

SPECIAL EVENT APPLICATION

Town of Dundee
202 East Main Street
Dundee, FL 33838
863-438-8330

Applicant Information:

Organization Name: Commissioner Mary Richardson

Is this organization classified a 501c3 status by the IRS? yes no
(if so, please provide a copy of the determination letter)

Address: H12 Dr MLK St Phone: 863-528-6618

Event Contact Information:

Name: (First & Last): Mary Richardson

Mailing Address: P.O. Box 1329

City, ST, ZIP: Dundee FL 33838

Phone#: 863-242-0917 Email: mrichardson@townofdundee.com

Event Information:

Name of Event: Sponsor a Bike Give-Away

Please note: All events requesting a street closure must have approval from the Town Commission.

- Festival - an organized public gathering in a park or town area e.g. Art Show
- Organized Competitive Event - a planned race, walk, tournament or other contest
- Parade/Walk - a public or private march, run, walk or parade of any kind.
- Circus or Carnival
- Other: Bicycle Give-Away

Event Description: Bicycle Give-Away

Event Start Date: 12/23 Time: 3pm Event End Date: 12/23 Time: 5pm

Set up Date: 12/23 Time: _____ Take Down Date: 12/23 Time: _____

Gated/Ticketed Open to the Public Private Other: Dundee Residents

Detailed Location of Event: 310 Main Street Center on
Dundee Depot outside

Site Plan Requirements:

Please attach a clear and legible site plan/map with the following indicated:

1. Depiction of the area (streets, park, etc) where the event will be held.
2. The overall event area such as parking and requested street closures.
3. The location and dimensions of all physical equipment being placed; such as stages, vendors, booths, tents, barricades, restrooms, dumpsters, etc.
4. Disabled parking and handicapped access clearly defined.
5. Location of temporary alcohol sales where both sales & consumption will occur.
(Sale or consumption of alcohol requires additional permitting from the state and hiring of at least 2 off-duty police officers)

Event Components:

- | | |
|---|---|
| <input type="checkbox"/> Alcohol - (Special Permit Required)* | Amplified Sound |
| <input type="checkbox"/> Portolets | Stage |
| <input type="checkbox"/> Sales/Distribution/Display | Inflatables (bounce houses) |
| <input checked="" type="checkbox"/> Food Distribution/Sales <u>cotton candy</u> | Concerts/Live Music |
| <input checked="" type="checkbox"/> Use of electric outlets <u>or popcorn</u> | Installation of additional outlets |
| <input type="checkbox"/> Use of water spigots | <input checked="" type="checkbox"/> Tents (permit required for tents larger than 30x30) |
| <input type="checkbox"/> Live animals | On-Site Cooking |
| <input type="checkbox"/> Temporary Structures | Amusement rides |
| <input type="checkbox"/> DJ | Multiple Vendors |

Other _____

*Events involving the sale and consumption of alcohol must have a designated area where the sale and consumption of alcohol will take place. Sponsor must get an additional permit from the State Division of Alcoholic Beverages and Tobacco and requires the presence of a police detail.

Other Information:

Will Town Streets be closed? yes no *This Requires Commission Approval

Please list all affected streets: _____

Will any alleys, parking lots or other public places be closed? yes no

Please describe: _____

Will State Roads be closed? yes no *This Requires FDOT Permit

Please describe State Roads to be closed: N.A _____

Will you need additional trash receptacles from the Town? yes no

Will you need clean-up assistance from the Town throughout the event? yes no

Note: For unbudgeted events the organization must reimburse the Town 100% of costs for use of Public Services.

Any other requested assistance from the Town? Note _____

Any additional information: _____

Insurance Requirements:

Liability Insurance is required for all special events involving Town property and must name the Town of Dundee as an additional insured. For events requesting the sale or consumption of alcohol, liability insurance in the amount of \$1,000,000.00 is required. All proof of insurance must be submitted to the Town of Dundee a week before the event. Failure to provide acceptable insurance will result in the cancellation of the event.

Agreement to Assume Financial Responsibility for Injury or Damage

The Sponsor (hereinafter referred to as "the permittee"), shall indemnify, defend, and hold harmless the Town of Dundee (hereinafter referred to as "the Town"), and all of its elected or appointed officials, officers, agents, and employees from any claim, loss, damage, cost, change, or expense arising out of any acts, actions, neglect, or omission by the Permittee, its agent, employees, or subcontractors during the performance of the permitted event, whether direct or indirect, and whether to any person or property to which the Town or said parties may be subject, except that neither the Permittee nor any of its agents, employees, or subcontractors will be liable under the agreement for damages arising out of the injury or damage to persons directly caused or resulting SOLELY from the negligence of the Town or any of its elected or appointed officials, officers, agents, or employees.

Permittee's obligation to indemnify, defend and pay for the defense or at the Town's option, to participate and associate with the Town in the defense and trial of any damage claim or suit and any related settlement negotiations, shall be initiated by the Town's notice of claim for indemnification to Permittee. Permittee's inability to evaluate liability or its evaluation of liability shall not excuse Permittee's duty to defend and indemnify within seven days after such notice by the Town is provided by Certified Mail. Only an adjudication or judgment after highest appeal is exhausted specifically finding the Town SOLELY negligent shall excuse performance of this provision by Permittee. Permittee shall pay all costs and fees related to this obligation and its enforcement by the Town. Town's failure to notify Permittee of a claim shall not release the Permittee of the above duty to defend.

It is understood and agreed that the rights and privileges herein set out are granted only to the extent of the Town's right, title and interest in land to be entered upon and used by the Permittee, and the Permittee will, at all times, assume all risk of and indemnify, defend, and save harmless the Town from and against any and all loss, damage, cost, and expense arising in any manner on account of the exercise or attempted exercise by said Permittee of the aforesaid rights and privileges.

During the event, the Permittee shall observe all safety regulations of the Town, and the Permittee shall take measures to ensure the safety of the public.

By signing this application, it represents the information provided to be true and correct and signifies a binding agreement to comply with the rules and regulations of the Town of Dundee. Should the Town grant approval and a permit be issued, it is further agreed the Permittee will comply with any other requirements provided by Federal, State, and Local Law.

By execution hereof, the undersigned affirms that he or she is vested with full right and authority to bind the Permittee to the terms of this Agreement.

In case of non-compliance with the Town's requirements in effect as of the approved date of the permit resulting from this Agreement, said permit is void.

Mary Richardson
Signature of Sponsor or Authorized Representative of Sponsor

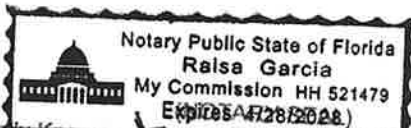
12/6/24
Date

Mary Richardson
Printed Name

State of Florida
County of Polk

The forgoing instrument was acknowledged before me this 6 day of December, 2024 by

Mary Richardson



Ralsa Garcia
Signature of Notary Public, State of Florida

Ralsa Garcia
Name of Notary Typed, Printed, or Stamped

Personally Known OR Produced Identification DL
Type of Identification Produced: _____