

**CITY OF METTER  
SPECIAL EVENT PERMIT APPLICATION**

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

**APPLICANT INFORMATION:**

Applicant Name: \_\_\_\_\_

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

Telephone #: \_\_\_\_\_

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

If Special Event is proposed to be conducted for, on behalf of, or by an organization or business, please provide the following information:

Name of Organization/Business: \_\_\_\_\_

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

Special Event Chairman (Person responsible for its conduct): \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

**TYPE OF EVENT:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> <b>Parade</b>   | <input type="checkbox"/> <b>Public Assembly</b> | <input type="checkbox"/> <b>5K Run</b>      |
| <input type="checkbox"/> <b>Festival</b> | <input type="checkbox"/> <b>Fundraiser</b>      | <input type="checkbox"/> <b>Other</b> _____ |

**EVENT INFORMATION:**

Date of Event: \_\_\_\_\_ Location: \_\_\_\_\_

Is the Event being held on Public/City Property:            Yes            No

Starting Time of Event: \_\_\_\_\_ Ending Time of Event: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_ Estimated Number of Vehicles: \_\_\_\_\_

Is sufficient parking available at this location? If not, what is the plan of action to handle parking?

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

Description/Details of Event: \_\_\_\_\_

\_\_\_\_\_

**PARADE INFORMATION**

Starting Point of Parade: \_\_\_\_\_

Ending Point of Parade: \_\_\_\_\_

Route to be followed: \_\_\_\_\_

Number of Persons who will constitute Parade: \_\_\_\_\_

Number of Animals in Parade: \_\_\_\_\_ Type of Animals: \_\_\_\_\_

Number of Vehicles in Parade: \_\_\_\_\_

Description of Vehicles: \_\_\_\_\_

Beginning Time of Parade: \_\_\_\_\_ Ending Time of Parade: \_\_\_\_\_

Will the parade occupy the entire width of the streets on the proposed route? \_\_\_\_\_

Location (by streets) of any assembly areas for parade: \_\_\_\_\_

Time at which units will begin to assemble at such assembly areas for parade: \_\_\_\_\_

Interval of Space to be maintained between Units of Parade: \_\_\_\_\_

**\*All vehicles/floats shall meet roadway safety requirements or will be pulled from the parade line-up. Any vehicle towing a trailer must have safety chains attached.**

**5-K RUN INFORMATION**

Starting Point of 5K: \_\_\_\_\_

Ending Point of 5K: \_\_\_\_\_

Route to be followed: \_\_\_\_\_

Estimated number of participants: \_\_\_\_\_

Will there be animals participating in 5K Run: \_\_\_\_\_

If yes, what type of animals: \_\_\_\_\_

Time that participants will assemble: \_\_\_\_\_

Beginning Time of Run: \_\_\_\_\_ Ending Time of Run: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_

**RELEASE, COVENANT NOT TO SUE, AND INDEMNIFICATION AGREEMENT**

The undersigned hereby indemnifies and holds harmless the City of Metter, its elected officials, staff, or authorized agents from and against any and all injuries, damages, claims, actions, causes of action, liability (including liability for negligence), and expenses (including without limitation reasonable attorney's fees) arising from or in any manner connected with the use of said property by the undersigned.

The undersigned further hereby fully and forever releases and discharges the City of Metter, its elected officials, staff, or authorized agents from any and all known and unknown, anticipated, or unanticipated occurrences, arising from or in any manner connected with and its affiliated organizations and their directors, officers, employees, and agents for any such claims, demands, damages, actions, or causes of action.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**City Signature**

\_\_\_\_\_  
**Date**

\*\*\*\*\*

**For Official Use Only**

- Approved**       **Denied**       **Approved with the following Conditions:**

**Conditions:**

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

\_\_\_\_\_  
**City Signature**

\_\_\_\_\_  
**Date**