



Tom Funcheon
Public Works Director

Public Works Department Office of the Director

To: Mayor and Board of Commissioners

From: Thomas Funcheon, Public Works Director

Date: February 12, 2019

Re: Special Event – Chamber of Commerce
45th Annual Tarpon Springs Fine Arts Festival
March 9 & 10, 2019

Recommendation:

That the Mayor and Board of Commissioners approve the Tarpon Springs Chamber of Commerce's special event application for the "45th Annual Tarpon Springs Fine Arts Festival" on March 9 & 10, 2019 (set-up to begin on March 6 & clean-up to end on March 11) at Craig 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 event has been approved by the Special Events Review Committee based on past years' events.

The hours of the festival are from 9:00 a.m. to 6:00 p.m. on Saturday and 10:00 a.m. to 5:00 p.m. on Sunday. Food and alcoholic beverages (beer/wine) will be sold and music will be played. There will be a \$5.00 entrance fee (under 12 and Active Duty Military are free). Proceeds will be used by the Chamber of Commerce.

The Chamber of Commerce has requested that they be allowed to enforce no pets being allowed in the section of the park where the event is to be held, that the boat ramp be closed for the duration of the event including setup and that the tennis courts and playground area be closed during the event.

The event sponsor is responsible for all set up and clean up of the area.

This event may be approved contingent upon the event sponsor complying with the following stipulations:

- Providing a Certificate of Insurance naming the City as an "additional insured"
- Returning the park to the same condition it was in prior to the event

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 (revised) 11/28/19

Event Information:

Date of Application: January 20, 2019
Name of Event: 45th Annual Tarpon Springs Fine Arts Festival on the Bayou
Date(s) of Event: March 9-10, 2019
Alternate Date(s): N/A
Hours of Event: Saturday, March 9: 9:00am-6:00am; Sunday, March 10: 10:00am-5:00pm
Set up/break down time needed: Wed., March 6: 9:00am – Monday, March 11: 12:00 noon
Type/Purpose of Event: Fundraiser for the T.S. Chamber of Commerce which will include artists and food vendors.
Location of Event (include map for parade/procession routes with assembly and disband points): Craig Park Also need to have boat ramp, tennis courts, and playground closed beginning Wed. (3/6) – Mon. (3/11 noon). Also: No pets allowed on grounds.
If Closure of a City Parking is needed, please check: Mother Meres Tarpon Ave. Orange St. Court/Lemon
Other: Court St. between S. Pinellas and Spring St. for artists parking.
Disposition of Proceeds: T.S. Chamber of Commerce

Applicant Information:

Name of Organization: Tarpon Springs Chamber of Commerce
Registered Nonprofit Org.: Yes No
Organizations Address: 1 N. Pinellas Ave., #B, Tarpon Springs, FL 34689
Individual to Contact: Jean Hungiville (Telephone #) (757)709-0955 (email) president@tarponspringschamber.org
Alternative Contact: Rick Butcher (Telephone #) (727)534-0031 (email) rickbutcher@yahoo.com

General Information:

Number of Vendors: 210 artists and 15-20 food vendors(Sponsor is required to keep a list of vendors, and must be able to produce upon request.) Will need to use Craig Park Rec Center bldg., Wed. (3/6) – Mon. (3/12).
Location for Designated Vendor Parking (Please complete Vendor Designated Parking Form and attach to application): street parking
Approximate Number of Attendees: 15,000 Entrance Fee: \$ \$5.00
Location for Attendee Parking: Public parking lots, street parking, private parking lots, shuttle from parking lot at Tarpon Tower.

Will Private Security be Provided: Yes No Name of Private Company: T.S.P.D.

Will the Following be Provided: Traffic Control: Yes No Crowd Control: Yes No

Will Music be Provided: Yes No Hours of Play: Hours of event Band: X DJ: Other: _____

Type & Location of Toilet Facilities: Park's restrooms plus 18 additional port-a-lets and 3 washing stations

Tent or Other Structure: Yes No Type of Structure: Tents, Fence, Booths

How will Structure be Secured: Free standing and Fence company

Solid Waste Collection/Disposal: Yes No Dumpster: Rolloff: Other: Also need 40 trash cans

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

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: Beer & Wine

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: 50

Cones: How many: 70

Portable Stage: Location: _____

Electricity Needed: Where: where available

Public Restrooms: Hours of Opening/Closing: _____

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 co.

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 of Applicant

1/28/19
Date