Special Event Request Form

Special Event requests shall only be accepted during the following times each year:
March 1–31 and **September 1–30.**

All requests must be submitted at least 90 days (120 days for events exceeding 1,000 attendees) in advance of the event and may be made up to 12 months in advance.

PROPOSED EVENT:		EVENT DATE(S):	
EVENT LOCATION:		EVENT TIME:	
ORGANIZATION NAME:		ORGANIZATION TYPE:	☐ Private / Family ☐ Government ☐ Charitable

APPLICANT CONTACT INFO:			
APPLICANT NAME:		PHONE:	
TITLE:		EMAIL:	

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

BRIEF DESCRIPTION OF REQUEST: *Please provide **ALL** event details from scheduled entertainment to type of vendors onsite. We encourage you to attach additional documents, proposals, or information you feel would be helpful in our evaluation (include any equipment or additional services being requested from CPA in your description).*

WEATHER PROVISIONS:	
PARKING PLAN:	

NOTE: An approval of an event does not indicate waiver of fees. All requests are subject to availability. The Application Fee is non-refundable. All requests will be considered tentative until such time as the requester has paid the required fees and has received a Special Event Permit approved by the Port Director/CEO or his/her designee.

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.

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.

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: _____

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