-6350.
- If the event requires closure of roads, alleyways or sidewalks; complete the included temporary closure form. If State roads are involved, an FDOT permit is required. The FDOT permit will be handled by the City of Chipley. Be advised that FDOT permitting process may require additional time.



1442 Jackson Avenue
 P.O. Box 1007
 Chipley, Florida 32428
 (850) 638-6350 Fax: (850) 638-6318

City of Chipley

Special Event Application

Name/Organization: _____

Address: _____

Contact person: _____ Phone: _____ Fax: _____

E-mail: _____

Type of Event: _____

Purpose of Event: _____

Location of Event: _____ Indoors/Outdoors

Date(s) & Time(s) of Event: _____

Amount of Liability Insurance: _____ (attach copy of policy)

Concert Yes/No If yes, What type of music? _____

Will food and nonalcoholic beverages be sold? _____

Will fireworks be displayed? Yes/No If yes, provide name, license number and pyrotechnic plan to be approved by Fire Chief.

Will amusement rides be available? _____

Number of participants anticipated per day: _____

Are security and/or medical services provided? _____

Applicant Signature: _____ Date: _____

Approved [] Denied []

Mayor's Signature: _____ Date: _____

RELEASE AND HOLD HARMLESS AGREEMENT

FOR THE SOLE CONSIDERATION OF the City of Chipley granting permission for the undersigned to conduct a _____ upon street(s) as provided for in it's letter of request, the undersigned agrees to indemnify and hold harmless the City of Chipley, it's successors, agents and assigns and all other persons, firms or corporations, from any and all claims, demands, damages, actions, causes of actions or suits of any kind or nature whatsoever, and particularly on account of all injuries, both to person and property, which may result from the use of the street(s) as described above, and releases and forever discharges the City of Chipley, for any such Claims.

Undersigned hereby declares that the terms of this agreement and lease have been completely read and are fully understood and voluntarily accepted.

IN WITNESS WHEREOF, the undersigned has executed this release, this _____ day of _____, 20_____.

FIRM OR ORGANIZATION: _____

Signature

Print Name

Witness

Witness

Print Name

Print Name

**STATE OF FLORIDA
COUNTY OF WASHINGTON**

The foregoing instrument was acknowledged before me by _____, who is personally known to me or who produced _____ as identification, and who executed the foregoing instrument and acknowledged before me that he/she executed the same freely and voluntarily and for purposes expressed therein.

Witness my hand and seal in the County and State last aforesaid this _____ day of _____, 20_____.

Notary Public