



SPECIAL EVENTS PERMIT

Date: _____ Organization Name _____

Contact Person: _____ Address: _____

Phone # _____ Email Address: _____

Date of Event: _____ Type of Event: _____

Starting/End Time of Event: _____ - _____ Duration of Event (hours): _____

Parade _____ (Y/N) Describe proposed route (State Rd No., specific location, etc. – include a map):

Parades that proceed outside of Town Limits must receive approval from Gadsden County Sheriff Office.

Will there be street vendors? _____ Type(s) of Vendor(s) _____

If yes, occupational licenses may be needed. Please contact the Town Clerk for information (850) 539-2820. Occupational licenses will only be issued during normal business hours. No vendor can operate without a license. A diagram of where vendors will be located must be submitted along with this form.

Are there any special needs from the Town of Havana? _____ (Y/N)

(If yes, please use attached addendum. Requests for additional services may require a fee)

Please give specific details if any equipment, large vehicles, tents, animals, or anything out of the ordinary will be a part of the event.

REQUIRED: Application cannot be approved until proof of event specific insurance is provided.

Insurance Provider Name: _____ Phone # _____

Policy #: _____ Contact Person: _____

(Please attach a declaration of insurance showing the Town of Havana as an additional insured.)

The Event Organization is responsible for cleanup at the end of the event. Not complying with this requirement will result in a bill being issued by the Town of Havana to the Organization for cleanup costs. Also, the Organization may lose the ability to permit future events.

NOTE: Vendors are required to stay for the duration of the event unless special arrangements are made with the Havana Police Department ahead of time.

Town Council Approval _____

Date _____

Police Chief _____

Date _____



ADDENDUM TO SPECIAL EVENTS PERMIT REQUEST

(All requests are for day of event except where noted)

Use of Town Properties/Streets and Closure Time

<input type="checkbox"/> 7th Ave E Parking Lot	Time From / To:	_____ - _____
<input type="checkbox"/> Downtown Parking Lot	Time From / To:	_____ - _____
<input type="checkbox"/> City Parking Lot (Arco)	Time From / To:	_____ - _____
<input type="checkbox"/> East 7th Avenue	Time From / To:	_____ - _____
<input type="checkbox"/> West 7th Avenue	Time From / To:	_____ - _____
<input type="checkbox"/> West 8th Avenue	Time From / To:	_____ - _____
<input type="checkbox"/> 1st Street NW	Time From / To:	_____ - _____
<input type="checkbox"/> 2nd Street NW	Time From / To:	_____ - _____
<input type="checkbox"/> Walking Park	Time From / To:	_____ - _____
<input type="checkbox"/> Gus Bert Park	Time From / To:	_____ - _____

Other: _____ Time From / To: _____ - _____
Other: _____ Time From / To: _____ - _____
Other: _____ Time From / To: _____ - _____

Use of Town Utility Services

☐ Outlet Hubs ☐ Tree Outlets ☐ Other – describe below ☐ Water / Hydrants

Describe Request: _____

Public Safety Services

☐ Cones and Barricades ☐ Police ☐ Fire Department

☐ Banner - Hanging Dates: _____ (attach FDOT approval)

Trash Service

☐ # Additional Trash Cans ☐ Event Day Trash Service/Bag Change-out

☐ Trash Pick-up and Can Removal Date/Time: _____



Locations: _____

Describe Request and any other needs:

All festivals are required to pay a fee of \$200.00/day.

I understand and acknowledge that the Town of Havana may charge a fee for any services required of the Town.

Signature / Date

Manager Comments:

Conditional approval based on the below being provided prior to event:

Proof of Insurance Y/N Date: _____

FDOT Banner Approval (if applicable) Y/N Date: _____

County/Sheriff approval- parades outside town limits Y/N Date: _____

Town Council Approval Date

Police Chief Date



HOLD HARMLESS

THIS AGREEMENT made and entered into this _____ day of _____, 20____, by and between the ***TOWN OF HAVANA*** hereinafter referred to as ***CONTRACTOR*** and _____ of _____, hereinafter referred to as ***PROVIDER***.

PROVIDER agrees to provide services for ***CONTRACTOR*** on the following terms and conditions:

TYPE OF EVENT: _____

PROVIDER understands and expressly agrees that he/she is independent contractor for all purposes, including any federal or state regulations.

PROVIDER agrees to indemnify, defend and hold harmless the ***CONTRACTOR, TOWN OF HAVANA***, its officers, agents and employees, from any and all claims, losses, injuries, liabilities, suits, judgments, damages, or expenses, of whatever kind of nature, including court costs and attorney's fees arising out of or resulting from any negligence or omission by ***PROVIDER*** in performing the services under this contract.

IN WITNESS WHEREOF, the parties hereto have executed this contract the day and year first written above.

WITNESSES:

CONTRACTOR:

TOWN OF HAVANA

PROVIDER:

OFFICIAL