



## **MAIN STREET SPECIAL EVENT APPLICATION**

**Application Date:** \_\_\_\_\_

**EVENT NAME:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, St. Zip** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Secondary Phone:** \_\_\_\_\_

**Secondary Contact:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Secondary Phone:** \_\_\_\_\_

**Proposed Date:** \_\_\_\_\_ **Alternate Date:** \_\_\_\_\_

**Please provide the following information to be considered for an event at Main Street:**

This information needs to be received no later than 6 months before proposed event date.

- **Description of organization**
- **Purpose of event**
- **Detail description of the event**
- **Event Sponsors along with description of benefits of being a sponsor**
- **Space requirements**
- **Layout of event**
- **Electrical needs**
- **Parking requirements**
- **Food and beverages that will be served**
- **Guest Speakers (if applicable)**
- **Entertainment**
- **Number of attendees expected**
- **Event Management (before, during and after)**
- **Site Clean-up**
- **Signage**
- **Advertising outlets that will be utilized**



If your event should be approved for this venue the organization coordinating the event will be responsible for the following items and will need to provide proof of commitment 30 days before the event if applicable.

- **Special event permitting from Manatee County**
- **Tent permitting from Manatee County**
- **Liability insurance**
- **Port-o-lets**
- **Liquor License**
- **Security**
- **Police**
- **EMT**
- **Parking attendants**
- **Trash**

SMR and Casto Lifestyle Properties have the right to approve or decline any event request submitted. SMR and its subsidiaries have the first right of refusal and category exclusivity for any sponsorships that will be offered in conjunction with an event. All restaurants and merchants will be utilized before additional vendors are secured for the event. Any events that are in direct conflict with the merchants at Main Street will not be considered.

Organizer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_