

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

Special Event Application with Facility Rental Agreement

Special Event Permit Fee of \$500.00 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>			

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
FACILITY/PROPERTY RENTAL AGREEMENT

(Fees listed below includes the Reservation Deposit(s))

Property Requested:	6th St. Rec Center	\$350.00	River Front Park	\$650.00
Holy Family		\$700.00	BP Community Center	C.O.A.
			Lafayette Park	\$650.00

INDIVIDUAL/ORGANIZATION NAME: _____

() INDIVIDUAL/GROUP () NON-PROFIT () GOVERNMENTAL ENTITY
MAILING ADDRESS: _____

POINT OF CONTACT: _____

PHONE NUMBER: _____

EMAIL: _____

PURPOSE OF RENTAL: _____ TODAY'S DATE: _____

DATE(S) REQUESTED: _____

APPLICANT SIGNATURE: _____

Received By: _____ Date: _____

RENTAL AGREEMENT MUST BE COMPLETED AND RETURNED TO CITY HALL 1 BAY AVE. PRIOR TO EVENT.

ALL FEES MUST BE PAID IN FULL PRIOR TO OBTAINING KEY TO FACILITY. KEY MUST BE RETURNED TO CITY HALL AT: 1 BAY AVE. ON THE FOLLOWING BUSINESS DAY. KEY MAY BE DROPPED IN PAYMENT BOX LOCATED ON WEST-END OF PARKING LOT. FAILURE TO RETURN KEY WILL PREVENT FARTHER RENTALS.

NO FEE MAY BE CHARGED FOR ENTRANCE. NO FEE MAY BE CHARGED FOR FOOD OR ITEMS.

IF THERE IS A PROBLEM WITH FACILITY AFTER OFFICE HOURS NOTIFY CITY MANAGER AT 850-323-2111 IMMEDIATELY.

FOR OFFICE USE ONLY

Deposit Charged: _____ Reservation Fee Charged: _____ (Insurance Fee included in rental amount)

REVIEWED BY:

City Representative

Date

NOTES:

☐ APPROVED ☐ NOT APPROVED REASON FOR DISAPPROVAL _____

BY: _____ Date: _____
CITY MANAGER OR DESGINEE

- Holy Family —203 Dr. Fredrick Humphries St. (11 Round Tables / 94 Chairs)
 - \$500.00 Rental Charge / \$300.00 Non-Profit Rental Charge
 - \$200.00 Reservation Deposit (NON—Refundable)

- Lafayette Park / Riverfront Park
 - \$500.00 Rental Charge / \$300.00 Non-Profit Rental Charge
 - \$150.00 Reservation Deposit (NON—Refundable)

- 6th Street Recreation Center
 - \$200 Standard Rental rate / (No Fee Changes for Non—Profit)
 - \$150 Reservation Deposit (NON—Refundable)

CITY OF APALACHICOLA
RENTAL RULES & GUIDELINES

- Fund Raising Events are Prohibited — Any exception must be approved by the City Commission or its Designee and a separate Event Permit Application must be completed and approved.
- Alcoholic beverages or illegal substances 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 return of the facility key

***NO TAPE STAPLES HOOKS TACKS OR NAILS OF ANY KIND ARE TO BE USED ON ANY WALLS OR DOORS**

- Facility must be cleaned and locked by 11:00 PM unless prior approval by the City Commission or its Designee

As of Oct 1, 2026 No Deposits will be refunded.

If for any reason the key cannot be returned in person, key must be dropped in the payment drop box which is located 1 BAY AVE. No deposits will be refunded.

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

I have completely read, understand, and agree with the rules and guidelines as outlined above.

Responsible Party

Date

CONTRACT
HOLD HARMLESS AGREEMENT
RELEASE AND INDEMNITY AGREEMENT
PROPERTY

IN CONSIDERATION _____ FOR hereinafter known as the User, to use located in the City of Apalachicola on (date) _____ for the purpose of The User _____ does hereby specifically agree to and do release, hold harmless and indemnify the City of Apalachicola, their employees, officers, agents or assigns from any claim for injury to persons and property incurred while the User is occupying the said premises, whether injury is claimed to be as a result of alleged negligence in the design, construction or maintenance of said property.

The User specifically understands and agrees that 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 whether tangible or intangible.

And that 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 User agrees to be responsible for any and all set-up and clean-up which may need to be required prior to and after use of said premises. Also, the User agrees to repair, replace, or reimburse the City of Apalachicola for damages to said premises which may occur while User is occupying premises on date previously mentioned.

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

Signed this _____ day of _____, 20____ _____
User or Representative Thereof

Printed Name:

Address:

Witness:

Printed Name:

Witness:

Printed Name: