

To: Mayor and Board of Commissioners  
From: Tom Funcheon, Public Works Director  
Date: February 7, 2012  
Subject: Special Event – Chamber of Commerce  
Food Truck Rally  
March 24, 2012

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**Recommendation:**

That the Mayor and Board of Commissioners approve the Chamber of Commerce's special event application which the City will co-sponsor for the "Food Truck Rally" on March 24, 2012, and the temporary closure of Tarpon Ave.(Hibiscus to Ring) and the Downtown Parking Lot.

**Background:**

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

The hours of the event will be from 11:00 a.m. to 3:00 p.m., with set up time beginning at 9:00 a.m. and cleanup by 5:00 p.m. There will be music, and food & beverages will be sold, with the proceeds used for event cost recovery and promotion of future events.

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

The City has notified area businesses of this event.

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  
Special Events Application

Event Information:

Date of Application: Jan. 30, 2012  
Name of Event: Food Truck Rally  
Date(s) of Event: March 24, 2011  
Alternate Date(s): none  
Hours of Event: 11 a.m. - 3 p.m.  
Set up/break down time needed: 9 a.m. - 5 p.m. - also want to use new parking lot & stage for performers  
Location of Event: Tarpon Ave. (Hibiscus to Ring)  
Request for the following street closures: " "  
Type/Purpose of Event: food event  
Event Course: (for running event, parade etc.): n/a  
Assembly & Disband Location: n/a  
How will profits of Event be used: cost recovery and promotion of future events

Applicant Information:

Name of Organization: ① Tarpon Springs Chamber of Commerce ② City of Tarpon Springs  
Registered Nonprofit Org.: Yes  No   
Organizations Address: ① 111 E. Tarpon Ave.  
Individual to Contact: Sue Thomas (Telephone #) 937-6109 (email)  
Alternative Contact: Bob Rushing (Telephone #) 813-433-3677 (email) bob in the day books @ yahoo.com

General Information:

Number of: Participants: approx. 12-15 food trucks Observers: Vehicles Participating:  
If Parade # of: Participants: Vehicles: Animals: Floats: Bands: Other:  
Location for Designated Parking: n/a Entrance Fee: \$ n/a  
List of Vendors (other than food/beverage): n/a  
Type & Location of Toilet Facilities: facilities at new lot, participating stores  
Will Music be Provided: Yes  No  Hours of Play: 11-3 Type of Loudspeakers/Bands/Other: acoustic  
Tent or Other Structure: Yes  No  Type of Structure:  
How will Structure be Secured: Permit #:  
Solid Waste Collection/Disposal: Yes  No  How: will coordinate with city  
Will Private Security be Provided: Yes  No  Name of Private Company:  
Will the following be Provided: Traffic Control: Yes  No  Crowd Control: Yes  No

Are Street Banners to be Used: Yes  No  Description/Location of Banners: Lat 19 + Tarpon Ave. Lat needs parking lot  
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 to be Served: \_\_\_\_\_  
List Names of All Food/Beverage Vendors, are they are Licensed by City and License Number: \_\_\_\_\_

Has the Division of Hotels & Restaurants Approved Food/Beverages Preparation & Distribution: Yes  No   
Amusement/Carnival Rides: Yes  No  Name of Company Providing Rides: \_\_\_\_\_  
Types of Rides: \_\_\_\_\_ Is Diagram of Layout Attached: Yes  No   
Will Prizes be Given: Yes  No  Type of Prizes: 50/50 drawing  
What are the provisions for clean-up: volunteers

**Equipment (please check if needed):**

Barricades  How many: \_\_\_\_\_  
Cones  How many: \_\_\_\_\_  
Portable Stage  Portable Stage with Sides  (Contact the Parks Supervisor to make arrangements)  
Electricity Needed:  Where: \_\_\_\_\_

Slushy sign  
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: City co-sponsoring

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 agree to provide a report within four (4) weeks subsequent to the event, containing the number of participants and other data included on the application: Yes  No

I (we) agree to provide the application, deposit and certificate of insurance. 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]  
Signature of Applicant

1-29-12  
Date