



**Public Works Department
Office of the Director**

Tom Funcheon
Public Works Director

To: Mayor and Board of Commissioners

From: Tom Funcheon, Public Works Director

Date: December 11, 2018

Subject: Special Event – Tarpon Springs Merchants Association
1st Friday in Tarpon Springs
February 1, March 1, April 5, May 3, June 7, July 5, August 2, September 6, October 4
and November 1, 2019

Recommendation:

That the Mayor and Board of Commissioners approve the Tarpon Springs Merchants Associations' special event application for the "1st Friday in Tarpon Springs" on February 1, March 1, April 5, May 3, June 7, July 5, August 2, September 6, October 4 and November 1, 2019, and the temporary closure of Tarpon Ave. (Pinellas Ave. to Ring Ave.), Hibiscus St. (Tarpon Ave. to Orange St.), Mother Meres Parking Lot, Tarpon Ave. Parking Lot, N. Safford Ave. (Tarpon Ave. to Orange St. – will leave Suntrust Bank exit open) and S. Safford Ave. (Tarpon Ave. to Court St. south bound & Lemon St. to Tarpon Ave. north bound).

If a change in the event date is necessary due to inclement weather, the City Manager will authorize/designate a rain date.

Background:

This event has been approved by the Special Events Review Committee based on previous years' event.

The hours of the event will be from 6:00 p.m. to 10:00 p.m. with setup beginning at 4:00 p.m. and cleanup ending by 11:00 p.m. This event will consist of music, vendors and food/beverage (beer & wine). Each month there will be a different theme. Any proceeds will be used to advertise other events and promote Tarpon Springs. Pending B.O.C. approval, the City will provide two (2) City workers for each event to oversee sanitation services and maintenance.

All set-up and clean-up will be the event sponsors responsibility.

It is understood that in order for the Sponsor to receive a permit to proceed, he/she must comply with the following:

- A Certificate of Insurance in the amount of \$1,000,000 naming the City as an “additional insured”.

Approval of this event authorizes the Sponsor/User the use of City property for said special event with the understanding that they must operate and carry out the needs and functions of the event within the confines and requirements established and approved by the Special Events Committee, the B.O.C. and the Sponsor’s application on record.

**City of Tarpon Springs
Application for Special Events**

Event Information:

Date of Application: November 26, 2018

Name of Event: First Friday in Tarpon Springs

Date(s) of Event: February 1, March 1, April 5, May 3, June 7, July 5, August 2, September 6, October 4, November 1, 2019

Alternate Date(s): N/A

Hours of Event: 6-10 pm

Set up/break down time needed: 4-11 pm

Type/Purpose of Event: Fundraiser for the Tarpon Springs Merchants Association. Event will include food vendors, vendors and music.

Location of Event (include map for parade/procession routes with assembly and disband points): Tarpon Ave (Pinellas Ave to Ring), Hibiscus St (Tarpon Ave to Orange St), Safford Ave (North – Tarpon Ave to Orange St & South – Tarpon Ave to Court St)

If Closure of a City Parking Lot is needed, please check: Mother Meres Tarpon Ave. Orange St. Court/Lemon

Other:

Disposition of Proceeds: Pay for expenses of the event and advertising for other events.

Applicant Information:

Name of Organization: Tarpon Springs Merchants Association

Registered Nonprofit Org.: Yes No

Organizations Address: P O Box 2793, Tarpon Springs FL 34688

Individual to Contact: Carol Rodriguez (Telephone #) 845-661-5518 (email) carolaer@gmail.com

Alternative Contact: Reggie Gibson (Telephone #) 727-543-1593 (email) tarponspringsflorida@gmail.com

General Information:

Number of Vendors: 90-150 (depending on the month) (Sponsor is required to keep a list of vendors, and must be able to produce upon request.)

Location for Designated Vendor Parking (Please complete Vendor Designated Parking Form and attach to application): Public parking lots and side streets

Approximate Number of Attendees: 1500-2000 Entrance Fee:\$ N/A

Location for Attendee Parking: Public parking lots and side streets

Will Private Security be Provided: Yes No Name of Private Company:

Will the Following be Provided: Traffic Control: Yes No Crowd Control: Yes No

Will Music be Provided: Yes No Hours of Play: 6-10 pm Band: DJ: Other: Individuals

(NOTE: The following businesses MAY have a band during the event: Johnny's Taphouse, Tarpon Tavern, SilverKing Brewery, Backdraughts, St. Somewhere Brewery, Two Frogs and Olive the World Bistro.)

Type & Location of Toilet Facilities: Public restrooms in City parking lot, portable City restroom (if available) and/or Port-O-Potties

Tent or Other Structure: Yes No Type of Structure: Pop Up Tent Style

How will Structure be Secured: As Required

Solid Waste Collection/Disposal: Yes No Dumpster: Rolloff: Other: Will hire City Employee from 6:00 pm until finished.

If parade # of: Participants: _____ Animals _____ Floats _____ Bands _____ Other _____

Amusement/Carnival Rides: Yes No Name of Company Providing Rides:

Types of Rides:

Is Diagram of Layout Attached: Yes No

Will Food/Beverages be Served: Yes No Cooked on Site: Catered: Sold: Given Away:

Will Alcoholic Beverages be Served: Yes No Type of Alcoholic Beverages: Beer & Wine

Event Sponsor is responsible to ensure that all food/alcohol vendors have all necessary licenses as required by the Department of Business and Professional Regulations, Division of Hotels & Restaurants and/or Division of Alcohol and Tobacco, Department of Health, Environmental Health Division or any other applicable State Agency.

