



**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: July 11, 2016

Subject: Special Event – Tarpon Springs Shepherd Center  
Community Outreach  
August 4, 2017

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**Recommendation:**

That the Mayor and Board of Commissioners approve Tarpon Springs Shepherd Center's special event application for the "Community Outreach on Friday, August 4, 2017 at Dorsett Park.

**Background:**

This new event has been approved by the Special Events Review Committee.

This community event is to reach out to children and inspire hope. The hours will be from 1:00 p.m. and to 3:00 p.m., and the event will consist of music, free food/beverages and clothes will be given away.

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

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".
- Payment of fees and deposit.

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: 6/30/17  
Name of Event: COMMUNITY Outreach  
Date(s) of Event: 8/4/17  
Alternate Date(s): 8/3 or 8/2/17  
Hours of Event: 1pm - 3pm  
Set up/break down time needed: 30 minutes  
Type/Purpose of Event: Reach out to youth to inspire hope and purpose

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

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

Disposition of Proceeds: NONE - WE PLAN TO GIVE AWAY clothes - grill hot dogs hamburgers

Applicant Information:

Name of Organization: Tarpon Springs Shepherd Center  
Registered Nonprofit Org.: Yes  No   
Organizations Address: 304 S Pinellas Avenue  
Individual to Contact: ADA DECGAL, Ex Dir (Telephone #) 352 811-4387 (email) adecgal@tscenr.org  
Alternative Contact: Fred Howard, MKTG EXEC (Telephone #) 927-939-1409 (email) fhoward@tscenr.org  
Glendine Davis 287-7098 fscenr.org

General Information:

Number of Vendors: NONE (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: 10 Entrance Fee: \$ \_\_\_\_\_  
Location for Attendee Parking: Dorsett Park  
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: 1:30-2 Band:  DJ:  Other: \_\_\_\_\_  
 Type & Location of Toilet Facilities: ?  
 Tent or Other Structure: Yes  No  Type of Structure: \_\_\_\_\_  
 How will Structure be Secured: \_\_\_\_\_  
 Solid Waste Collection/Disposal: Yes  No  Dumpster:  Roll-off:  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: NDNE  
 Cones:  How many: NDNE  
 Portable Stage:  Location: NO  
 Electricity Needed:  Where: Pedestal  
 Public Restrooms:  Hours of Opening/Closing: 1-3 p.m.  
 Street Banners:  Locations: NO  
 Additional City Trash Cans:   
 Directional Parking Signs:  Locations: \_\_\_\_\_  
 Other: NO

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: Appl Fee ATTACHED, DEPOSIT UPON NOTIFICATION

Is the Certificate of Insurance Attached: Yes  No  If not, when will it be sent: UPON NOTIFICATION OF APPROVAL

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.

[Signature]  
 Signature of Applicant

6.30.2017  
 Date