

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

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