



**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: October 2, 2018

Re: Special Event – Tarpon Springs Merchants Association
31st Annual Sponge Docks Seafood Festival
November 9, 10 & 11, 2018

Recommendation:

That the Mayor and Board of Commissioners approve the Tarpon Springs Merchants Association’s special event application for the “31st Annual Sponge Docks Seafood Festival” on November 9, 10 & 11, 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 noon to 10:00 p.m. on Friday, 10:00 a.m. to 10:00 p.m. on Saturday and noon to 5:00 p.m. on Sunday. Set-up will begin on Friday morning at 6:00 a.m. and cleanup will end by 8:00 p.m. on Sunday. The event will consist of vendors, music and food/beverages (beer/wine) will be sold. Proceeds from this event will be used to advertise events.

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

The event sponsor has distributed road closure notification to area businesses that may be affected by this event.

This event may be approved contingent upon the event sponsor complying with the following stipulations:

- 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: September 19, 2018

Name of Event: 31st Annual Sponge Docks Seafood Festival

Date(s) of Event: November 9-11, 2018

Alternate Date(s): N/A

Hours of Event: 11-9 (12-10pm), 11-10 (10am to 10pm), 11-11 (12-5pm)

Set up/break down time needed: Set up time on Friday – 6 am Breakdown on Sunday – 8pm

Type/Purpose of Event: Fundraiser for the Tarpon Springs Merchants Association. Event will include food vendors, vendors and music.

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

If Closure of a City Parking Lot is needed, please check: Mother Meres ___ Tarpon Ave. ___ Orange St. ___ Court/Lemon ___
Other: City/Greek Island Imports parking lot, Lighthouse parking lot (documentation is being worked on for temporary use permit for both of these parking lots)

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) what57@aol.com

General Information:

Number of Vendors: 80-100 (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 lots and side street

Approximate Number of Attendees: 5000 Entrance Fee: \$ N/A

Location for Attendee Parking: Parking lots and side street

Will Private Security be Provided: Yes No Name of Private Company: Gator Guards

Will the Following be Provided: Traffic Control: Yes No Crowd Control: Yes No

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

Type & Location of Toilet Facilities: Public restrooms in City parking lot and Sponge Exchange. Event planner is also ordering port-o-lets to be delivered the afternoon of the 8th. Placement location will be in the Handicap spaces by the City restroom. There will be 1 regular, 1 handicap and 1 wash station. And one port-o-let in the Lighthouse parking lot for the band.

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(s) for Friday from 4:00 pm till finished, Saturday from 2:00 pm till finished and Sunday from 3:00 pm till finished.

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: Beer & Wine

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: All poles on Dodecanese and parking lot where restrooms are

Public Restroom: Hours of Opening/Closing: Friday 6:00 am to Sunday 8:00 pm

Street Banners: Locations: City approved locations

Additional City Trash Cans:

Directional Parking Signs: Locations:

Other: Will not need the City's tables and chairs. Event planner is supplying the stage which will be placed in the Lighthouse parking lot. Will hire maintenance guy from 5:30-10 pm for both Friday and Saturday. Event planner will have ice machine delivered the afternoon of the 18th and it will be placed on the sidewalk at the back side of City restrooms. Event planner is advertising free parking at the Dog/Splash Park but there will not be any shuttle service.

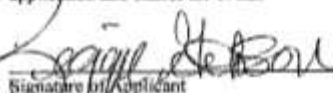
Is a check made payable to the City of Tarpon Springs for the Application Fee & Deposit Attached: Yes No

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

9-19-18
Date



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NUMBERED SPACES ARE VENDORS TENT FOR DINING AND STAGE RESTROOM FOR MUSIC TENT

SPACE **NUMBERS** SUBJECT TO CHANGE