



**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: February 12, 2019

Re: Special Event – Mt. Hermon Missionary Baptist Church
Sweet Corn Festival
May 18, 2019

Recommendation:

That the Mayor and Board of Commissioners approve the Mt. Hermon Missionary Baptist Church's special event application for the "Sweet Corn Festival" on Saturday, May 18, 2019, at Craig Park.

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 past years' events.

The hours of the event will be from 10:00 a.m. to 6:00 p.m. Set-up will begin at 3:00 p.m. on Friday and cleanup will end by 7:30 p.m. The event will consist of vendors, music and food. All proceeds will go towards the Church Building Fund.

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

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: January 9, 2019
Name of Event: Sweet Corn Festival - Tarpon Springs
Date(s) of Event: May 18, 2019
Alternate Date(s): N/A
Hours of Event: 10:00 am - 6:00 p.m
Set up/break-down time needed: 6:00 am - 10:00 am + 6:00 p.m. - 7:30 p.m. + 3 PM - DARK
Type/Purpose of Event: Presented by Mt Hermon M.B. Church - Fundraiser
Type: music, food, vendors, art + crafts

Location of Event (include map for parade/procession routes with assembly and disband points):
Craig Park (on the Bayou)

If Closure of a City Parking is needed, please check: Mother Meres Tarpon Ave. Orange St. Court/Lemon
Other: Craig Park on Spring Bayou

Disposition of Proceeds: Church Building Fund

Applicant Information:

Name of Organization: Mt Hermon Missionary Baptist Church
Registered Nonprofit Org.: Yes No
Organizations Address: 400 S. Lewis Ave - Tarpon Springs, FL 34689
Individual to Contact: Linda Herring (Telephone #) 927-510-3501 (email)
Alternative Contact: Rev Willie Edwards, Pastor (Telephone #) 813-528-1113 (email)
Linda's Email: Lherring53@yahoo.com Pastor Edwards Email: RevEdwards10@gmail

General Information:

Number of Vendors: 80 plus (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: 1000+ Entrance Fee: \$ 0
Location for Attendee Parking: City Parking Spaces + Court Street Parking lot
Will Private Security be Provided: Yes No Name of Private Company: pending approval
Will the Following be Provided: Traffic Control: Yes No Crowd Control: Yes No

Will Music be Provided: Yes No Hours of Play: 10AM - 6PM Band: DJ: Other: _____

Type & Location of Toilet Facilities: _____

Tent or Other Structure: Yes No Type of Structure: 10x20 tents

How will Structure be Secured: anchors

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: 10

Cones: How many: 12

Portable Stage: Location: N/A

Electricity Needed: Where: Park outlets + stage

Public Restrooms: Hours of Opening/Closing: 8:00 a.m. - 7:30 p.m.

Street Banners: Locations: Park entrances +

Additional City Trash Cans: 30 US 19 + Tarpon Ave (2 weeks before event)

Directional Parking Signs: Locations: where allowed + applicable

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: On or before March 1, 2019

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.

For
Signature of Applicant MT Heenan
MB Church

Date: January 9, 2019