



**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

Subject: Special Event –Tarpon Springs Merchants Association
Tarpon Springs Oktoberfest & European Festival
October 6, 7 & 8, 2017

Recommendation:

That the Mayor and Board of Commissioners approve the Tarpon Springs Merchants Associations' special event application for the "Tarpon Springs Oktoberfest & European Festival" on October 6, 7 & 8, 2017, and the temporary closure of Orange St. & Tarpon Ave. Parking Lots (including alleyway that connects lots), Orange St. (Pinellas Ave. to Ring Ave.), Safford Ave. (Orange St. to Tarpon Ave. - street & alleyway next to Suntrust Bank to remain open) and Hibiscus St. (Tarpon Ave. to Orange St.).

Background:

This event has been approved by the Special Events Review Committee based on previous years' events.

The hours of the event are as follows: Friday and Saturday 10:00 a.m. to 11:00 p.m. and Sunday noon to 6:00 p.m. Set-up will start on Thursday morning in the parking lots, and cleanup will be completed on Monday.

This event will consist of music, vendors and food/beverages (alcoholic) will be sold. There will be amusement/carnival rides located at St. Nicholas Greek Orthodox Cathedrals parking lot. Proceeds will be used to pay expenses and for advertising.

All set-up and clean-up will be the event sponsors responsibility.

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: July 18, 2017

Name of Event: Tarpon Springs Oktoberfest & European Festival

Date(s) of Event: October 6-8, 2017

Alternate Date(s): N/A

Hours of Operation: October 6 & 7 – 10am to 11pm, October 8 – 12 to 6 pm

Set up/break down time needed: 7:00 am October 6th to 8:00 pm October 8th

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): Orange Street from Alt. 19 to Ring Street, Hibiscus Street from Tarpon Avenue to Orange Street, Safford Avenue from Orange Street to Tarpon Avenue, Orange Street parking lot, Faklis parking lot on Tarpon Avenue. Also, 2 parking lots owned by Greek Church on Orange Street will also be used for tent & carnival rides/games.

If Closure of a City Parking Lot is needed, please check: Mother Meres ___ Tarpon Ave. X Orange St. X Court/Lemon ___

Other:

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) tarponsspringsflorida@gmail.com

General Information:

Number of Vendors: 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):

Public parking lots, street parking & SunTrust Bank

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

Location for Attendee Parking: Public parking lots and side streets

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: during event hours Band: DJ: Other: Individuals

Type & Location of Toilet Facilities: Existing Public location plus Port-O-Potties

Tent or Other Structure: Yes No Type of Structure: Tent & Pole

How will Structure be Secured: As Required

Solid Waste Collection/Disposal: Yes No Dumpster: Rolloff: Other: Additional dumpster needed, existing Orange Street dumpster moved. Dan Jenkin will get with Sanitation to have this arranged (same as last year).

If parade # of: Participants: Animals _____ Floats: _____ Bands: _____ Other: _____

Amusement/Carnival Rides: Yes No Name of Company Providing Rides: Esqueda Family Fun (same as last year)

Types of Rides: Rock Climbing Wall, Bounce Houses, Obstacle Course, Sport Bounce, Face Painting, Giant Slide

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: NE corner of Orange Street parking lot

Electricity Needed: Where: City poles

Public Restrooms: Hours of Opening/Closing: 7:00 am Friday to 8:00 pm Sunday

Street Banners: Locations: City approved locations

Additional City Trash Cans:

Directional Parking Signs: Locations: _____

Other: SEE ATTACHMENT

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

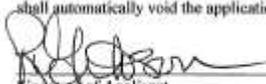
If not, when will it be sent:

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

1-18-17

Date