



**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: August 15, 2017

Subject: Special Event – Rotary Club of Tarpon Springs  
Tarpon Rotary Triathlon  
September 9, 2017

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**Recommendation:**

That the Mayor and Board of Commissioners approve the Rotary Club of Tarpon Springs special event application for the “Tarpon Rotary Triathlon” on Saturday, September 9, 2017, and the temporary closure of City streets (please see attached map). 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’ events.

The event will begin and end in Howard Park. The bicycle portion of the event will be held on City streets and will begin at approximately 7:30 a.m. The attached route has been reviewed and approved by the TSPD, and has not changed from last year. Proceeds will be used for Rotary youth scholarships.

This event may be approved contingent upon the event sponsor complying with the following stipulations:

- Providing a Certificate of Insurance naming the City as an “additional insured”
- Payment of Deposit and fees.

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: 5/17/17

Name of Event: Tarpon Springs Triathlon

Date(s) of Event: 9/9/17

Alternate Date(s): \_\_\_\_\_

Hours of Event: 4:30am-11am

Set up/break down time needed: Friday 9/8 10am- Saturday 9/9 11am

Type/Purpose of Event: 28th annual Triathlon organized by The Rotary Club of Tarpon Springs to raise funds to award local students college scholarships

Location of Event (include map for parade/procession routes with assembly and disband points): \_\_\_\_\_

Fred Howard Park and bike route is attached

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

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

Disposition of Proceeds: \_\_\_\_\_

**Applicant Information:**

Name of Organization: Rotary Club of Tarpon Springs

Registered Nonprofit Org.: Yes  No

Organizations Address: PO Box 234 Tarpon Springs FL 34689

Individual to Contact: Celia Dubey (Telephone #) 8136908969 (email) \_\_\_\_\_

Alternative Contact: Celia@TarponTotalFitness.com Carrie Root (Telephone #) \_\_\_\_\_ (email) \_\_\_\_\_

**General Information:**

Number of Vendors: 10 but nothing is being sold (Vendor 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: 1500 Entrance Fee: \$

Location for Attendee Parking: Fred Howard

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: 3 Band:  DJ:  Other: \_\_\_\_\_

Type & Location of Toilet Facilities: Portoilet only at Fred Howard Park

Tent or Other Structure: Yes  No  Type of Structure: we will provide our own tents

How will Structure be Secured: stakes

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: \_\_\_\_\_

Cones:  How many: \_\_\_\_\_

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

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

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

Street Banners:  Locations: \_\_\_\_\_

Additional City Trash Cans:

Directional Parking Signs:  Locations: \_\_\_\_\_

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

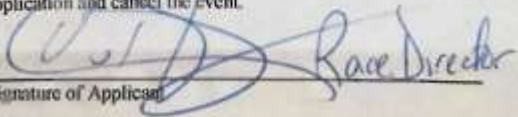
Is a check made payable to the City of Tarpon Springs for the Application Fee & Deposit Attached: Yes  No

If not, when will it be sent: \_\_\_\_\_

Is the Certificate of Insurance Attached: Yes  No  If not, when will it be sent: \_\_\_\_\_

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.

Signature of Applicant:  Date: 5-8-17

# Tarpon Springs Triathlon Bike Course

