



**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: September 5, 2017

Subject: Special Event – Tarpon Springs Merchants Association  
Antique & Treasure Sale  
November 4, 2017

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**Recommendation:**

That the Mayor and Board of Commissioners approve the Tarpon Springs Merchants Association's special event application for the "Antique & Treasure Sale" on November 4, 2017, and the temporary closure of Mother Meres Parking Lot and Court St. (Pinellas Ave. to Bayou Café).

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 past years' events.

The hours of the event will be from 9:00 a.m. to 4:00 p.m., with set up time beginning at 6:00 a.m. and breakdown by 6:00 p.m. Proceeds will be used to advertise future events.

The event sponsor has notified area businesses that may be affected by this event.

B.O.C. approval is contingent upon the event sponsor complying with the following stipulation:

- Providing a Certificate of Insurance 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**

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**Event Information:**

Date of Application: August 18, 2017

Name of Event: Antique & Treasure Sale

Date(s) of Event: November 4, 2017

Alternate Date(s): N/A

Hours of Event: 9:00 am to 4:00 pm

Set up/break down time needed: 6:00 am to 6:00 pm

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

Location of Event (include map for parade/procession routes with assembly and disband points): Mother Meres parking lot & Court Street

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 #) 845-937-4222 (email) carolaer@ymail.com

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

**General Information:**

Number of Vendors: 60 (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): Side Streets

Approximate Number of Attendees: 200 Entrance Fee:\$ N/A

Location for Attendee Parking: Street parking

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: 9 am to 4 pm Band:  DJ:  Other: Duo or Single person

Type & Location of Toilet Facilities: Public Restrooms in parking lot on Tarpon Avenue and port-o-lets

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:

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:

*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:

Electricity Needed:  Where: Mother Meres parking lot

Public Restrooms:  Hours of Opening/Closing: 6:00 am to 6:00 pm

Street Banners:  Locations: City approved locations

Additional City Trash Cans:

Directional Parking Signs:  Locations: In areas designated by City

Other:

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

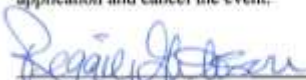
If not, when will it be sent:

Is the Certificate of Insurance Attached: Yes  No  If not, when will it be sent: 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.

  
\_\_\_\_\_  
Signature of Applicant

8-18-17  
\_\_\_\_\_  
Date