



City of Tarpon Springs, Florida

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December 5, 2017

To: Mayor, Vice Mayor and Board of Commissioners

From: Mark G. LeCouris, City Manager

Re: First Friday Application

The attached application has been amended to change the set up time from 3:30 pm to 4:00 pm for the First Friday events.



**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: December 5, 2017

Subject: Special Event – Tarpon Springs Merchants Association
1st Friday in Tarpon Springs
Change April 6 to April 13, 2018

Please note, a change to the April 6 date was necessary due to a conflict with the Good Friday Procession. The First Friday has been moved to April 13, and the attached application has been updated.

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

Event Information:

Date of Application: November 10, 2017

Name of Event: First Friday in Tarpon Springs

Date(s) of Event: February 2, March 2, April 13, May 4, June 1, July 6, August 3, September 7, October 5, November 2, 2018

Alternate Date(s): N/A

Hours of Event: 6-10 pm

Set up/break down time needed: 4:00 to 11:00 pm

Type/Purpose of Event: Fundraiser for the Tarpon Springs Merchants Association. Event will include food vendors, vendors and music.

Location of Event (include map for parade/procession routes with assembly and disband points): Tarpon Ave (Pinellas Ave to Ring), Hibiscus St (Tarpon Ave to Orange St), Safford Ave (North – Tarpon Ave to Orange St & South – Tarpon Ave to Court St)

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

Disposition of Proceeds: Pay for expenses of the event and advertising for other events.

Applicant Information:

Name of Organization: Tarpon Springs Merchants Association

Registered Nonprofit Org.: Yes No

Organizations Address: P O Box 2793, Tarpon Springs FL 34688

Individual to Contact: Carol Rodriguez (Telephone #) 845-661-5518 (email) carolacr@gmail.com

Alternative Contact: Reggie Gibson (Telephone #) 727-543-1593 (email) tarponspringsflorida@gmail.com

General Information:

Number of Vendors: 90-130 (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): Public parking lots and side streets

Approximate Number of Attendees: 1500-2000 Entrance Fee: \$ N/A

Location for Attendee Parking: Public parking lots and side streets

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: 6-10 pm Band: DJ: Other: Individuals (NOTE: The following businesses may have a band during the event: Johnny's Taphouse, Tarpon Tavern, SilverKing Brewery, Backdraughts & St. Somewhere Brewery.)

Type & Location of Toilet Facilities: Public restrooms in City parking lot and also Port-O-Potties

Tent or Other Structure: Yes No Type of Structure: Pop Up Tent Style _____

How will Structure be Secured: As Required

Solid Waste Collection/Disposal: Yes No Dumpster: Rolloff: Other: Will hire City Employee from 5:00 pm until finished.

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: 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: As needed per TSPD

Cones: How many: As needed per TSPD

Portable Stage: Location: In front of empty lot on Tarpon Ave

Electricity Needed: Where: Meres parking lot, Tarpon Ave, City parking lot on Tarpon Ave, Safford Ave, Hibiscus St

Public Restrooms: Hours of Opening/Closing: Stay open until 11:00 pm

Street Banners: Locations: City approved locations

Additional City Trash Cans:

Directional Parking Signs: Locations: _____

Other: Also requesting shuttle bus driver for parking at Dog Park/Splash Park. Hours would be from 5:30-10:30 pm.

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 company

I (we) agree that it is my (our) responsibility to cleanup after the conclusion of the special event: Yes No

I agree to provide a Post Special Report within 10 calendar days subsequent to the event: Yes No Failure to do so may result in forfeiture of deposit.

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

11-10-17
Date