



**Public Works Department  
Office of the Director**

Tom Funcheon  
Public Works Director

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To: Mayor and Board of Commissioners

From: Tom Funcheon, Public Works Director

Date: September 18, 2018

Subject: Special Event – Tarpon Springs Band Boosters  
TS Leadership Conservatory for the Arts Outdoor Music Festival  
October 20, 2018

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**Recommendation:**

That the Mayor and Board of Commissioners approve the Tarpon Springs Band Boosters special event application for the “Tarpon Springs Leadership Conservatory for the Arts Outdoor Music Festival” on October 20, 2018.

**Background:**

This new event has been approved by the Special Events Review Committee.

While the actual event will be held at Tarpon Springs High School, it will be necessary based on the Police Departments input to close Gulf Rd. (Florida Ave. to Football Field) from 11:00 a.m. to 11:00 p.m. so that buses and students may safely enter the event.

Area homes will be notified by the event sponsor, and the Police Department will allow them to enter/exit their homes.

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”.
- Payment of fees and deposit.

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: 9/12/18  
Name of Event: Tarpon Springs Leadership Conservatory for the Arts Outdoor Music Festival  
Date(s) of Event: October 20, 2018  
Alternate Date(s): Not Available  
Hours of Event: 11 AM – 11 PM  
Set up/break down time needed: \_\_\_\_\_  
Type/Purpose of Event: High School Marching Band Competition

Location of Event (include map for parade/procession routes with assembly and disband points):  
1411 Gulf Road

If Closure of a City Parking is needed, please check: Mother Meres  Tarpon Ave.  Orange St.  Court/Lemon   
Other: \_\_\_\_\_

Disposition of Proceeds: Fund Marching Band Instruction, Regional Competition in Orlando and National Championship Competition in Indianapolis  TSPD

**Applicant Information:**

Name of Organization: Tarpon Springs Band Boosters  
Registered Nonprofit Org.: Yes  No   
Organizations Address: 1411 Gulf Road, Tarpon Springs, FL 34689  
Individual to Contact: Cathy Lawson (Telephone #) 650-996-8816 (email) publicity@tarponspringsband.com  
Alternative Contact: Terri Isenhour (Telephone #) 727-637-1204 email) terriisen1@yahoo.com

**General Information:**

Number of Vendors: 10 (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): 1411 Gulf  
Approximate Number of Attendees: 5000 Entrance Fee: \$15 Adult General Admission

Location for Attendee Parking: Multiple Lots at High School

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: 1 PM – 10 PM Band:  DJ:  Other: Marching Bands

Type & Location of Toilet Facilities: School Facilities

Tent or Other Structure: Yes  No  Type of Structure: \_\_\_\_\_

How will Structure be Secured: \_\_\_\_\_

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:  X How many: 8+

Cones:  X How many: 30+

Portable Stage:  Location: \_\_\_\_\_

Electricity Needed:  Where: \_\_\_\_\_

Public Restrooms:  Hours of Opening/Closing: \_\_\_\_\_

Street Banners:  X Locations: TBD

Additional City Trash Cans:

Directional Parking Signs:  X Locations: At Barricades and Parking Lots

Other: \_\_\_\_\_

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

If not, when will it be sent: 9/14/18

Is the Certificate of Insurance Attached: Yes  No  X If not, when will it be sent: 9/17/18

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.

Cathy Lawson  
Signature of Applicant

09/12/18  
Date