

To: Mayor and Board of Commissioners
From: Tom Funcheon, Public Works Director
Date: February 7, 2012
Re: Special Event – Garden Club of Tarpon Springs
Plant Sale
April 21, 2012

Recommendation:

That the Mayor and Board of Commissioners approve the Garden Club’s special event application for the “Plant Sale” on Saturday, April 21, 2012, and the temporary closure of a portion of Mother Meres Parking Lot.

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 9:00 a.m. to 2:00 p.m. Proceeds will be used to fund Garden Club charity projects.

All set-up and clean-up will be the event sponsor’s, (Garden Club) responsibility.

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

- Providing a Certificate of Insurance 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: 1-19-12
Name of Event: GARDEN CLUB OF TARPON SPRINGS PLANT SALE
Date(s) of Event: APRIL 21, 2012
Alternate Date(s): _____
Hours of Event: 9 A.M. - 2 P.M.
Set up/break down time needed: SET UP 8:30 - 9:00 BREAKDOWN 2:00 - 2:30
Location of Event: MERES PARK LOT
Request for the following street closures: NONE
Type/Purpose of Event: PLANT SALE - CHARITY FUND RAISER
Event Course: (for running event, parade etc.): N/A
Assembly & Disband Location: MERES PARK LOT
How will profits of Event be used: TO FUND our charity projects

Applicant Information:

Name of Organization: THE GARDEN CLUB OF TARPON SPRINGS INC.
Registered Nonprofit Org.: Yes No
Organizations Address: P.O. BOX 1962
Individual to Contact: Barbara Garruto (Telephone #) 727-934-2844 email: rgarruto@tarponbay.org
Alternative Contact: Carol Mountain (Telephone #) 837-5461 (email) _____

General Information:

Number of Participants: 4-5 helpers Observers: N/A Vehicles Participating: 5-6
If Parade # of Participants: N/A Vehicles: N/A Animals: N/A Floats: N/A Bands: N/A Other: N/A
Location for Designated Parking: FAR END OF LOT Entrance Fee: \$ _____
List of Vendors (other than food/beverage): N/A
Type & Location of Toilet Facilities: N/A
Will Music be Provided: Yes No Hours of Play: N/A Type of Loudspeakers/Bands/Other: N/A
Tent or Other Structure: Yes No Type of Structure: _____
How will Structure be Secured: N/A Permit #: _____
Solid Waste Collection/Disposal: Yes No How: _____
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: _____

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: N/A
List Names of All Food/Beverage Vendors, are they are Licensed by City and License Number: N/A

Has the Health Department Approved Food/Beverages Preparation & Distribution: Yes No N/A
Amusement/Carnival Rides: Yes No Name of Company Providing Rides: _____
Types of Rides: N/A Is Diagram of Layout Attached: Yes No N/A
Will Prizes be Given: Yes No Type of Prizes: N/A
What are the provisions for clean-up: Our member helpers will remove all unneeded plants & trash

Equipment (please check if needed):

Barricades How many: close entrance to Emerald Park Lot
Cones How many: mark off parking area
Portable Stage Portable Stage with Sides (Contact the Parks Supervisor to make arrangements) N/A
Electricity Needed: Where: N/A

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 to be delivered within a week of event.
If not, when will it be sent: _____

I (we) agree that it is my (our) responsibility to clean up 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 already stated above - 4-5 member helpers

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.

Rodney Serratto, President
Signature of Applicant

11/9/12
Date