

To: Mayor and Board of Commissioners
From: Tom Funcheon, Public Works Director
Date: February 7, 2012
Re: Special Event – Sponge Docks Merchants Association
TS International Food Festival
April 28 & 29, 2012

Recommendation:

That the Mayor and Board of Commissioners approve the Sponge Docks Merchants Associations' special event application for the "TS International Food Festival" on April 28 & 29, 2012 and the temporary closure of Dodecanese Blvd. (Athens to Roosevelt.).

Background:

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

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

The hours of the event will be 10:00 a.m. to 9:00 p.m. on Saturday and 11:00 a.m. to 4:00 p.m. on Sunday. Food and alcohol beverages will be sold and proceeds will be used by the Sponge Docks Merchants.

All set-up and clean-up will be the event sponsor's (Sponge Docks Merchants Association) responsibility.

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

- Payment of fees and deposit.
- 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: DEC. 16TH 2011
Name of Event: TARPON SPRINGS INTERNATIONAL FOOD FEST
Date(s) of Event: SAT APRIL 28TH AND SUN APRIL 29TH 2012
Alternate Date(s): -
Hours of Event: SAT 10AM - 9PM AND SUN 11AM TO 4PM
Set up/break down time needed: ON SAT 1 1/2 HR SETUP AND ON SUN 1 1/2 BREAK DOWN
Location of Event: DODECANESE - BETWEEN ATHENS AND ROOSEVELT
Request for the following street closures: DODECANESE BLVD
Type/Purpose of Event: FESTIVAL
Event Course: (for running event, parade etc.): _____
Assembly & Disband Location: _____
How will profits of Event be used: NON PROFIT

Applicant Information:

Name of Organization: SPONGE DOCKS MERCHANT ASSOC.
Registered Nonprofit Org.: Yes No
Organizations Address: 735 DODECANESE BLVD
Individual to Contact: SCOTT (Telephone #) 776-7261 (email) _____
Alternative Contact: _____ (Telephone #) _____ (email) _____

General Information:

Number of Participants: 1000 Observers: _____ Vehicles Participating: _____
If Parade # of: Participants: _____ Vehicles: _____ Animals: _____ Floats: _____ Bands: _____ Other: _____
Location for Designated Parking: _____ Entrance Fee: \$ _____
List of Vendors (other than food/beverage): _____
Type & Location of Toilet Facilities: _____
Will Music be Provided: Yes No Hours of Play: 5-9 Type of Loudspeakers/Bands/Other: _____
Tent or Other Structure: Yes No Type of Structure: _____
How will Structure be Secured: _____ 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 NEED 20 WASTE MGMT CAROBOARD GARBAGE CONTAINERS

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 Health Department 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: _____
What are the provisions for clean-up: _____

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: SPONGE BOATS

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: CALL REA STEIBER AT SPONGE BOATS MERCHANT ASSOC
PRESIDENT

Is the Certificate of Insurance Attached: Yes No
If not, when will it be sent: CALL REA STEIBER PRESIDENT SPONGE BOATS
MERCHANT ASSOC

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.

Rea Steiber
Signature of Applicant

12/16/10
Date