



**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 14, 2017

Subject: Special Event – Sunset Hills Elementary School
Light up the Bayou
December 24, 2017

Recommendation:

That the Mayor and Board of Commissioners approve the Sunset Hills Elementary Schools' special event application for "Light up the Bayou" on December 24, 2017 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 previous years' events.

Set up begins at 10:00 a.m. and the event begins at dark and ends at 1:00 a.m. Cleanup will take place on Christmas morning.

All set-up and clean-up will be the event sponsors, Sunset Hills Elementary Schools' 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: _____
Name of Event: Light up the Bayou - Lambatha
Date(s) of Event: Dec 24th 2017
Alternate Date(s): _____
Hours of Event: Dec 24 10AM - Dec 25th 10:00AM
Set up/break down time needed: _____
Type/Purpose of Event: Community Event run by Sunset Hills PTA

Location of Event (include map for parade/procession routes with assembly and disband points):
On side walk surrounding Spring Bayou in Craig Park

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: Sunset Hills Elementary PTA
Registered Nonprofit Org.: Yes No
Organizations Address: 1347 Gulf Rd Tarpon Springs FL 34689
Individual to Contact: Abby Laatz (Telephone #) 630 329 4203 (email) Laatz@psfb.org
Alternative Contact: Trina Davis (Telephone #) 727-798 6093 (email) Trina.davis22@yahoo.com

General Information:

Number of Vendors: 1 (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: _____ Entrance Fee: \$ _____
Location for Attendee Parking: _____
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: Please have Public Park toilets open
 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: _____
 Cones: How many: _____
 Portable Stage: Location: _____
 Electricity Needed: Where: _____
 Public Restrooms: Hours of Opening/Closing: 10AM - 2AM
 Street Banners: Locations: _____
 Additional City Trash Cars:
 Directional Parking Signs: Locations: _____
 Other: sand buckets.

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: Spoke w Sherrin - is being sent electronically
 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

9/26/2017
 Date