



**City of Chipley
Special Council Meeting**

June 26, 2025 at 4:00 PM

City Hall - 1442 Jackson Avenue, Chipley, FL 32428

AGENDA

A. CALL TO ORDER

B. PRAYER AND PLEDGE

C. APPROVAL OF AGENDA

D. AGENDA ITEMS

1. Special Event Application – Annual July 4th Community Fun Day – Southern Splash & Dash

E. ADJOURN

F. ZOOM

Any subject on the agenda, regardless of how stated, may be acted upon by the Council. The Council reserves the right to add other items to the agenda. Anyone desiring a verbatim transcript of the meeting must make personal arrangements as the City takes only summary minutes. Persons with disabilities needing special accommodations to participate in this proceeding should contact City Hall at (850) 638-6350, at least 48 prior to the proceedings.

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Special Event Application – Annual July 4th Community Fun Day – Southern Splash & Dash

MEETING DATEPREPARED BY

Thursday, June 26, 2025Patrice Tanner, City Administrator

SUMMARY

The Annual July 4th Community Fun Day will be held on Friday, July 4, 2025, from 3:00 p.m. – 8:00 p.m. at the former T.J. Roulhac field. A road closure is requested for Deermont Circle during the event. They have a company to purchase insurance from and will move forward as soon as the special event application is approved.

RECOMMENDATION

City Staff recommend approval of the Special Event Application for the Annual July 4th Community Fun Day contingent on insurance being submitted prior to the event.

ATTACHMENTS

1. Special Event Application.



City of Chipley

CITY HALL
 1442 Jackson Avenue
 P.O. Box 1007
 Chipley, Florida 32428
 (850) 638-6350 Fax: (850) 638-6353



Special Event Application

Name/Organization: Southern Splash & Dash

Address: 1346 Jackson Ave. Chipley FL 32428

Contact person: Mike Hooks Phone: (850) 849-1872 Fax: _____

E-mail: _____

Type of Event: Annual July 4th Fireworks Show

Purpose of Event: Community event

Location of Event: I.J. Raulhee Field Indoors/Outdoors

Date(s) & Time(s) of Event: 7-4-25 3pm - 8pm

Amount of Liability Insurance: _____ (attach copy of policy)

Concert ☒ Yes ☐ No If yes, What type of music? _____

Will food and nonalcoholic beverages be sold? Yes

Will fireworks be displayed? ☒ Yes ☐ No If yes, provide name, license number and pyrotechnic plan to be approved by Fire Chief.

Will amusement rides be available? No

Number of participants anticipated per day: 300

Are security and/or medical services provided? Yes

Applicant Signature: Mike Hooks Date: _____

Approved { } Denied { }

Mayor's Signature: _____ Date: _____

RELEASE AND HOLD HARMLESS AGREEMENT

FOR THE SOLE CONSIDERATION OF the City of Chipley granting permission for the undersigned to conduct a Southern Splash & Dash upon street(s) as provided for in it's letter of request, the undersigned agrees to indemnify and hold harmless the City of Chipley, it's successors, agents and assigns and all other persons, firms or corporations, from any and all claims, demands, damages, actions, causes of actions or suits of any kind or nature whatsoever, and particularly on account of all injuries, both to person and property, which may result from the use of the street(s) as described above, and releases forever discharges the City of Chipley, for any such Claims.

Undersigned hereby declares that the terms of this agreement and lease have been completely read and are fully understood and voluntarily accepted.

IN WITNESS WHEREOF, the undersigned has executed this release, this 19th day of June, 2025.

FIRM OR ORGANIZATION:

[Signature]
Signature

Miken Hooks
Print Name

[Signature]
Witness

Witness

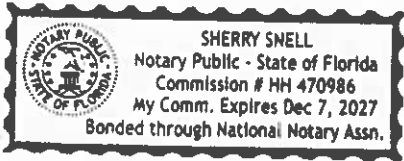
Sherry Snell
Print Name

Print Name

STATE OF FLORIDA
COUNTY OF WASHINGTON

The foregoing instrument was acknowledged before me by Miken Hooks, who is personally known to me or who produced _____ as identification, and who executed the foregoing instrument and acknowledge before me that he/she executed the same freely and voluntarily and for purposes expressed therein.

Witness my hand and seal in the County and State last aforesaid this 19th day of June, 2025.



[Signature]
Notary Public



City of Chipley

CITY HALL

1442 Jackson Avenue

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Chipley, Florida 32428

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Request for Temporary Closure of City Road/Sidewalk/Alleyway

Name of Organization: <u>Southern Splash & Dash</u>		Person in Charge: <u>Milan Hooks</u>		Date: <u>6-19-25</u>
Address of Organization: <u>1346 Jackson Ave Chipley FL 32428</u>			Telephone Number: <u>(850) 849-1812</u>	
Title of Event: <u>Annual July 4th Fireworks Show</u>				
Date of Event: <u>7-4-25</u>	Starting Time of Event: <u>3 pm</u>	Duration of Event: <u>6 hrs</u>	Actual Closing Time (Set up of barriers, Etc.) <u>3 pm</u>	
Proposed Parade Route or Road/Sidewalk/Alleyway Closure (Include Exact Road Names and Map of Route): <u>Deermond Cr. Pecan St.</u>				
This section is to be completed when closure is for special event filming.				
Liability Insurance Carrier: <u>Event Helper</u>		Policy Effective Date: _____		
Coverage Amount: _____		(\$1,000,000 Minimum)		
Length of Coverage: _____		Days		
Licenses Pyrotechnics Operator: _____				
License Number: _____				
Approval of Local Fire Department: _____				
Federal Aviation Administration Approval for Low Flying Filming: _____				
Additional Liability Insurance Amount: _____				
PLEASE DO NOT WRITE BELOW THIS LINE				
Detour Route (Include Exact Road Names and Map of Detour Route): 				
Name of Department Responsible for Traffic Control (City Police Department, Sheriff's Department, Highway Patrol): Chipley City Police Department				
Special Conditions: Use this route only!				
Name of Police Chief: Scott Thompson	Signature of Police Chief:		Date Signed:	
Name and Title of City Official: Patrice Tanner, City Administrator	Signature of City Official:		Date Signed:	