



**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: November 6, 2017

Subject: Annual Christmas Parade – Chamber of Commerce  
December 15, 2018

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**Recommendation:**

That the Mayor and Board of Commissioners approve the Annual Christmas Parade presented for the City by the Chamber of Commerce on Saturday, December 15, 2018, and the temporary closure of Pinellas Ave. (Meres Blvd. to Tarpon Ave.), Lemon St. (Pinellas Ave. to Ring Ave.), Ring Ave. (Lemon St. to Tarpon Ave.), and Tarpon Ave. (Ring Ave. to Craig Park.).

**Background:**

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

The parade will begin at 10:00 a.m. in front of Rodie's Restaurant and Pancake House and end at Craig Park at approximately noon. Parade set-up will begin at 8:00 a.m.

The City has sent out road closure notifications to area business that may be affected by this event.

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

**Event Information:**

Date of Application: 09/24/2018

Name of Event: Annual Christmas Parade

Date(s) of Event: December 15, 2018

Alternate Date(s): None

Hours of Event: 1000 - 1200

Set up/break down time needed: 0800 - 1300

Type/Purpose of Event: City Holiday celebration

Location of Event (include map for parade/procession routes with assembly and disband points): S. Pinellas Ave., Lemon St., Ring Ave., Tarpon Ave., Craig Park (disburse)

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

Disposition of Proceeds: N/A

**Applicant Information:**

Name of Organization: Tarpon Springs Chamber of Commerce

Registered Nonprofit Org.: Yes  No

Organizations Address: 1 N. Pinellas Ave., #B

Individual to Contact: Jean Hungville (Telephone #) 727-937-6109 (email) presidnet@tarponspringschamber.org

Alternative Contact: none (Telephone #) \_\_\_\_\_ (email) \_\_\_\_\_

**General Information:**

Number of Vendors: N/A (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): N/A

Approximate Number of Attendees: 1,000 Entrance Fee \$ N/A

Location for Attendee Parking: City parking lots and 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: 1000 - 1200 Band  DJ:  Other: on floats  
Type & Location of Toilet Facilities: Public restrooms at Tarpon Ave. & Craig Park  
Tent or Other Structure: Yes  No  Type of Structure: \_\_\_\_\_  
How will Structure be Secured: N/A  
Solid Waste Collection/Disposal: Yes  No  Dumpster:  Rolloff:  Other: \_\_\_\_\_  
If parade # of: Participants 500 Animals 5 Floats 60 Bands 2 Other These are estimates  
Amusement/Carnival Rides: Yes  No  Name of Company Providing Rides: \_\_\_\_\_  
Types of Rides: N/A 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: \_\_\_\_\_  
Public Restrooms:  Hours of Opening/Closing: Regular Saturday hours  
Street Banners:  Locations: \_\_\_\_\_  
Additional City Trash Cans:   
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: covered by City

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

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.

Jean Hungiville  
Signature of Applicant

10/24/2018  
Date