



**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: September 5, 2017

Subject: Special Event – Tarpon Springs High School  
Homecoming Parade  
September 28, 2017

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**Recommendation:**

That the Mayor and Board of Commissioners approve the Tarpon Springs High Schools' special event application for the "Homecoming Parade" on Thursday, September 28, 2017, and the temporary closure of Dodecanese Blvd. (from Pinellas Ave. to Roosevelt Blvd.)

**Background:**

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

The line-up will begin at 4:00 p.m. in the private parking lot on the corner of Pinellas Ave. and Dodecanese Blvd. The parade will then head west on Dodecanese Blvd. ending on Roosevelt Blvd. at Turtle Cove Marine. The parade should be finished within 15-20 minutes of start time, and the Tarpon Springs Police Department has approved this route.

All set-up and clean-up will be the event sponsor's, (Tarpon Springs High School) responsibility.

The City has notified area businesses of this event.

It is understood that in order for the Sponsor to receive a permit to proceed, he/she must comply with the following:

- A Certificate of Insurance in the amount of \$1,000,000 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: 8/15/17  
Name of Event: Homecoming Parade  
Date(s) of Event: September 28<sup>th</sup> 2017  
Alternate Date(s): Ø  
Hours of Event: 4:00 pm - 6:00 pm  
Set up/break down time needed: Ø  
Type/Purpose of Event: Homecoming Spirit Parade

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

Start in parking lot go down sponge docks to Tarpon Aquarium, move to Turtle Cove Marine on Roosevelt Blvd. Students get back into cars to high school.

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

Other: \_\_\_\_\_

Disposition of Proceeds: \_\_\_\_\_

**Applicant Information:**

Name of Organization: Tarpon Springs High School Student Council

Registered Nonprofit Org.: Yes  No

Organizations Address: 1411 Gulf Rd. Tarpon Springs FL 34689

Individual to Contact: Dee Deal (Telephone #) 727-514-4000 (email) dee@psb.org

Alternative Contact: Leza Fetulias (Telephone #) 727-943-4900 (email) leza@psb.org

**General Information:**

Number of Vendors: — (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: 100 Entrance Fee: \$ \_\_\_\_\_

Location for Attendee Parking: Parking lot on the corner of N Parkers Ave. & Dodecanes Blvd

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: \_\_\_\_\_ 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:  Rolloff:  Other: \_\_\_\_\_

If parade # of: Participants 100 Animals - Floats 20 Bands 1 Other -

Amusement/Carnival Rides: Yes  No  Name of Company Providing Rides: \_\_\_\_\_

Types of Rides: 1 band & 20 floats & banners / walkers 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: 25 needed

Cones:  How many: 25 needed

Portable Stage:  Location: \_\_\_\_\_

Electricity Needed:  Where: \_\_\_\_\_

Public Restrooms:  Hours of Opening/Closing: \_\_\_\_\_

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: August 25, 2017

Is the Certificate of Insurance Attached: Yes  No  If not, when will it be sent: August 25, 2017

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

8.16.17  
Date