



**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

Subject: Special Event – Tarpon Springs Merchants Association
Tarpon Fest Music Bash
March 23, 2019

Recommendation:

That the Mayor and Board of Commissioners approve the Tarpon Springs Merchants Associations' special event application for the "Tarpon Fest Music Bash" on March 23, 2019, and the temporary closure of Court St. (Pinellas Ave. to Safford Ave.), S. Safford Ave. (Lemon St. to Tarpon Ave.), N. Safford Ave. (west side only from Tarpon Ave. to Orange St.) and Lemon/Court Parking Lot.

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' event.

The hours of the event will be from 3:00 p.m. to midnight, with setup beginning at 11:00 a.m. and cleanup ending by 1:00 a.m. This music fest will consist of bands, vendors, and food/beverages (beer/wine) will be sold. There will be a \$5 cover charge to hear several bands. The seating area will be in the Lemon/Court Parking Lot, so there will be fenced off areas. Proceeds will be used for advertising of future events.

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

The sponsor has sent out notifications to area businesses that may be affected by this event.

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: January 23, 2019

Name of Event: Tarpon Fest Music Bash

Date(s) of Event: March 23, 2019

Alternate Date(s): n/a

Hours of Event: 3:00 pm to 12:00 am

Set up/break down time needed: 11:00 am set-up/1:00 am breakdown

Type/Purpose of Event: Music Festival/Fundraiser for the Tarpon Springs Merchants Association

Location of Event (include map for parade/procession routes with assembly and disband points): Court Street from S. Safford to Pinellas Avenue, both sides of S. Safford Avenue from Tarpon Avenue to Lemon and N. Safford from Tarpon Avenue to Orange~~to~~ east side of street)

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

Other: _____

Disposition of Proceeds: Pay for expenses of event and for future advertising

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@gmail.com

Alternative Contact: Reggie Gibson (Telephone #) 727-543-1593 (email) tarponspringsflorida@gmail.com

General Information:

Number of Vendors: 20 (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 and street parking

Approximate Number of Attendees: 2000 Entrance Fee: \$ 5.00

Location for Attendee Parking: Public parking lots and street parking

Will Private Security be Provided: Yes No Name of Private Company: TSPD

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

Will Music be Provided: Yes No Hours of Play: 4:00 pm to 12:00 am Band: DJ: Other: _____

Type & Location of Toilet Facilities: Port-o-potties, City Public restrooms.

Tent or Other Structure: Yes No Type of Structure: Pop up style

How will Structure be Secured: As required

Solid Waste Collection/Disposal: Yes No Dumpster: Rolloff: Other: Will hire City employee from 6:00 pm until 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 and 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:

Public Restrooms: Hours of Opening/Closing: Stay open until 1:00 am

Street Banners: Locations: City approved locations

Additional City Trash Cans:

Directional Parking Signs: Locations: Where allowed

Other: We have sent a letter to the President of the Historical Society requesting permission for the bands to play on the back of the Train Depot. If they do not grant us permission, a stage will be brought in and placed right below the back. Since there is a fee to enter the event, there will be three entrances -- one at Safford & Tarpon Avenue, one at Safford & Lemon and one on Court Street close to where the empty lot is. There will tents at each of the entrances. There will be fencing along the parking lot on Court Street across Safford to Lemon (will be opening where trail is). The port-o-potties will be placed inside the fence where empty lot is on Court Street just like last year. We are requesting the City's Light Tower to be placed where port-o-potties will be and the City's big generator to use for the bands. There will be tables put on on the east side of North Tarpon Avenue closer to Orange Street end.

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

1-23-19
Date

W Court St/S Safford Ave/N Safford Ave

- port-o-potties will be placed in empty lot on Court St along with City's light tower
- bands will either play at end of Train Depot or below Train Depot on stage
- beer/wine tent will be in front of City parking lot on Court St
- vendors/sponsors will be placed in City parking lot & up on sidewalk from Neptune Lounge to Pinellas Automotive
- entrances to event will be on Court Street across from empty lot, S Safford & Tarpon Ave & S Safford & Lemon. Trail will be left open.
- tables will be placed on east side of N Safford down towards Orange St end
- fencing along City parking lot on Court St across S Safford to Lemon (there will be opening where trail is)

Legend
📍 W Court St

