



Fee: \$25

## Special Events Form

Person/Group: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
Address: \_\_\_\_\_ Time: (From) \_\_\_\_\_ (To) \_\_\_\_\_  
Function: \_\_\_\_\_  
Primary Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

Is the reservation for a Non-Profit Organization? Yes: \_\_\_\_ No: \_\_\_\_

If yes, provide Tax Exempt #: \_\_\_\_\_

Are there any safety/security precautions required? Yes: \_\_\_\_ No: \_\_\_\_

If yes, provide information below:

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Insurance Required? Yes: \_\_\_\_ No: \_\_\_\_

If yes, attach copy of insurance.

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I have read and understand all of the rules and regulations governing the use of the Town of Howey-in-the-Hills's facilities. I agree to indemnify and save harmless the Town of Howey-in-the-Hills from and against all claims, lawsuits, damages, cost, losses, and expenses in any manner resulting from, arising out of, or connected with this event(s), as a result of the use of the above rented premises.

\_\_\_\_\_  
**Signature of Representative**

\_\_\_\_\_  
**Date Signed**

### Staff Use Only:

Insurance Required? Yes: \_\_\_\_ No: \_\_\_\_

Date Received:

Date Paid:

Amount Paid \$ \_\_\_\_\_ Credit Card: \_\_\_\_\_

Check #: \_\_\_\_\_

Cash: \_\_\_\_\_