



March 1-31 and **September 1-30.**

PROPOSED EVENT:		EVENT DATE(S):	
EVENT LOCATION:		EVENT TIME:	
ORGANIZATION NAME:		ORGANIZATION TYPE:	<input type="checkbox"/> Private / Family <input type="checkbox"/> Government <input type="checkbox"/> Charitable
APPLICANT CONTACT INFO:			
APPLICANT NAME:		PHONE:	
TITLE:		EMAIL:	

HAS YOUR ORGANIZATION PREVIOUSLY HELD AN EVENT ON PORT CANAVERAL PROPERTY?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THIS A MULTI-DAY EVENT?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Note: Multi-Day Special Events require approval by CPA Board of Commissioners.
IS THIS EVENT OPEN TO THE PUBLIC?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
AUDIENCE DEMOGRAPHICS	<input type="checkbox"/> Youth <input type="checkbox"/> Seniors <input type="checkbox"/> Men <input type="checkbox"/> Women <input type="checkbox"/> Under-served <input type="checkbox"/> Business Leaders <input type="checkbox"/> Other	
ESTIMATED ATTENDANCE PER DAY: <i>(max not to exceed 5,000 attendees)</i>	<input type="text"/>	Numbers only; enter "0" if not applicable
TICKET PRICING:		
PROGRAM OR EVENT BUDGET DETAILS: (ATTACH BUDGET)		
GROUPS YEARLY BUDGET, INCLUDING FUNDRAISING INITIATIVES (ATTACH BUDGET):		

WEATHER PROVISIONS:	
PARKING PLAN:	

The information on this form is being collected for the purpose of evaluating the Special Event request. The information will become public information once it is submitted as provided in Florida Statute 119. Questions regarding the collection of this information can be directed to the Records Manager at (321) 783-7831 Ext. 223.



Special Event Request Form

DEFENSE AND INDEMNIFICATION

Applicant shall defend, indemnify, and hold harmless Canaveral Port Authority, its agents, officers, and employees from and against all claims, damages, losses, judgments, liabilities, expenses, and other costs, including litigation costs and attorney's fees, arising out of, resulting from, or in connection with the project funded pursuant to this application. Applicant's obligation to defend, indemnify, and hold the Canaveral Port Authority, its agents, officers, and employees harmless applies to any actual or alleged personal injury, death, or damage or destruction to tangible or intangible property, including the loss of use. Applicant's obligation under this paragraph extends to any claim, damage, loss, liability, expense, or other cost which is caused in whole or in part by any act or omission of the Applicant, its agents, employees, suppliers, or anyone directly or indirectly employed by any of them, or anyone whose acts or omissions any of them may be liable. Applicant's obligation to defend, indemnify, and hold the Canaveral Port Authority, its agents, officers, and employees harmless under the provisions of this paragraph is not limited to, or restricted by, any requirement for Applicant to procure and maintain policy of insurance. Permittee must submit evidence of current General Liability Insurance for review with minimum coverage limits of \$1,000,000 per occurrence /\$2,000,000 aggregate and liquor liability when applicable. A Permittee for a Special Event with the potential to exceed 3,000 attendees must also submit evidence of an umbrella insurance policy for \$2,000,000 each occurrence insuring over General Liability. A Certificate of Insurance naming the Canaveral Port Authority (CPA) and the Cape Canaveral Volunteer Fire Department (CCVFD) as additionally insured must be provided to CPA no later than fourteen (14) days prior to the date of the event. Higher coverage may be required depending upon the size and type of event.

Section 837.06 F.S., False official statements. — Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083, F.S.

Signature

Date

Name/Title of Authorized Agent

Return this completed application, with all supporting material attached to:
SpecialEvents@portcanaveral.com

Committee evaluates using criteria in Policy # POL-2016-001-REC-3

INTERNAL USE ONLY

PROPOSED REVENUE _____

STAFF RECOMMENDATIONS: _____

Canaveral Port Authority | 445 Challenger Road, Suite 301 | Cape Canaveral, FL 32920