Equipment/Miscellaneous (please check if needed):

Barricades: How many: As needed per TSPD

Cones: How many: As needed per TSPD

Portable Stage: Location: In front of empty lot on Tarpon Ave

Electricity Needed: Where: Meres parking lot, Tarpon Ave, City parking lot on Tarpon Ave, Safford Ave, Hibiscus St

Public Restrooms: Hours of Opening/Closing: Stay open until 11:00 pm

Street Banners: Locations: City approved locations

Additional City Trash Cans:

Directional Parking Signs: Locations: _____

Other: Requesting City maintenance employee for the hours of 5:00 pm until finished, City's big generator to be placed in the field behind fence where stage is and City's tables and chairs.

Is a check made payable to the City of Tarpon Springs for the Application Fee & Deposit Attached: Yes No

If not, when will it be sent:

Is the Certificate of Insurance Attached: Yes No If not, when will it be sent: When received from insurance company

I (we) agree that it is my (our) responsibility to cleanup after the conclusion of the special event: Yes No

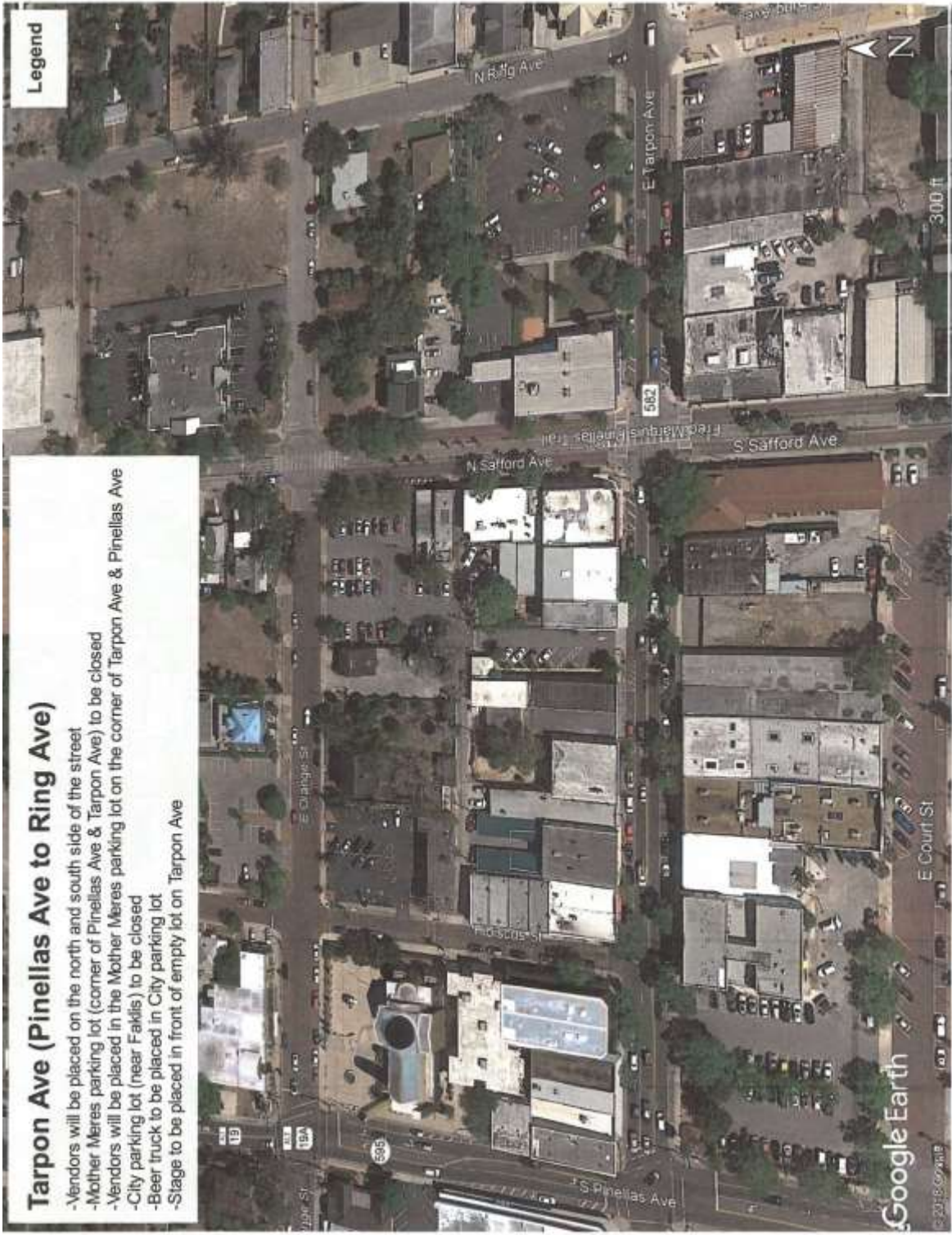
I agree to provide a Post Special Report within 10 calendar days subsequent to the event: Yes No Failure to do so may result in forfeiture of deposit.

I (we) have read and completed this application and it is true and correct to the best of my (our) knowledge; I (we) have read the general instructions for this application and the City of Tarpon Springs Ordinance #88-25 and agree to conform with the provisions as set forth therein. I (we) understand that knowingly providing false information on the application shall automatically void the application and cancel the event.

Beaque Johnson
Signature of Applicant

11-26-18
Date





Safford Avenue

- Vendors will be placed on the west side of the street on South Safford
- Vendors will be placed on the west side of the street on North Safford and possibly on the east side of the street when needed.

Legend
Tarpon Springs

