



**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: November 6, 2018

Subject: Special Event – City of Tarpon Springs/Tarpon Springs Merchants Assoc.  
There’s Snow Place Like Tarpon Springs  
December 7, 2018

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**Recommendation:**

That the Mayor and Board of Commissioners approve this co-sponsored special event application for the “There’s Snow Place Like Tarpon Springs” on December 7, 2018, and the temporary closure of Tarpon Ave. (Spring Blvd. to Grosse Ave.), N. Safford (Tarpon Ave. to Pine St. – leave open alleyway next to Suntrust), S. Safford (Tarpon Ave. to Lemon St., north bound – will leave south bound Court St. to Lemon St. open), Hibiscus St. (Tarpon Ave. to Orange St.), Spring Blvd. (Orange St. to Bath St.), Banana St. (Bath St. to Court St.) and Mother Meres/Tarpon Ave. parking lots.

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.

The hours of the event will be from 5:00 p.m. to 10:00 p.m., with set up beginning at 2:00 p.m. and breakdown by midnight. Proceeds will be used to promote Tarpon Springs.

This event will consist of falling snow, hayrides, horse drawn carriage rides, children’s activities, snow slide, holiday shopping, music, food & beverages and much more.

Area businesses that may be affected by this event have been notified.

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: October 10, 2018

Name of Event: There's Snow Place Like Tarpon Springs

Date(s) of Event: Friday, December 7, 2018

Alternate Date(s): None

Hours of Event: 5-10pm

Set up/break down time needed: 2pm-12am

Type/Purpose of Event: Christmas Event

Location of Event (include map for parade/procession routes with assembly and disband points): Tarpon Ave. (Spring Blvd. to Grosse Ave.), Spring Blvd (Orange St. to Bath St.), Banana St. (Bath St. to Court St.), North Safford Ave. (Tarpon Ave. to Pine Street- both Directions - Bank exit left open), South Safford Ave. (Lemon St. to Tarpon Ave.; Northbound) and (Tarpon Ave. To Court Street: Southbound directions) and Hibiscus Street (Tarpon Ave. to Orange St.)

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

Disposition of Proceeds: Promote Tarpon Springs

**Applicant Information:**

Name of Organization: City of Tarpon Springs Recreation Division

Registered Nonprofit Org. Yes  No

Organizations Address: 400 S Walton Ave. Tarpon Springs, FL 34689

Individual to Contact: Ashley Harter (Telephone #) 727-942-5628(email) aharter@ctsfl.us

Alternative Contact: Craig Dolan (Telephone #) 727-942-5628(email) cdolan@ctsfl.us

**General Information:**

**Vendors: "The Tarpon Springs Merchants' Association (TMSA) has agreed to coordinate the vendors for the event. Revenue from the vendors will be split between the City of Tarpon Springs (75%) and the TMSA (25%). The TMSA will collect all vendor revenue and remit funds due to the City of Tarpon Springs no later than December 14, 2018. The City retains the right for final approval of vendors and the right to exclude vendors deemed unsuitable for the event by the City Manager."**

Number of Vendors: Approx. 100-150 (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): TBA

Approximate Number of Attendees: 20,000 Entrance Fee: \$ FREE

Location for Attendee Parking: Multiple places, including shuttle lots, city parking and street 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  **By Tarpon Police**

Will Music be Provided: Yes  No  Hours of Play: 5-10pm Band  DJ  Other: \_\_\_\_\_

Type & Location of Toilet Facilities: Public restrooms and port o lets at several locations

Tent or Other Structure: Yes  No  Type of Structure: 10x10 pop up tents

How will Structure be Secured: weights as needed

Solid Waste Collection/Disposal: Yes  No  Dumpster:  Rolloff:  Other: City Staff

If parade # of: Participants \_\_\_\_\_ Animals \_\_\_\_\_ Floats \_\_\_\_\_ Bands \_\_\_\_\_ Other \_\_\_\_\_

Amusement/Carnival Rides: Yes  No  Name of Company Providing Rides: Air Fun Games/

Types of Rides: Bounce Houses/Inflatable Games/Snow 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: \_\_\_\_\_

*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: Per TSPD

Cones:  How many: Per TSPD

Portable Stage:  Location: Safford Ave (South Bound Lane, South of Orange Street)

Electricity Needed:  Where: Tarpon Ave, Spring Bayou Bulkhead, Spring Blvd., public restroom lot

Public Restrooms:  Hours of Opening/Closing: Stay open until 12am

Street Banners:  Locations: City approved locations

Additional City Trash Cans

Directional Parking Signs:  Locations: \_\_\_\_\_

Other: Please have sprinklers turned off at Spring Bayou, Craig Park and anywhere we will be.

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 R Harter

Signature of Applicant

10/10/2018

Date