



**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: December 5, 2017

Re: Special Event – Tarpon Springs Merchants Association
Sponge Docks Arts & Crafts Show
January 13, 14 & 15, 2018

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 January 13, 14 & 15, 2018, 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 Sunday, and 10:00 a.m. to 5:00 p.m. on Monday. Set-up will begin at 6:00 a.m. on Saturday and clean up will be completed by at 7:00 p.m. on Monday. Profits will be used to promote Tarpon Springs.

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

Road Closure notifications have been sent to area businesses that may be affected by this event.

It is understood that in order for the Sponsor to receive a permit to proceed, he/she must comply with the following:

- A Certificate of Insurance in the amount of \$1,000,000 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: November 13, 2017

Name of Event: Sponge Docks Arts & Crafts Show

Date(s) of Event: January 13-15, 2018

Alternate Date(s): N/A

Hours of Event: 10am to 6pm (Sat & Sun) and 10am to 5pm (Mon)

Set up/break down time needed: Saturday (1-13) 6:00 am to Monday (1-15) 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 #) 845-661-5518 (email) carolaer@ymail.com

Alternative Contact: Reggie Gibson (Telephone #) 727-543-1593 (email) tarponspringsflorida@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): Public parking lots and street parking

Approximate Number of Attendees: 2500 Entrance Fee:\$ N/A

Location for Attendee Parking: Public parking lots 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

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: Will hire City employee from 3:00 pm until finished all three days.

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 to 7:00 pm (all 3 days)

Street Banners: Locations: City approved 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

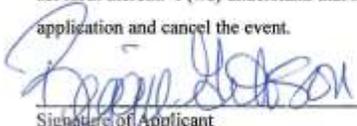
If not, when will it be sent: _____

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

11-13-17

Date