



**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: January 2, 2019

Subject: Special Event – City of Tarpon Springs Recreation Department
Sunset Beach Concert Series
2/7, 3/7, 4/4, 5/2, 6/6, 7/5, 8/1, 9/5, 10/3 & 11/7, 2019

Recommendation:

That the Mayor and Board of Commissioners approve the City of Tarpon Springs Recreation Departments' special event application for the "Sunset Beach Concert Series" for the dates of 2/7, 3/7, 4/4, 5/2, 6/6, 7/5, 8/1, 9/5, 10/3 & 11/7, 2019. 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 concerts begin at 7:00 p.m. and end at 9:00 p.m. This year there will be bonfires at the following concerts: 2/7, 3/7, 10/3 and 11/7, 2019.

Advent Health North Pinellas will be the sponsoring the 2019 concert series.

All set-up and clean-up will be the Recreation Division's 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: 10/30/2018

Name of Event: Sunset Beach Concert Series

Date(s) of Event: First Thursdays of the month: Feb 7th, Mar 7th, Apr 4th, May 2nd, June 6th, Aug 1st, Sept 5th, Oct 3rd, and November 7th, 2019

Alternate Date(s): Second Thursdays of the month: Feb 14th, Mar 14th, Apr 11th, May 9th, June 13th, Aug 8th, Sept 12th, Oct 10th, and November 14th, 2019

Hours of Event: 7-9pm

Set up/break down time needed: 4-10pm

Type/Purpose of Event: Beach concerts at Sunset Beach

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: Recreation center closes the front section of the beach at 10pm the day before the concert for vendors and two separate rows for handicapped parking

Disposition of Proceeds: None, Free Event

Applicant Information:

Name of Organization: Tarpon Springs Recreation Division

Registered Nonprofit Org.: Yes No

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

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

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

General Information:

Number of Vendors: 2-4 (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 lot

Approximate Number of Attendees: 500-1000 Entrance Fee \$ Free

Location for Attendee Parking: Parking lot

Will Private Security be Provided: Yes No Name of Private Company: Tarpon Police Dept- 1 officer

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

Will Music be Provided: Yes No Hours of Play: 6-9pm Band DJ: Other: _____

Type & Location of Toilet Facilities: Sunset Beach Bathrooms- Please leave unlocked until 10pm**

Tent or Other Structure: Yes No Type of Structure: 10X10 Tents

How will Structure be Secured: Tent Weights

Solid Waste Collection/Disposal: Yes No Dumpster: Roll-off: 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: n/a

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: Bandshell and standing poles near shed

Public Restrooms: Hours of Opening/Closing: Please leave open until 10pm

Street Banners: Locations: sports fields and parks

Additional City Trash Cans 4 please

Directional Parking Signs: Locations: _____

Other: **Bonfire: February, March, October and November: Weather Permitting. Will need water turned on to put out the fire.**

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 Harter
Signature of Applicant

10/30/2019
Date