



City of Chipley

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: Heather Lopez Phone: (850) 703-3656

Email: chipleychristmasfest@gmail.com

Type of Event: Holiday Festival

Purpose of Event: To bring a family-friendly, free event to our community and support downtown

Location of Event: Chipley Farmers Market Indoors Outdoors merchants
Complex & Downtown

Date(s) & Time(s) of Event: Friday, Dec. 11, 2016 4-8 pm

Rain Date: Friday, Dec 18, 2016 4-8 pm

Amount of Liability Insurance: Ascentria Ins. (attach copy of policy)

Concert Yes/No Yes If yes, What type of music? Holiday music via sound system
Chipley Community Band

Will food and nonalcoholic beverages be sold? Yes, food & drinks by food trucks

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

Will amusement rides be available? Yes

Number of participants anticipated per day: 1,500 - 2,000

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

Applicant Signature: Heather Lopez Date: 8/31/16

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 at 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 31st day of August, 2026

FIRM OR ORGANIZATION:

Christmas Fest of Chipley, Inc.

Heather Jeff
Signature

Heather Lopez
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

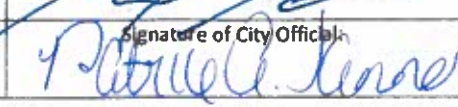


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Request for Temporary Closure of City Road/Sidewalk/Alleyway

Name of Organization: Christmas Fest of Chipley, Inc		Person in Charge: Jeff Lenz		Date: 8/31/26
Address of Organization: P.O. Box 732, Chipley, FL 32428			Telephone Number: (850) 703-6950	
Title of Event: Chipley Christmas Fest				
Date of Event: Dec 11, 2024 Dec 18, 2026	Starting Time of Event: 5:30 pm	Duration of Event: 1 hr	Actual Closing Time (Set up of barriers, Etc.): 5:00 pm	
Proposed Parade Route or Road/Sidewalk/Alleyway Closure (Include Exact Road Names and Map of Route): The approved City of Chipley parade route				
This section is to be completed when closure is for special event filming.				
Liability Insurance Carrier:		Policy Effective Date:		
Coverage Amount:		(\$1,000,000 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: 8-31-2026	
Name and Title of City Official: Patrice Tanner, City Administrator	Signature of City Official: 		Date Signed: 09/02/2026	

Main:
Date:

ChIPLEY Christmas Fest – Friday, December 11, 2026 – 4-8pm

Rain Date: Friday, December 18, 2026

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 **2pm** and will be occurring at the Chipley Farmer's Market Complex, North & South Railroad Ave and 5th Street.