



**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: August 15, 2017

Subject: Special Event – City of Tarpon Springs Recreation Department
Back to School Bash
September 16, 2017

Recommendation:

That the Mayor and Board of Commissioners approve the City of Tarpon Springs Recreation Departments' special event application for the "Back to School Bash" on Saturday, September 16, 2017 at Splash Park/Dog 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 new event has been approved by the Special Events Review Committee.

This free children's fun day is to celebrate going back to school. The hours of the event will be from 10:00 a.m. to 2:00 p.m. There will be music, waterslide, bounce house, food & beverages and much more.

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

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: July 21, 2017

Name of Event: Back to School Bash

Date(s) of Event: September 16th, 2017

Alternate Date(s): September 23, 2017

Hours of Event: 10am-2pm

Set up/break down time needed: 8am-3pm

Type/Purpose of Event: A family friendly event to celebrate the beginning of school. The event will feature a dj, waterslides and games

Location of Event (include map for parade/procession routes with assembly and disband points): Splash Park

If Closure of a City Parking is needed, please check: Mother Meres Tarpon Ave. Orange St. Court/Lemon
Other: None

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@ctsfll.us

Alternative Contact: Craig Dolan (Telephone #) 727-942-5628 (email) cdolan@ctsfll.us

General Information:

Number of Vendors: _____ (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: 200 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: Splash Park bathrooms

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: N/A

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

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

Types of Rides: Water slide & bounce houses 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: _____

Cones: How many: _____

Portable Stage: Location: _____

Electricity Needed: Where: New pavillion

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

Street Banners: Locations: _____

Additional City Trash Cans: 3 extra cans 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: _____

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 #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.

Ashley Harter
Signature of Applicant

7/25/2017
Date