



**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: September 5, 2017

Re: Special Event – Tarpon Springs Merchants Association
Sponge Docks Arts & Crafts Show
October 28 & 29, 2017

Recommendation:

That the Mayor and Board of Commissioners approve the Tarpon Springs Merchants Association's special event application for the "Sponge Docks Arts & Crafts Show" on October 28 & 29, 2017, and the temporary closure of Dodecanese Blvd. (Athens to Roosevelt.).

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 10:00 a.m. to 6:00 p.m. on Saturday and 10:00 a.m. to 5:00 p.m. on Sunday. Set-up will begin at 5:00 a.m. on Saturday and cleanup will end by at 7:00 p.m. on Sunday. Proceeds from this event will be used for the Merchants' Association.

All set-up and clean-up will be the event sponsor's responsibility.

The event sponsor has notified area businesses that may be affected by this event.

B.O.C. approval is contingent upon the event sponsor complying with the following stipulation:

- Providing a Certificate of Insurance naming the City as an "additional insured"

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: August 18, 2017
Name of Event: Sponge Docks Arts & Crafts Show
Date(s) of Event: October 28-29, 2017
Alternate Date(s): N/A
Hours of Event: Saturday – 10 am to 6 pm Sunday – 10 am to 5 pm
Set up/break down time needed: Saturday 6:00 am to Sunday 7:00 pm
Type/Purpose of Event: Fundraiser for the Tarpon Springs Merchants Association. Event will include food vendors and vendors.

Location of Event (include map for parade/procession routes with assembly and disband points): Sponge Docks – Dodecanese from Athens to Roosevelt

If Closure of a City Parking Lot is needed, please check: Mother Meres ___ Tarpon Ave. ___ Orange St. ___ Court/Lemon ___
Other: City Parking Lot at Docks (where public restrooms are)
Disposition of Proceeds: Pay for expenses of the event and advertising for other events.

Applicant Information:

Name of Organization: Tarpon Springs Merchants Association
Registered Nonprofit Org.: Yes No
Organizations Address: P O Box 2793, Tarpon Springs FL 34688
Individual to Contact: Carol Rodriguez (Telephone #) 845-937-4222 (email) carolaer@ymail.com
Alternative Contact: Reggie Gibson (Telephone #) 727-543-1593 (email) tarponsspringsflorida@gmail.com

General Information:

Number of Vendors: 80 (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): City Parking Lot (where public restrooms are) and Side Streets
Approximate Number of Attendees: 1000 Entrance Fee:\$ N/A
Location for Attendee Parking: Private & public parking lots and surrounding 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

Will Music be Provided: Yes No Hours of Play: Band: DJ: Other:

Type & Location of Toilet Facilities: City Parking Lot & Sponge Exchange

Tent or Other Structure: Yes No Type of Structure: Pop Up Tent Style

How will Structure be Secured: As Required

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: As needed per TSPD

Cones: How many: As needed per TSPD

Portable Stage: Location:

Electricity Needed: Where: City Poles

Public Restrooms: Hours of Opening/Closing: 6:00 am Saturday to 7:00 pm Sunday

Street Banners: Locations: In front of Mother Meres Parking Lot, corner of Alt. 19 & Dodecanese Blvd. and US 19

Additional City Trash Cans:

Directional Parking Signs: Locations: Klosterman & Alt. 19 and Tarpon Avenue

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:

Is the Certificate of Insurance Attached: Yes No If not, when will it be sent: When received from insurance company

I (we) agree that it is my (our) responsibility to cleanup after the conclusion of the special event: Yes No

I agree to provide a Post Special Report within 10 calendar days subsequent to the event: Yes No Failure to do so may result in forfeiture of deposit.

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

8-18-17
Date