



**Public Works Department  
Office of the Director**

Tom Funcheon  
Public Works Director

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To: Mayor and Board of Commissioners

From: Tom Funcheon, Public Works Director

Date: June 12, 2018

Subject: Special Event –Tarpon Springs Recreation Department  
4<sup>th</sup> of July Picnic  
July 4, 2018

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**Recommendation:**

That the Mayor and Board of Commissioners approve the Tarpon Springs Recreation Departments' special event application for the "4<sup>th</sup> of July Picnic" on Wednesday, July 4, 2018, at Craig Park.

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' events.

The event will begin at 10:00 a.m. and end at 2:00 p.m. Once again, one of our most popular Beach Concert bands, the Rusty Trumpet will be playing at the picnic. We will also have a bounce house, waterslide, hotdog eating contest, paddle boarding and much more. Hotdogs, popcorn & beverages will be given away.

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: 2/22/18  
Name of Event: 4<sup>th</sup> of July Picnic  
Date(s) of Event: Wednesday, July 4<sup>th</sup>, 2018  
Alternate Date(s): none  
Hours of Event: 10am-2pm  
Set up/break down time needed: 8:00am-3pm  
Type/Purpose of Event: Holiday Special Event  
Location of Event (include map for parade/procession routes with assembly and disband points): Craig Park  
If Closure of a City Parking is needed, please check: Mother Meres  Tarpon Ave.  Orange St.  Court/Lemon   
Other: N/A  
Disposition of Proceeds: None, Free Event

**Applicant Information:**

Name of Organization: Tarpon Springs Recreation Division  
Registered Nonprofit Org.: Yes  No   
Organizations Address: 400 S Walton Ave. Tarpon Springs, FL 34689  
Individual to Contact: Ashley Harter (Telephone #) 727-942-5628 (email) aharter@ctsfl.us  
Alternative Contact: Craig Dolan (Telephone #) 727-942-5628 (email) cdolan@ctsfl.us

**General Information:**

Number of Vendors: 0 (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)  
Approximate Number of Attendees: 500 Entrance Fee \$ FREE  
Location for Attendee Parking: Parking lot  
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: 10am-2pm Band  DJ:  Other: \_\_\_\_\_  
Type & Location of Toilet Facilities: Craig Park Restrooms  
Tent or Other Structure: Yes  No  Type of Structure: 10X10 Tents  
How will Structure be Secured: Tent Weights  
Solid Waste Collection/Disposal: Yes  No  Dumpster:  Rolloff:  Other: \_\_\_\_\_

If parade # of: Participants \_\_\_\_\_ Animals \_\_\_\_\_ Floats \_\_\_\_\_ Bands \_\_\_\_\_ Other \_\_\_\_\_

Amusement/Carnival Rides: Yes  No  Name of Company Providing Rides: Air Fun Games

Types of Rides: Bounce House/Water Slide Is Diagram of Layout Attached Yes  No

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

Will Alcoholic Beverages be Served: Yes  No  Type of Alcoholic Beverages: \_\_\_\_\_

*Event Sponsor is responsible to ensure that all food/alcohol vendors have all necessary licenses as required by the Department of Business and Professional Regulation, 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: 4 with handicapped signs for circle

Cones:  How many: \_\_\_\_\_

Portable Stage:  Location: Will be put in front of bandshell. We will pickup the portable stage from the yard

Electricity Needed  Where: Throughout park near the bandshell and on the bandshell

Public Restrooms:  Hours of Opening/Closing: 8am open time

Street Banners:  Locations: \_\_\_\_\_

Additional City Trash Cans:  4 please

Directional Parking Signs:  Locations: \_\_\_\_\_

Other: \_\_\_\_\_

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: On File

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

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 #38-25 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.

Abbey Porter  
Signature of Applicant

2/22/18  
Date