



City of Chipley



CITY HALL
1442 Jackson Avenue
P.O. Box 1007
Chipley, Florida 32428
(850) 638-6350

Special Event Application

Name/Organization: Christmas Fest of Chipley, Inc.

Address: P.O. Box 732, Chipley, FL 32428

Contact person: Dorothy Odom Phone: (850) 326-9498 Fax: _____

E-mail: chipleychristmasfest@gmail.com

Type of Event: Holiday Festival

Purpose of Event: To bring a family-friendly, free event to our community and support our downtown merchants during the holiday season.

Location of Event: Chipley Farmer's Market Complex Indoors Outdoors

Date(s) & Time(s) of Event: Thursday, December 18th - 3-9 pm

Amount of Liability Insurance: Ascentria Ins. - \$1M / \$2M aggregate w/ Medical (attach copy of policy)

Concert Yes/No If yes, What type of music? Holiday music (\$5K per)

Will food and nonalcoholic beverages be sold? Yes, food & drinks will be sold.

Will fireworks be displayed? Yes/No If yes, provide name, license number and pyrotechnic plan to be approved by Fire Chief. No

Will amusement rides be available? Yes

Number of participants anticipated per day: 1500 - 2000

Are security and/or medical services provided? Yes, off-duty police officers

Applicant Signature: [Signature] Date: 10/18/2025

Approved { } Denied { }

Mayor's Signature: _____ Date: _____

RELEASE AND HOLD HARMLESS AGREEMENT

FOR THE SOLE CONSIDERATION OF the City of Chipley granting permission for the undersigned to conduct a Christmas Fest parade upon street(s) as provided for in it's letter of request, the undersigned agrees to indemnify and hold harmless the City of Chipley, it's successors, agents and assigns and all other persons, firms or corporations, from any and all claims, demands, damages, actions, causes of actions or suits of any kind or nature whatsoever, and particularly on account of all injuries, both to person and property, which may result from the use of the street(s) as described above, and releases forever discharges the City of Chipley, for any such Claims.

Undersigned hereby declares that the terms of this agreement and lease have been completely read and are fully understood and voluntarily accepted.

IN WITNESS WHEREOF, the undersigned has executed this release, this 16th day of October, 2025

**FIRM OR
ORGANIZATION:**

Christmas Fest of Chipley, Inc.

[Signature]
Signature

Kimberly Patterson
Print Name

Witness

Witness

Print Name

Print Name

**STATE OF FLORIDA
COUNTY OF WASHINGTON**

The foregoing instrument was acknowledged before me by _____,
who is personally known to me or who produced _____ as
identification, and who executed the foregoing instrument and acknowledge before me that
he/she executed the same freely and voluntarily and for purposes expressed therein.

Witness my hand and seal in the County and State last aforesaid this _____ day of
, 20 ____.

Notary Public



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Request for Temporary Closure of City Road/Sidewalk/Alleyway

Name of Organization: Christmas Fest of Chipley		Person in Charge: Kim Patterson		Date: 10/16/25
Address of Organization: P.O. Box 732, Chipley, FL 32428			Telephone Number: (850) 703-3477	
Title of Event: Chipley Christmas Fest				
Date of Event: Dec. 18, 2025	Starting Time of Event: 5:30pm	Duration of Event: 1 hour	Actual Closing Time (Set up of barriers, Etc.) 5:00pm	
Proposed Parade Route or Road/Sidewalk/Alleyway Closure (Include Exact Road Names and Map of Route): The new City of Chipley parade route.				
This section is to be completed when closure is for special event filming.				
Liability Insurance Carrier:		Policy E.	Date:	
Coverage Amount:		(\$1,000)	Minimum	
Length of Coverage:		Days		
Licenses Pyrotechnics Operator: _____				
License Number: _____				
Approval of Local Fire Department: _____				
Federal Aviation Administration Approval for Low Flying Filming: _____				
Additional Liability Insurance Amount: _____				
PLEASE DO NOT WRITE BELOW THIS LINE				
Detour Route (Include Exact Road Names and Map of Detour Route): 				
Name of Department Responsible for Traffic Control (City Police Department, Sheriff's Department, Highway Patrol): Chipley City Police Department				
Special Conditions: Use this route only!				
Name of Police Chief: Michael Richter		Signature of Police Chief:		Date Signed:
Name and Title of City Official: Patrice Tanner, City Administrator		Signature of City Official:		Date Signed:

Chibley Christmas Fest – Thursday, December 18, 2025 – 3-9pm
ADDITIONAL ROAD CLOSURES

1. 5th Street from the four-way stop on Church Ave to Highway 90, including the business alley behind New Life Fellowship that leads to the City Parking Lot on the corner of Hwy 77 & Hwy 90
2. One way side street running parallel to old AT&T building and 5th Street
3. South Railroad Ave from the City Parking Lot on 5th Street behind the New Life Fellowship's fellowship hall
4. 8th Street from Hwy 90 to Church Ave
5. North & South Railroad Ave from 8th Street to 5th Street
6. 7th Street from Hwy 90 to Church Ave AFTER PARADE DETOUR ENDS

Vendor Set-up will begin at **1pm** and will be occurring at the Chibley Farmer's Market Complex, North & South Railroad Ave and 5th Street.

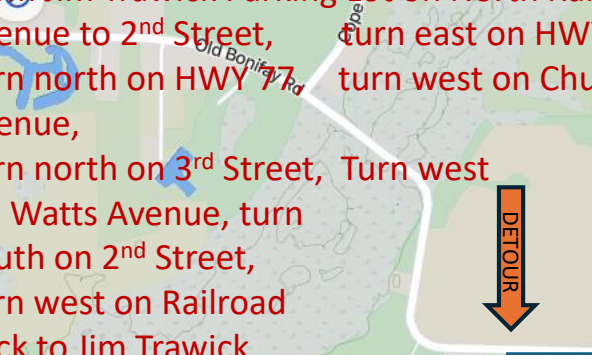
Road Closures also include:

N and S Railroad from 5th Street to 2nd Street (N and S Railroad Ave streets are requested to be closed at 1 pm from 2nd to 8th Street for vendor setup).

8th Street from Hwy 90 to Church Avenue (closure requested no later than 3 pm for the start of the festival).

We would also like to amend the request to specifically state the 5th and 7th street closure request was for Hwy 90 to Church Avenue only. These closures are requested for no later than 3 pm to allow for thru traffic as much as possible, at the discretion of the City as well as Chief Richter. If you deem earlier closures are necessary to ensure consistency and safety we can adjust to have someone present where the streets are closed (sign locations) to allow through traffic to vendors only. This is only an attempt on our part to allow thru traffic for downtown with as little as interruptions as possible.

From Jim Trawick Parking Lot on North Railroad Avenue to 2nd Street, turn east on HWY 90, Turn north on HWY 77, turn west on Church Avenue, Turn north on 3rd Street, Turn west On Watts Avenue, turn South on 2nd Street, Turn west on Railroad Back to Jim Trawick Park.



The map shows a detour route starting from Jim Trawick Parking Lot on North Railroad Avenue. The route is marked with a thick white line. A vertical arrow labeled 'DETOUR' points south, and a horizontal arrow labeled 'DETOUR' points east. The route includes turns at 2nd Street, Church Avenue, 3rd Street, Watts Avenue, and 2nd Street, eventually leading back to Jim Trawick Park.

