



**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: March 21, 2017

Subject: Special Event – City of Tarpon Springs Recreation Department
Out of School Bash
May 27, 2017

Recommendation:

That the Mayor and Board of Commissioners approve the City of Tarpon Springs Recreation Departments' special event application for the "Out of School Bash" on Saturday, May 27, 2017 at Sunset Beach. 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.

This free children's fun day is to celebrate schools out and summers beginning. The hours of the event will be from 3:30 p.m. to 8:00 p.m. There will be music, waterslide, bounce house, food & beverages and much more.

All set-up and clean-up will be the event sponsors' 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: 2/7/17
Name of Event: Out of School Bash
Date(s) of Event: MAY 27, 2017
Alternate Date(s):
Hours of Event: 3:30 pm - 8 pm
Set up/break down time needed: 1 pm - 9 pm
Type/Purpose of Event: Celebration for the beginning of Summer & End of School.
Location of Event (include map for parade/procession routes with assembly and disband points): Sunset Beach

If Closure of a City Parking is needed, please check: Mother Meres Tarpon Ave. Orange St. Court/Lemon
Other: NONE

Disposition of Proceeds: N/A Free Event

Applicant Information:

Name of Organization: Tarpon Springs Recreation
Registered Nonprofit Org.: Yes No
Organizations Address: 400 S. Walton Ave. Tarpon Springs, FL 34689
Individual to Contact: Ashley Harter (Telephone #) 942-5628 (email) Aharter
Alternative Contact: Craig Delan (Telephone #) 942-5628 (email) cdelan

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): Parking lot
Approximate Number of Attendees: 100 Entrance Fee: \$ Free
Location for Attendee Parking: parking lot
Will Private Security be Provided: Yes No Name of Private Company: N/A
Will the Following be Provided: Traffic Control: Yes No Crowd Control: Yes No

CSF1.05

Will Music be Provided: Yes No Hours of Play: _____ Band: DJ: Other: Radio/stereo
 Type & Location of Toilet Facilities: Beach Restrooms
 Tent or Other Structure: Yes No Type of Structure: 10x10 tents
 How will Structure be Secured: Tent Stakes
 Solid Waste Collection/Disposal: Yes No Dumpster: Rolloff: Other: N/A
 If parade # of: Participants _____ Animals _____ Floats _____ Bands _____ Other _____
 Amusement/Carnival Rides: Yes No Name of Company Providing Rides: Air Fun Games
 Types of Rides: Bouncet House/Water Slide 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: _____
 Cones: How many: _____
 Portable Stage: Location: _____
 Electricity Needed: Where: Bandshell
 Public Restrooms: Hours of Opening/Closing: Normal hours
 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: N/A

Is the Certificate of Insurance Attached: Yes No If not, when will it be sent: on file

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.

Ashley Hunter Signature of Applicant 2/7/17 Date