# 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  

## 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