



**CITY OF BRANDON
SPECIAL EVENT APPLICATION**

Prior to the event, the completed application must be filed with the Finance Officer and approved by City Council.

Date of application: _____

Name of Business or Organization: _____

Contact Person: _____ Contact Phone No. _____

Business Address: _____ Email Address: _____

List two (2) officers, directors, or responsible persons from this organization:

Is set up time needed? _____ If so, dates and times needed? _____

Date(s): _____

Name of Event: _____

Details of Event (be specific): _____

Location of event: _____

Proposed hours of operation of event: _____

Charging for the event? _____ If yes, how much? _____

Will Security be provided at the event? _____

How many attendees are you expecting? _____

Will there be Live Music? _____ If yes, what hours? _____

Will there be Food Trucks? _____ If yes, they must get a Peddlers License with the Police Dept.

Will Alcohol be served/sold? _____

Provided a site plan of the event? _____

Provided a copy of insurance? _____

(continued on back)

Are you requesting any assistance from the city? If so, what?

Any other details of the event?

CERTIFICATION AS TO CLAIMS: By signing below, the signatory affirms authority on behalf of the Business or Organization to execute this Certification on its behalf, and agrees that the Business or Organization shall defend, indemnify and hold harmless the City from any liability, loss, cost, expense or claim of any nature resulting from this special event, and agrees that the City is relying upon this commitment.

Printed Name _____ Date _____

Signature _____

FOR CITY OFFICIAL USE ONLY:	
Board Recommendation on application (if applicable): <input type="checkbox"/> Recommend for approval. <input type="checkbox"/> Deferred for later consideration. <input type="checkbox"/> Denied.	By: _____ Date: _____
Council action on application: <input type="checkbox"/> Approved. <input type="checkbox"/> Deferred for later consideration. <input type="checkbox"/> Denied.	By: _____ Date: _____