

P.O. Box 1068 Havana, Florida 32333-1068 Phone: (850) 539-2820

SPECIAL EVENTS PERMIT

Date:	Organization Na	me	
Contact Person:		Address:	
Phone #	Email Ad	dress:	
Date of Event:	Тур	e of Event:	
Starting/End Time of Event:	-	Duration of Event ((hours):
Parade(Y/N) Describ	pe proposed route (S	State Rd No., specific location	n, etc. – include a map):
Will there be street vendors?			
If yes, occupational licenses may 539-2820 Occupational licenses operate without a license. A dia with this form.	will only be issued	l during normal business h	ours. <u>No vendor can</u>
Are there any special needs from	the Town of Havan	a? (Y/N)	
(If yes, please use attached addendur	n. Requests for addit	onal services may require a fee	<mark>;)</mark>
Please give specific details if any ordinary will be a part of the even		chicles, tents, animals, or any	thing out of the
Insurance Provider Name:		Phon	e#
Policy #:	Co	ontact Person:	
(Please attach a declaration of	f insurance showin	g the Town of Havana as a	n additional insured)
The Event Organization is respons requirement will result in a bill bei Also, the Organization may lose th	ing issued by the Tov	vn of Havana to the Organiza	
NOTE: Vendors are required to st the Havana Police Department ahe		of the event <u>unless special arr</u>	angements are made witl
Town Council Approval	Date	Police Chief	Date

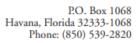


ADDENDUM TO SPECIAL EVENTS PERMIT REQUEST

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

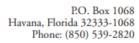
Use of Town Properties/Streets and Closure Time				
7th Ave E Parking Lot	Time From / To:			
Downtown Parking Lot	Time From / To:			
City Parking Lot (Arco)	Time From / To:			
East 7th Avenue	Time From / To:			
West 7th Avenue	Time From / To:			
West 8th Avenue	Time From / To:			
1st Street NW	Time From / To:			
2nd Steet NW	Time From / To:			
Walking Park	Time From / To:			
Gus Bert Park	Time From / To:			
Other:	Time From / To:			
	Time From / To:			
Other:	Time From / To:			
	ree Outlets Other – describe below Water / Hydrants			
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 R	Removal Date/Time:			

Locations:





Describe Request and any other needs:			
I understand and acknowledge that the Town required of the Town.	of Havana may charge a fee for any services		
Signature / Date			
Manager Comments:			





HOLD HARMLESS

20, by and between the TOWN OF H	AVANA hereinafter referred to as CONTRACTOR and hereinafter referred to as PROVIDER.
PROVIDER agrees to provide service conditions:	vices for <i>CONTRACTOR</i> on the following terms and
TYPE OF EVENT:	
PROVIDER understands and expr purposes, including any federal or state reg	ressly agrees that he/she is independent contractor for all gulations.
<i>HAVANA</i> , its officers, agents and employed judgments, damages, or expenses, of whater	defend and hold harmless the <i>CONTRACTOR</i> , <i>TOWN OF</i> ees, from any and all claims, losses, injuries, liabilities, suits, ever kind of nature, including court costs and attorney's fees ence or omission by <i>PROVIDER</i> in performing the services
IN WITNESS WHEREOF, the pawritten above.	arties hereto have executed this contract the day and year first
WITNESSES:	CONTRACTOR:
	TOWN OF HAVANA
	PROVIDER:
	OFFICIAL