



**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: May 8, 2018

Subject: Special Event – Special Olympics Florida  
Special Olympics Pinellas County SUP invitational  
June 23, 2018

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**Recommendation:**

That the Mayor and Board of Commissioners approve the Special Olympics Florida special event application for the “Special Olympics Pinellas County SUP invitational” on Saturday, June 23, 2018 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 City co-sponsored event has been approved by the Special Events Review Committee.

The hours of the event will be from 7:30 a.m. to 2:00 p.m. Signage will be set up on Friday night and event set up will occur on Saturday morning at 6:00 a.m. with cleanup ending by 3:30 p.m.

There is expected to be approximately 40 stand up paddle boarders, and 200 observers.

The beach will remain open to the general public during this event, and the boat launch will remain open as the paddlers will be on the north side of the beach, paddling to Howard Park.

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: 4/10/2018  
Name of Event: Special Olympics Pinellas County SUP Invitational  
Date(s) of Event: 6/23/18  
Alternate Date(s): 6/16/18  
Hours of Event: 7:30 - 2:00 pm  
Set up/break down time needed: Friday, 6/22/2018 one hour for signage, 6/23/18 6:00am - 7:30  
Type/Purpose of Event: Stand Up Paddle Invitational for Special Olympics 2:00 - 5:50  
Athletics ~~and~~ in Florida. <sup>setup</sup> <sub>cleanup</sub>

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: \_\_\_\_\_

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

**Applicant Information:**

Name of Organization: Special Olympics Florida  
Registered Nonprofit Org.: Yes  No   
Organizations Address: 1915 Don Wickham Dr., Clermont, FL 34711  
Individual to Contact: Shelley Henry (Telephone #) 813-934-0264 (email) shelleyhenry@soft.org  
Alternative Contact: Cydni Weiner (Telephone #) 815-857-8085 (email) CydniWeiner@specialolympicspinellas.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: 200 Entrance Fee: \$ 0  
Location for Attendee Parking: Sunset Beach + Tarpon Springs High School  
Will Private Security be Provided: Yes  No  Name of Private Company: (Tarpon Springs Police)  
Will the Following be Provided: Traffic Control: Yes  No  Crowd Control: Yes  No

Will Music be Provided: Yes  No  Hours of Play: 8:30am - 2:00pm Band:  DJ:  Other: Acoustic Anthem + Opening Ceremonies  
 Type & Location of Toilet Facilities: On site  
 Tent or Other Structure: Yes  No  Type of Structure: Tents (10x10 + 20x20)  
 How will Structure be Secured: Sand bags / Stakes  
 Solid Waste Collection/Disposal: Yes  No  Dumpster:  Rolloff:  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: N/A  
 Public Restrooms:  Hours of Opening/Closing: 6:00 am - 3:00 pm  
 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: Waived

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

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 of Applicant: [Handwritten Signature] Date: 04/16/18