



# City of Chipley



## CITY HALL

1442 Jackson Avenue

P.O. Box 1007

Chipley, Florida 32428

(850) 638-6350 Fax: (850) 638-6353

## Special Event Application

Name/Organization: Law Enforcement Torch Run

Address: 4455 Sam Mitchell Drive Call# 850 758-6446

Contact person: Brenda Ruddy Phone: 850-773-0207 Fax: \_\_\_\_\_

E-mail: Brenda.Ruddy@FAC.myFlorida.com

Type of Event: Torch Run

Purpose of Event: Law Enforcement Torch Run for Special Olympics.

Location of Event: East Hwy 90 - Hwy 77 to Peoples Bank <sup>near mart</sup> Indoors  Indoors  Outdoors

Date(s) & Time(s) of Event: March 16<sup>th</sup>, 2026

Amount of Liability Insurance: \_\_\_\_\_ (attach copy of policy)

Concert Yes  No  If yes, What type of music? NO

Will food and nonalcoholic beverages be sold? NO

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

Will amusement rides be available? NO

Number of participants anticipated per day: \_\_\_\_\_

Are security and/or medical services provided? NO

Applicant Signature: Brenda Ruddy Date: 2/19/2026

Approved { } Denied { }

Mayor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_





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 Chipley, Florida 32428  
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## Request for Temporary Closure of City Road/Sidewalk/Alleyway

Name of Organization: <b>SDF LETR</b>		Person in Charge: <b>Brenda Rueddy</b>		Date: <b>3/16/2006</b>
Address of Organization: <b>4455 Sam Mitchell Drive</b>			Telephone Number: <b>850-773-0803</b>	
Title of Event: <b>Law Enforcement Torch Run</b>				
Date of Event: <b>3/16/2006</b>	Starting Time of Event: <b>8 AM</b>	Duration of Event: <b>1 Hr.</b>	Actual Closing Time (Set up of barriers, Etc.)	
Proposed Parade Route or Road/Sidewalk/Alleyway Closure (Include Exact Road Names and Map of Route): <b>ROAD E to intersection of Hwy 77 South to Peoples Bank <sup>West</sup> <del>West</del> (Court House)</b>				
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: _____				
<b>PLEASE DO NOT WRITE BELOW THIS LINE</b>				
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): <b>Chipley City Police Department</b>				
Special Conditions: <b>Use this route only!</b>				
Name of Police Chief: <b>Michael Richter</b>		Signature of Police Chief: 		Date Signed: <b>2-23-26</b>
Name and Title of City Official: <b>City Administrator</b>		Signature of City Official:		Date Signed:

RELEASE AND HOLD HARMLESS AGREEMENT

FOR THE SOLE CONSIDERATION OF the City of Chipley granting permission for the undersigned to conduct a Towin via SDF LETR 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 19th day of February, 20 26.

FIRM OR ORGANIZATION: SDF LETR

Bambi Rey  
Signature

Brenda Ruddy  
Print Name

T. J.  
Witness

Jerry Cooper  
Witness

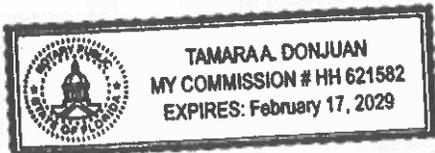
TAMARA DONJUAN  
Print Name

Jerry Cooper  
Print Name

STATE OF FLORIDA  
COUNTY OF WASHINGTON

The foregoing instrument was acknowledged before me by Brenda Ruddy, who is personally known to me or who produced work ID 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 19th day of February, 20 26.



T. J.  
Notary Public