



**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 – Dr. Martin Luther King, Jr. Foundation
Dr. Martin Luther King, Jr. Birthday Celebration
January 13, 2018

Recommendation:

That the Mayor and Board of Commissioners approve the Dr. Martin Luther King, Jr. Foundations' special event application for the "Dr. Martin Luther King, Jr. Birthday Celebration" on January 13, 2018 at Dorsett Park and the temporary parade route closure of Lemon St. (east of Grosse Ave. to Disston Ave.- line up area), Tarpon Ave. (Levis Ave. to Pinellas Ave.), Pinellas Ave., (Tarpon Ave. to Dr. Martin Luther King, Jr Dr.), Dr. Martin Luther King, Jr Dr. (Pinellas Ave. to Disston Ave.) and Harrison St. (Dr. Martin Luther King, Jr Dr. to Dorsett Park).

Background:

This City co-sponsored event has been approved by the Special Events Review Committee based on past years' events

The march will begin at 11:00 a.m. with an event following at Dorsett Park until 3:00 p.m. Food and beverages will be sold and music will be played. Proceeds will be used for local scholarship programs.

All road closures have been coordinated and approved by the TSPD.

All set-up and clean-up will be the event sponsors, Dr. Martin Luther King, Jr. Foundations' 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: 10-10-17
Name of Event: Dr. Martin Luther King, Jr. Birthday Celebration - 2018
Date(s) of Event: January 13, 2018
Alternate Date(s): January 14, 2018
Hours of Event: _____
Set up/break down time needed: Parade line up 10AM-11AM, Dorsett Park 8AM, set-up
Type/Purpose of Event: Dr. M. L. King, Jr. Parade and Festival in Dorsett Park,

Location of Event (include map for parade/procession routes with assembly and disband points): Parade Line, Tarpon Ave to Lewis Ave, Lemon St, Gross to Diston Ave, Route 1 Tarpon Ave West to Pinellas Ave, South to Dr. M. L. King, Jr. - East of Dr. M. L. King to Diston, Diston South to Harrison Street, End at Dorsett Park at Harrison and Lewis.

If Closure of a City Parking is needed, please check: Mother Meres Tarpon Ave. Orange St. Court/Lemon
Other: Pinellas Ave from South to Dr. M. L. King, Jr. Drive.

Disposition of Proceeds: Scholarship Fund

Applicant Information:

Name of Organization: Dr. Martin Luther King, Jr. Foundation of Tarpon Springs
Registered Nonprofit Org.: Yes No
Organizations Address: P.O. Box 2285, Tarpon Springs, FL 34688
Individual to Contact: Rev. Milton Smith (Telephone # (727) 798-5718 (email) S. Milton 98046)
Alternative Contact: Juliana Day (Telephone # (207) 645-9731 (email))

General Information:

Number of Vendors: 5 (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): Lewis Ave
Approximate Number of Attendees: 500 Entrance Fee: \$ 0
Location for Attendee Parking: Tarpon Fundamental School area
Will Private Security be Provided: Yes No Name of Private Company: _____
Will the Following be Provided: Traffic Control: Yes No Crowd Control: Yes No City Police

Will Music be Provided: Yes No Hours of Play: 11:00 - 4:00 pm Band: DJ: Other: Artisans
 Type & Location of Toilet Facilities: Dorsett Park facilities
 Tent or Other Structure: Yes No Type of Structure: _____
 How will Structure be Secured: _____
 Solid Waste Collection/Disposal: Yes No Dumpster: Rolloff: Other: Boxes if available
 If parade # of: Participants 100 Animals _____ Floats 4 Bands 2-3 Other Cars, Church Vans
 Amusement/Carnival Rides: Yes No Name of Company Providing Rides: N/A
 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: N/A

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: City to determine
 Cones: How many: City to determine
 Portable Stage: Location: Dorsett Park
 Electricity Needed: Where: Dorsett Park
 Public Restrooms: Hours of Opening/Closing: 8am - 5pm
 Street Banners: Locations: N/A
 Additional City Trash Cans:
 Directional Parking Signs: Locations: N/A
 Other: Please Note: we will need traffic control at Cross + Lemon, Lemon + Lewis, Lemon and Disston. Perhaps barricades during the line-ups

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: City Co-sponsored event

Is the Certificate of Insurance Attached: Yes No If not, when will it be sent: City Co-sponsored event

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.

Pw. Mitt B Smith _____ 10-10-17
 Signature of Applicant Date