

SPECIAL EVENT APPLICATION

CONTACT INFORMATION

ORGANIZATION NAME: Main Street Wauchula, Inc.

CONTACT NAME: Jessica Newman

MAILING ADDRESS: 107 E. Main Street

CITY: Wauchula ST: FL ZIP: 33873

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EMAIL ADDRESS: jnewman@cityofwauchula.com

EVENT INFORMATION

EVENT NAME: Hometown Happy Hour

DATE(S): May 15, 2026 EVENT TIMES (INCLUDING SET UP AND CLEAN UP): START 4:00 PM END 8:30 PM

ATTENDANCE: 200

PURPOSE OF EVENT: Promote downtown businesses.

EVENT LOCATION: Heritage Park Pavilion (Rental only applies to pavilion. Heritage Park remains open to the public.)
 Auditorium at Historic City Hall

BASE EVENT FEES

Heritage Park Pavilion: 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 PREPAC.

EVENT DETAILS

SERVICES REQUESTED AND EVENT ACTIVITIES – CHECK ALL THAT APPLY

- Heritage Park Restrooms Parade Kids Activities (inflatables, rock walls, etc)
- Open Container Waiver Street Closure(s) ** Band/DJ
- Alcohol Sales/Distribution ** Police AV System (auditorium only) *
- Food Vendors Art & Craft Vendors Merchandise Vendors
- Trash Collection (during event) Admission Charged Heritage Park Fountain: X ON / ___ OFF

*The City of Wauchula does not rent auditorium AV equipment to facility renters. For use of auditorium AV equipment, renters may contact Peace River Entertainment & Performing Arts Center (PREPAC) 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.

**Alcohol sales require a permit from DBPR and liability policy listing City of Wauchula as additional insured party.

***A printed map must be submitted with the application for all street closure requests with clear markings detailing desired closures points.

ADDITIONAL EVENT DETAILS

Hometown Happy Hour is a ticketed event. ID's are verified at check in by Drug Free Hardee before an arm-band is given. Attendees drink cocktail samples from plastic 3 oz cup provided to the participating businesses by Main Street Wauchula. Businesses participating are given cell numbers of MSW volunteers if they have concerns about an attendees. MSW volunteers are prepared to drive anyone home. Phone numbers for designated drivers are included on the business participation card given to attendees at check in.

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.

I understand and acknowledge that renting the Heritage Park Pavilion applies to the pavilion only. Heritage Park is a public park and will remain open to the public during my event.

Jessica Newman

Print Name


Signature

3/16/26

Date

ODP #ODP3500105

License Menu

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License Issued To:	MAIN STREET WAUCHULA, INC.
DBA Name:	HOMETOWN HAPPY HOUR
License Status:	Current
Originally Licensed On:	03/30/2026 (mm/dd/yyyy)
Expires On:	05/15/2026 (mm/dd/yyyy)

Functions

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