

SPECIAL EVENT APPLICATION

CONTACT INFORMATION

ORGANIZATION NAME: Hardee High School Drama

CONTACT NAME: Stephanie Wing

MAILING ADDRESS: 830 Altman Road

CITY: Wauchula ST: FL ZIP: 33873

WORK/HOME PHONE: 863-773-3181 CELL PHONE: 813-310-1522

EMAIL ADDRESS: swing@hardee.k12.fl.us

EVENT INFORMATION

EVENT NAME: Hardee HS Musical: The Addams Family

DATE(S): 4/27 - 5/10 EVENT TIMES (INCLUDING SET UP AND CLEAN UP): START Rehearsals: 4-8 END Performances 5/8-9: 4-9

ATTENDANCE: Unknown Performance 5/10: 10-2

PURPOSE OF EVENT: Use of auditorium to put on the high schools spring musical: The Addams Family. 2 weeks
of rehearsal time requested to get the students adjusted as well as lighting and sound
worked out. Auditorium at high school is currently unusable to put on a production.

EVENT LOCATION: Wauchula Auditorium Heritage Park Street Closure(s) (please mark desired closures on map)

BASE EVENT FEES

Park: Rental - \$25.00 + tax Restroom Access - \$25.00 refundable key deposit
Auditorium: Rental - \$500.00 full day/ \$250 half day (up to 6 hours) + tax Damage Deposit - \$500.00
refundable following inspection

*Additional fees may be assessed depending on the nature of the event and City services used.

*Event fees may be reduced at the discretion of the City.

EVENT CHECKLIST

- Submit application at least 3 months prior to the event.
- \$1,000,000 General Liability Insurance listing City of Wauchula as Additional Insured (required for Final Event Approval) **NOTE: Event insurance requirement may be waived depending on event details and is at the discretion of the City. Waivers will not be issued for events requesting street closure and/or include alcohol.**
- If selling alcohol – Proof of approved Florida Department of Business and Professional Regulations Division of Alcoholic Beverage & Tobacco Application (for a request to sell alcoholic beverages at the event, contact: ABT, 1313 Tampa St., Park Trammel Bldg., Suite 909, Tampa, FL 33602, 813-272-2610)
- If selling/distributing alcohol – A detailed safety plan must be submitted along with the application; i.e. I.D. checks, monitoring of consumption, container types (no glass allowed), etc.
- If using food vendors – Copy of vendors General Liability Insurance - \$1,000,000 listing City of Wauchula as additional insured or if vendor is a not for profit submit proof of 501 (c)3 status.
- If using activity vendors such as inflatables, rock walls, rides, etc. - Copy of vendors General Liability Insurance - \$1,000,000 listing City of Wauchula as additional insured.
- If using audio visual equipment at auditorium - Submit AV quote from Hardee County Players.

EVENT DETAILS

CITY FACILITIES TO BE USED, SERVICES REQUESTED AND EVENT ACTIVITIES –

PLEASE CHECK ALL THAT APPLY

- | | | |
|--|---|---|
| <input type="checkbox"/> Heritage Park & Pavilion | <input type="checkbox"/> Park Restrooms | <input type="checkbox"/> Kids Activities (inflatables, rock walls, etc) |
| <input checked="" type="checkbox"/> Auditorium | <input type="checkbox"/> Street Closure(s)*** | <input type="checkbox"/> Band/DJ |
| <input type="checkbox"/> Alcohol Sales/Distribution | <input type="checkbox"/> Police | <input type="checkbox"/> Parade |
| <input type="checkbox"/> Food Vendors | <input type="checkbox"/> Art & Craft Vendors | <input type="checkbox"/> Merchandise Vendors |
| <input type="checkbox"/> Trash Collection (during event) | <input checked="" type="checkbox"/> Admission Charged | <input type="checkbox"/> AV System (auditorium only)** |

*The City of Wauchula does not rent auditorium AV equipment to facility renters. For use of auditorium AV equipment, renters may contact Hardee County Players to coordinate use and fees or renters may supply their own equipment.

**Renters are not permitted access to the Heritage Park Pavilion soundbox and speakers.

***Map detailing desired street closures must be submitted with the application

ADDITIONAL EVENT DETAILS

This production will be put on in collaboration with the Hardee County Players. Tickets are being sold for \$10 for adults, \$5 for students/children.

Rehearsals April 27-30, May 4-7: 4 - 8pm

Performances: May 8th: 4-9pm

May 9th: 4-9pm

May 10th: 10-2pm

Damage/Clean Up Statement: Any organization that holds a special event will be responsible for any area that is utilized during the event. Organizations are required clean the event area immediately following the event. Organizations will be financially responsible for any damage to the event area that occurs during the event. **NOTE: Failure to properly clean event area(s) and/or damage occurred to the event area(s) will result in forfeiture of the deposit refund (up to 100%) and assessment of additional fees. Organizations assessed fees during or after the event will be invoiced by CITY OF WAUCHULA on an individual event basis. All fees must be paid to CITY OF WAUCHULA no later than 30 calendar days after the invoice date.**

Application Process: Submittal of an application **does not** guarantee approval to hold the event. Approval or denial will be given after a full review of the application by the City.

The City of Wauchula is not responsible for any lost or damaged items or injury related to any rental or reservation on the City of Wauchula premises. The applicant agrees to expressly release, indemnify, and hold harmless, the City of Wauchula from all claims for such loss, damages, or injury whatsoever as may be sustained or claimed by any person using the facilities during such rentals.

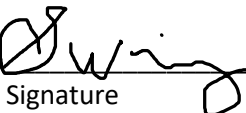
I have read and understand the information provided in this application and what is required of me/my organization. I have filled out the application to the best of my knowledge and certify that it is accurate.

Stephanie Wing

February 5th, 2025

Print Name

Date


Signature

FEE WORKSHEET

To be filled out by City of Wauchula Staff

City Department(s)		
Public Works	\$25.66 (rate) x _____ # of hr(s) x _____ # of staff =	\$ _____
_____	\$ _____ (rate) x _____ # of hr(s) x _____ # of staff =	\$ _____
_____	\$ _____ (rate) x _____ # of hr(s) x _____ # of staff =	\$ _____
Police (4hr minimum)	\$ 30 (rate) x _____ # of hr(s) x _____ # of officers =	\$ _____

Heritage Park Rental Fee	\$25 per day (+ 6.5% sales tax) =	\$ _____
Heritage Park Key Deposit	\$25 (refundable when key is returned) =	\$ _____

Auditorium Rental Fee	\$500 per day / \$250 per ½ day (+ 6.5% sales tax) =	
Auditorium Damage Deposit	\$500 (refundable after event site walkthrough)	\$ _____

Other City of Wauchula Fees		
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

ESTIMATED COSTS DUE TO THE CITY OF WAUCHULA \$ _____

Auditorium AV Fees		\$ _____
<small>(This rate will be provided by Hardee County Players and submitted as part of the application. The fee will be paid directly to the Hardee County Players and not the City of Wauchula but is listed here to show complete rental cost.)</small>		

Other Production Related Fees		\$ _____
_____	_____	

TOTAL QUOTED COST FROM THE HARDEE COUNTY PLAYERS \$ _____

ESTIMATED TOTAL COSTS \$ _____

DEPOSIT DUE 2 WEEK PRIOR **lesser of rental fee or 50% of costs due to the City** \$ _____

To be filled out by City of Wauchula Staff

NOTES: _____

Approved by: _____

Date: _____