



## SPECIAL EVENT APPLICATION

City of Lake Alfred  
C/O City Administration  
155 E. Pomelo Street  
Lake Alfred, FL. 33850

### Applicant Information

Organization Name: \_\_\_\_\_

Is this organization classified a 501 (c) status by the Internal Revenue Service?      Yes      No  
*(If so, please provide a copy of the determination letter)*

Employer Identification Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Event Contact Information

First: \_\_\_\_\_ Last: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### Event Information

Name of Event: \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_

Event Purpose: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Time: \_\_\_\_\_      Gated/Ticketed

Event End Date: \_\_\_\_\_ Time: \_\_\_\_\_      Open to General Public

Private

Please select the park location for site map purposes.

Location of the Event:      Lion's Park      MacKay Gardens and Lakeside Preserve  
   Twin Lakes Park      Gardner Park  
   Central Park      Lake Rochelle Park  
   Highland Community Center      Other:

**Please note: All events requesting a street closure must have approval from the City Commission.**

Block Party – an organized neighborhood or public gathering.

Organized Competitive Event – any planned race, walk, derby, or event whether human powered or otherwise, that involves a contest of skills and/or strength.

Procession/Parade/Walk – a public or private march, run, cortege, walk, cavalcade, autocade, or parade of any kind.

Public Assembly – any public gathering for purpose of demonstration, picket, rally, gala, ceremony, or celebration

Festival – an organized neighborhood or public gathering on a public right-of-way (street, sidewalk, or alley).

Other: \_\_\_\_\_

### Site Plan Requirements

Please attach a clear and legible site plan / map with the following indicated:

1. North, indicated by a directional arrow symbol.
2. Depiction of the area (neighborhood, park, etc.) where the event will be held.
3. The overall event area such as parking and requested street closures.
4. The location and dimensions of all physical equipment being placed; such as stages, vendors, booths, sponsors, tents, signs, barricades, restrooms, vehicles, and trash receptacles, etc.
5. Disabled parking and handicapped access clearly defined.
6. Location of temporary alcohol sales where both sales and consumption will occur. *(Sale or consumption of alcohol requires additional permitting and has specific guidelines as identified in Ordinance 1264-09.)*

### Event Components & Map Information

Alcohol - (Special Permit Required)	Bleachers	Concerts/Live Music
Portolets	Amplified Sound	Cooking
Sales/Distribution/Display	Walkways	Boat Racing
Food Distribution/Sales	Stage	Tents
Electric or Generator	Inflatables (Bounce Houses)	Other

If "Other", please provide detail information about what other components that are not found on the list above:

### Other Information

1. Estimate number of event personnel: \_\_\_\_\_

2. Require use of public right-of-way? Yes No

If yes, please list all proposed streets, sidewalks or alleys affected:

\_\_\_\_\_  
\_\_\_\_\_

3. Request City Commission approval for street closure? Yes No

4. Any attendance/parking charge to attend this event? Yes No  
If yes, please describe \_\_\_\_\_

5. Will any portion of the event occur on private property? Yes No  
If yes, please list address of the property, owner's name, and submit a letter of authorization with this application.  
\_\_\_\_\_

6. Any food vendors or caterers? Yes No

7. Any on-site cooking? Yes No

If yes, please circle cooking methods to be used: grilling, smoking, frying, or boiling.

### Insurance Requirements

Liability insurance in the amount of \$1,000,000.00 is required for all special events involving City property / public right-of-way and must name the City of Lake Alfred as an additional insured. For events requesting the sale or consumption of alcohol, liability insurance in the amount of \$2,000,000.00 is required. All proof of insurance must be submitted to the City of Lake Alfred with this application. Failure to provide acceptable insurance will result in cancellation of the event.

### Hold Harmless Statement and Acknowledgement

- The applicant shall indemnify, defend, and hold harmless the City of Lake Alfred and all of its officials, agents, and employees from any claim, loss, damage, cost, change, or expense arising out of any acts, actions, neglect, or omission by the Applicant, its agents, employees, or subcontractors during the performance of the permitted event, whether director or indirect, and whether to any person or property to which the City or said parties may be subject, except the neither the Applicant nor any of its agents, employees, or subcontractors will be liable under the agreement for damages arising out of the injury or damage to person directly caused or resulting from the solely negligence of the City or any of its officials, agents, or employees.
- Applicant's obligation to indemnify, defend, and pay for the defense or at the City's option, to participate and associate with the City in the defense and trial of any damage claim or suit and any related settlement negotiations, shall be initiated by the City's notice of claim for indemnification to the Applicant. The Applicant's inability to evaluate liability or its evaluation of liability shall not excuse the Applicant's duty to defend and indemnify within seven days after such notice by the City is provided by registered mail. Only an adjudication or judgment after the highest appeal is exhausted specifically finding the City solely negligent shall excuse performance of this provision by the Applicant. The Applicant shall pay all costs and fees related to this obligation and its enforcement by the City. The City's failure to notify the Applicant of a claim shall not release the Applicant of the above duty to defend.

By signing this application, it represents the information provided to be true and correct and signifies a binding agreement to comply with the City of Lake Alfred's rules and regulations. Should the City grant approval and a permit be issued, it is further agreed the applicant will comply with any other requirements provided by Federal, State, and local law.

Thank you for considering the City of Lake Alfred for your upcoming event. Please review the application prior to submission. All incomplete, illegible, and/or unsigned applications will not be accepted.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Staff Use Only

Name of Event: \_\_\_\_\_

Event Start Date \_\_\_\_\_ Time: \_\_\_\_\_

Event End Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_

City Manager Approval \_\_\_\_\_

Permit Number Issued: \_\_\_\_\_

Comments or Special Conditions:

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City Staff

Requirements:

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