

CITY OF APALACHICOLA
1 Bay Avenue
Apalachicola, Florida 32320-7200

Special Event Application with Facility Rental Agreement

Special Event Permit Fee of \$100 and/or Facility Rental Fee due in full at least 1 week prior to event

Applicant Name: _____

Title of Organization: _____

Name of Organization: _____

Is your organization tax exempt: Yes No

If yes, please attach documentation:

Is your organization non-profit: Yes No

If yes, please attach documentation:

Mailing Address: _____

Phone: _____

Email: _____

EVENT:

Name of Event:

Description of Event (include purpose);

Event/ Organization Web Address: _____

Event Date and Time:

<u>Date</u>	<u>Day of the Week</u>	<u>Start Time</u>	<u>End Time</u>

Set-Up Date and Time:

<u>Date</u>	<u>Day of the Week</u>	<u>Start Time</u>	<u>End Time</u>

Clean-Up Date:

<u>Date</u>	<u>Days of the Week</u>	<u>Start Time</u>	<u>End Time</u>

Estimated Figures:

<u>Attendance Numbers</u>	<u>This Year</u>	<u>Last Year</u>	<u>Max Peak Time</u>
<u>Event Crew</u>			
<u>Participants</u>			
<u>Spectators</u>			

Alcohol: Answer (Yes or No)

<u>Alcohol Served</u>	
<u>Alcohol Sold</u>	
<u>No Alcohol</u>	

Vendors: (Estimated Number)

<u>Food Vendors</u>		
<u>Arts and Crafts</u>		
<u>Educational</u>		
<u>Other</u>		

Special Note: Event promoters are responsible for obtaining copies of all licenses and insurance from each vendor and providing copies to the City prior to the Event. All Vendors must be listed on the Site Plan.

Electricity:

Will electricity be required?

Location of Electricity:

Equipment: (Include things such as seating, tents, booths, and trucks, any items on the Site Map):

Entertainment: (Bands, DJ's, Dancers, Clowns, etc)

<u>Description/Name of Entertainment</u>	<u>Start Time</u>	<u>End Time</u>

Noise Levels: If applicant wishes to have amplified sound greater than the allowable limits listed in the city code (Sec. 24-72. - Special permits), the location, times and decibel levels requested must be specified on this application. Further information can be found in Ordinance 2022-01, adopted on October 4, 2022.

<u>Sound Location</u>	<u>Start Time</u>	<u>End Time</u>	<u>Decibel Level</u>

Security:

<u>Security Needed</u>	<u>Yes</u>	<u>No</u>	<u>Name of Security Provider</u>
<u>Is Security provided?</u>			

Portable Restroom: (If needed, fill out chart)

<u>Number of Restrooms Needed</u>	<u>Install Date</u>	<u>Removal Date</u>	<u>Listed on Site Plan</u>
<u>Yes</u>			
<u>No</u>			

Trash Removal: Event holders are responsible for trash removal and must provide their own dumpsters.
Please describe your plan:

Dumpsters: (If Dumpster needed, fill out the following Chart)

<u>Dumpsters Needed</u>	<u>Number Needed</u>	<u>Sizes</u>	<u>Install Date</u>	<u>Removal Date</u>	<u>Listed on Site Plan</u>
<u>Yes</u>					
<u>No</u>					

Financials:

<u>Categories</u>	<u>Amount per Unit</u>	<u>Units Needed</u>	<u>Total Amount</u>
<u>Admission Charges</u>			
<u>Donations</u>			
<u>Parking</u>			
<u>Registration fees</u>			
<u>In-Kind</u>			
<u>Other Fees</u>			
<u>Total</u>			

Street Closures: (Does the Event Require Street Closure?)

<u>Name of Streets</u>	<u>Begin Closure Time</u>	<u>End Closure Time</u>	<u>Begin Date</u>	<u>End Date</u>

Special Note: A letter must be delivered to all residents that will be directly impacted by a road closure. Please attach the letter along with each resident's address to this application.

Parade: (If yes please fill out the following chart)

<u>Parade</u>	<u>Required Details</u>
<u>Time for Assembly</u> <u>Parade</u>	
<u>Time Parade</u> <u>Starts</u>	
<u>#People in Parade</u>	
<u>#Vehicles in</u> <u>Parade</u>	
<u>#of Animals in</u> <u>Parade</u>	
<u>#of Floats</u>	
<u># of Bands</u>	
<u>Site Plan Attached</u>	
<u>Parade Route</u> <u>Map Attached</u>	

*Please list the streets that will be utilized by the parade:

Runnings/Walking/Biking Event:

<u>Assembly Time</u>	<u>Required</u>	<u>Optional</u>
<u>Event Start Time</u>		
<u>Event End Time</u>		
<u>Event Location</u>	<u>Yes/No</u>	
<u>Event Streets</u>		
<u>Event Sidewalks</u>		
<u>Event Water</u>		

Marina/Dock:

<u>Location of Dock</u>	
<u>Hours of Use</u>	
<u>Vendors Using the Dock</u>	
<u>Vendors Using the Dock</u>	
<u>Vendors Using the Dock</u>	

Note: Any dock used for the event will need to remain open to the public during the event.

Additional Facilities: Please list any additional facilities you plan to use

<u>Pavilion(s)</u>	
<u>Gazebo</u>	
<u>Restrooms</u>	
<u>Parking Lot(s)</u>	

Please sign below and return to City Hall for signature and approval.

Applicant Signature

Date

Applicant Signature

Date

City Official

Date

Site Plan Checklist

Please include the following items on the Site Plan Checklist:

- Food Vendors
- Additional Vendors/sponsors
- Electrical Locations
- Event Equipment
- Portable Restrooms
- Dumpsters
- Street Closures
- Parade Route
- Beer Trucks
- Alcohol Area
- Fencing/Barricks
- Bounce Houses
- Tents
- First Aid
- Command Center
- Carnival
- Any additional items that will be on site for your event.

City of Apalachicola Rental Rules and Guidelines

- All Fundraising Events are Prohibited-Any exception must be approved by City Commissioner or Designee and a separate event permit application must be Completed and Approved.
- Alcoholic Beverages and illegal substance are NOT ALLOWED on premises.
- Smoking or use of tobacco in any form is NOT ALLOWED on premises.
- Reserving Party or Parties will be responsible for set up, clean up, and returning the facilities key.
- No Tape, Staples, Hooks, Tacks, or Nails of any Kind are to be used on any walls or doors-Your deposit will not be refunded if there is indication that these items have been attached to the walls or doors.
- Facility must be cleaned and locked by 11:00 pm unless there is prior approval for other arrangements by City Commission or Designee.
- Deposit may be partially or fully refunded based on:
 - Inspection and Cleanliness of Premises
 - Assigned Keys are returned to City the following Business Day.If the key cannot be returned in person, keys must be dropped off located at 1 Bay Avenue. No deposit will be returned if these rules are not followed.

A complete inspection of the premises will be conducted the following business day after the scheduled event.

I have completely read, understand, and agree with the rules and regulations stated above.

Applicant Signature

Date

City Official/Title

Date

City of Apalachicola
Facility/Property Rental Agreement
(Fees Listed Below Include Deposit Fees)

Property Requested: (Circle your choice)

6 th Street Recreation Center	Riverfront Park	BP Community Center	Holy Family Grand Room	Holy Family Outside	Lafayette Park
\$200.00	\$500.00	\$300.00	\$500.00	\$150	\$500.00
Reserve	Reserve	Reserve	Reserve	Reserve	Reserve

Individual/Organization: _____

☐ Individual/Group ☐ Non-Profit ☐ Government Entity

Mailing Address: _____

Phone Number: _____

Email: _____

Purpose of Rental: _____

Date's Requested: _____

Applicant's Signature: _____ Date: _____

Received by: _____ Date: _____

*ental Agreement must be completed and returned to 1 Bay Avenue, Apalachicola, FL, prior to the Event. All
FEES must be paid in full prior to obtaining a facility key. Key will be returned to City Hall the day after the event
and may be dropped off in the dropbox. Failure to return the key will result in forfeit of deposit. No FEES may be
charged for entrance to event, for food and drinks, or other items. For any after-hour problems, please call the
City at 850-323-2111*

*Hold Harmless Agreement
Release and Indemnity Agreement
Property*

This Hold Harmless and Indemnification Agreement (the "Agreement") is made by and between the City of Apalachicola, and the Applicant _____ who is requesting to use City-owned facility on this date of _____ and with its principal mailing address at 1 Bay Avenue, Apalachicola, FL, 32320-7200. The Applicant _____ does hereby releases, waives, and forever discharges the City, its officers, employees, agents, and representatives from any and all claims, demands, liabilities, causes of action, and damages, including but not limited to those arising from bodily injury, death, or property damage, that may be sustained by the Applicant or any third party in connection with the Tenant's use of the City property. The User specifically understands and agrees to this release, hold harmless, and indemnity agreement in favor of the City of Apalachicola includes and covers property damage, medical expenses, loss of wages or income, pain and suffering, loss of abilities, and other past, present, or future damage or claim for compensation or reimbursement, tangible or intangible. The User further specifically agrees to defend and indemnify the City of Apalachicola for any and all monies paid including legal fees and costs incurred, in the defense of any claim or suit brought against the City of Apalachicola as the results of the use of premises by the User on said date.

Furthermore, the Applicant agrees to be responsible for any and all set-up and clean-up which may be required prior to and after said use of the premises which may occur while Applicant is occupying premises on date previously mentioned.

*Water Barrels or other weights placed above ground are permitted: _____ Initials
Stakes, spikes, or any form of earth anchors used to secure tents or other temporary structures are prohibited.*

User or Representative

Printed Name: _____

Address: _____

Signature of Applicant/User: _____

Signed this _____ day of _____, 20____

Notary Acknowledgement

State of _____
County of _____

On this _____ day of _____, 20____, before me, the undersigned Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signatures on the Instrument, the person (s), or the entity, upon behalf of which the person(s) acted, executed, the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of _____ that the foregoing paragraph is true and correct.

Witness under my hand and official seal,

Signature: _____
Seal, Notary Public