



EVENT REQUEST FORM

Section 1. GENERAL INFORMATION

Name of Event: _____

Name of Applicant/Contact: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: (H) _____ (W) _____ (Cell) _____

E-Mail: _____ @ _____ D.L. #/State: _____

Corporation/Organization/DBA: _____

Individual 501c Tax Exempt # _____

Corporation Tax ID#/State: _____ Sales Tax#: _____

Section 2. EVENT INFORMATION

Location:

Community Center Tennis Center Frieda Zamba Pool Central Park

Holland Park: Activity Room A Activity Room B Pavilion # 2 Pavilion # 3

Indian Trails: Field 1 Field 2 Field 3 Field 4

Other: _____

Type of Event: (Please check all that apply)

Festival Block Party Foot Race Benefit Walk Public Assembly

Concert Carnival/Circus Parade Reception Performing Arts

Party Birthday Party Wedding Tournament Animal Event

Other: _____

Section 3. ESTIMATED NUMBER OF PARTICIPANTS

500 or more persons as participants or spectators and sponsored by an Individual or entity. Estimated

No: Adults: _____ Children: _____ Open to the Public Yes No or Invitation Only Yes No

Section 4. EVENT TIMEFRAME(S):

Setup Date: _____ Start: _____ am/pm End: _____ am/pm

Event Date: _____ Start: _____ am/pm End: _____ am/pm

Cleanup Date: _____ Start: _____ am/pm End: _____ am/pm

Someone will contact you the next business day to schedule an application meeting.

Please sign the Hold Harmless Affidavit on the back of this form in case the event is not deemed a 'special event'.

OFFICE USE ONLY (below):

SERC Date: _____ **Hold Harmless Affidavit Date:** _____

Pre-Application Accepted Date: _____ by: _____

Hold Harmless Affidavit Rejected Date: _____ by: _____

Reason for Rejection: _____

Hold Harmless Affidavit

On (date) I hereby attest that to the best of my knowledge the estimated probable attendance and number of participants at the event known as (name of event) is less than 500 persons, and/ or contains no other qualifying factors which would deem it a special event based upon all the relevant factors known at this time including, and without limitation, any past attendance at similar functions having the same and similar performers, both in Palm Coast and comparable communities, the price of admission, and the extent of advertising and promotion contemplated. I also understand that the estimate given can only be understated by a factor of at least 10%.

I understand that it is unlawful to conduct, stage, or promote an event without a permit. I also understand that the City reserves the right to monetary restitution and/ or to prosecute to the fullest extent that law will allow for any injuries, damages, liability, claims, suits or losses; and all expenses incurred by the City for sanitation and repair of any site and other immediate surrounding areas affected by the event after the occurrence of the event. I also understand that by withholding information or any false material representation in the pre-application may affect any future application for special event.

Applicant Signature

Applicant Signature

Print name of Applicant

Print name of Applicant

IN WITNESS WHEREOF, Applicant has hereunto set hand the day and year first above written. Signed and delivered in our presence:

Witness Signature

Witness Signature

Print name of Witness

Print name of Witness

Witness Signature

Witness Signature

Print name of Witness

Print name of Witness