

**City of Woodbine**  
**Application for Special Event Permit**

**Organization/Group Information**

Organization/Group Name \_\_\_\_\_

Physical Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_ Cell \_\_\_\_\_

Contact Email \_\_\_\_\_

**Special Event Information**

Name of Event \_\_\_\_\_

Location of Event (Park, Restaurant, Other) \_\_\_\_\_

Location Address \_\_\_\_\_

Is the location:      ☐ Publicly Owned      ☐ Privately Owned

Name of Owner \_\_\_\_\_

Owner Mailing Address \_\_\_\_\_

Owner Phone \_\_\_\_\_ Cell \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Hour(s) of Event \_\_\_\_\_

Purpose of Event \_\_\_\_\_

## **Private Location Owner Authorization**

I hereby give \_\_\_\_\_ permission to hold the above described

(Applicant Name)

Special Event at the following location \_\_\_\_\_

(Name and Address of Location)

on the date and times listed above.

\_\_\_\_\_  
Location Owner Signature

\_\_\_\_\_  
Date

## **Applicant Certification**

I hereby certify that the above information is true and correct and that I will abide by all rules, regulations and requirements of the City of Woodbine "Noise Control Ordinance". I further certify and agrees to defend, indemnify and hold harmless The City of Woodbine, and any person associated with the City or City Staff from and against any loss, damages, and claims regardless of merit, for bodily injury including death, property damage, and all other consequential loss arising out of the activities of the Applicant, their employees, subcontractors, suppliers, guests, audience or patrons in connection with the Special Event identified herein.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Approval of this Application is based on the information provided above by the applicant. Any change to the Location Information requires the applicant to notify the City immediately to allow for review of the changes. Failure to notify the City of changes in the Location Information could result in revocation of the Permit.

\_\_\_\_\_  
City Application Reviewer

\_\_\_\_\_  
Title

☐ Approved    ☐ Disapproved

Date: \_\_\_\_\_

Reason for Disapproval \_\_\_\_\_

Contact Information for Woodbine City Hall:

(912)576-3211 (City Hall)

(912)576-3274 (Fax)

[cityofwoodbine@tds.net](mailto:cityofwoodbine@tds.net)

(Ver.081913)