



**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: November 6, 2018
Subject: Special Event –Recreation Department/Police Department
Elf in the Park after Dark
December 8, 2018

Recommendation:

That the Mayor and Board of Commissioners approve the City of Tarpon Springs Recreation Department/Police Departments’ special event application for “Elf in the Park after Dark” on Saturday, December 8, 2018 (rain date December 9) at the Splash Park Bandshell Area.

Background:

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

This community event will be held from 5:00 p.m. to 9:00 p.m. The Christmas Movie the “Elf” will be shown, and food/beverages will be given away.

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: 10/10/18
Name of Event: Elf in the Park After Dark
Date(s) of Event: December 8th, 2018
Alternate Date(s): December 9th, 2018
Hours of Event: 5-9pm
Set up/break down time needed: 4-10pm
Type/Purpose of Event: Tarpon Springs Recreation Division and Police Department Community Event
Location of Event (include map for parade/procession routes with assembly and disband points): Splash Park Field
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/ Tarpon Springs Police Department
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: Taurean Mathis (Telephone #) 727) 939-4559 or ext 1656 (email) tmathis@tspd.us

General Information:

Number of Vendors: 3 (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): Parking lot
Approximate Number of Attendees: 100-300 Entrance Fee: \$ Free
Location for Attendee Parking: Splash Park 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: 5-9 Band DJ: Other: Movie/Radio
Type & Location of Toilet Facilities: Splash Park Bathrooms- Please leave unlocked until 10pm**
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: _____

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: _____

Cones: How many: _____

Portable Stage: Location: _____

Electricity Needed: Where: Bandshell Area

Public Restrooms: Hours of Opening/Closing: Please leave open until 10pm

Street Banners: Locations: _____

Additional City Trash Cans 3 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: n/a

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 #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

10/11/18
Date