



**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: November 6, 2018

Subject: Special Event – Chamber of Commerce
28th Annual Thanksgiving Arts & Crafts Festival
November 24 & 25, 2018

Recommendation:

That the Mayor and Board of Commissioners approve the Chamber of Commerce's special event application for the "28th Annual Thanksgiving Arts & Crafts Festival" on November 24 & 25, 2018, and the temporary closure of Court St. (Pinellas Ave. to Safford Ave.), Safford Ave. (Tarpon Ave. to Lemon St.) and City Parking Lots (Mother Meres, behind Train Depot and Safford Ave./Lemon St.)

Background:

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

The hours of the event will be from 10:00 a.m. to 5:00 p.m., with set up time beginning at 4:00 a.m. on Saturday and breakdown by 8:00 p.m. on Sunday. There will be vendors, music, and food & beverages will be sold, with the proceeds used to advertise events. Area businesses (Tarpon Ave., Safford Ave., Hibiscus St.) will also have the opportunity to hold sidewalk sales during this event.

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

The event sponsor has notified area businesses that may be affected by this event.

B.O.C. approval is contingent upon the event sponsor complying with the following stipulation:

- Payment of Fees and Security 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: October 18, 2018

Name of Event: 28th Annual Thanksgiving Arts & Crafts Festival

Date(s) of Event: November 24-25, 2018

Alternate Date(s): N/A

Hours of Event: 10:00 am to 5:00 pm (both days)

Set up/break down time needed: 4:00 am on Saturday (setup) 8:00 pm on Sunday (breakdown)

Type/Purpose of Event: Fundraiser for the Tarpon Springs Chamber of Commerce. Event will include vendors and food vendors. Also to include sidewalk sales for businesses on Tarpon Ave. between Pinellas and Grosse Aves., on Safford Ave. between Orange and Court Sts., and on Hibiscus between Orange and Tarpon Ave.

Location of Event (include map for parade/procession routes with assembly and disband points): Court St. from Pinellas Avenue to Safford. Also Safford between Court St. and Tarpon Ave.

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

Other: Court St. Parking lot XX (near RR Museum)

Disposition of Proceeds: Pay for expenses of the event and advertising for other events.

Applicant Information:

Name of Organization: Tarpon Springs Chamber of Commerce

Registered Nonprofit Org.: Yes No

Organizations Address: 1 N. Pinellas Avenue #B, Tarpon Springs FL 34689

Individual to Contact: Jean Hungiville (Telephone #) 757-709-0955 (email) president@tarponspringschamber.org

Alternative Contact: Suzi King (event planner) (Telephone #) 727-417-5494 (email) sgzfest@gmail.com

General Information:

Number of Vendors: 150 (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): Side Streets and parking lots

Approximate Number of Attendees: 1500 per day Entrance Fee: \$ N/A

Location for Attendee Parking: City parking lots and street parking

Will Private Security be Provided: Yes No Name of Private Company: SIK will also have 3 staff members on site. Overnight security provided by Gator Guards.

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

Will Music be Provided: Yes No Hours of Play: 10 am to 5 pm Band: DJ: Other: Duos/Singles

Type & Location of Toilet Facilities: Public Restrooms in parking lot next Fakkis Shoe Store and SIK providing portable restrooms in Mother Meres parking lot (standard and ADA plus handwash station).

Tent or Other Structure: Yes No Type of Structure: Pop Up Tent Style

How will Structure be Secured: As Required

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: As needed per TSPD

Cones: How many: As needed per TSPD

Portable Stage: Location:

Electricity Needed: Where: Mother Meres parking lot.

Public Restrooms: Hours of Opening/Closing: 4:00 am Saturday to 8:00 pm Sunday

Street Banners: Locations: In front of Mother Meres Parking Lot, corner of Alt. 19 & Dodecanese Blvd. and US 19.

Additional City Trash Cans: Extra city trash cans in both parking lots as well as along Court St.

Directional Parking Signs: Locations: Standard places

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: Attached.

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.

Leon Hunginville
Signature of Applicant

10/05/2018
Date