

SPECIAL EVENT APPLICATION

CONTACT INFORMATION

ORGANIZATION NAME: Katelyn Baker Photography
CONTACT NAME: Katelyn Baker
MAILING ADDRESS: 107 W Summit St.
CITY: Wauchula ST: FL ZIP: 33873
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EVENT INFORMATION

EVENT NAME: Summer Sparkle Social
DATE(S): June 20th 2025 EVENT TIMES (INCLUDING SET UP AND CLEAN UP): START 12:00 END 10:00
ATTENDANCE: 150+?
PURPOSE OF EVENT: A ladies event created to support local small business owners and have a great time with friends, coworkers etc. while doing so.

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 type="checkbox"/> Auditorium | <input checked="" type="checkbox"/> Street Closure(s)*** | <input checked="" type="checkbox"/> Band/DJ |
| <input checked="" type="checkbox"/> Alcohol Sales/Distribution | <input type="checkbox"/> Police | <input type="checkbox"/> Parade |
| <input checked="" type="checkbox"/> Food Vendors | <input checked="" type="checkbox"/> Art & Craft Vendors | <input checked="" type="checkbox"/> Merchandise Vendors |
| <input type="checkbox"/> Trash Collection (during event) | <input 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

Road closure of George Burns Ave from main street
North to Palmetto Ave. Within the street closure
is the designated area for possession and
consumption of alcohol.

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.

Katelyn Baker

Print Name

June 1 2025

Date

Signature