

To: Mayor and Board of Commissioners

From: Tom Funcheon, Public Works Director

Date: February 7, 2012

Subject: Special Event – Tarpon Springs Chamber of Commerce’s
Vintage Car Show
March 3, 2012

Recommendation:

That the Mayor and Board of Commissioners approve the Chamber of Commerce’s special event application for the “Vintage Car Show” and the temporary closure of Tarpon Ave., (Pinellas to Safford), Court St. (Pinellas to Safford) Downtown Parking Lot, and Mother Meres Parking Lot.

Background:

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

The hours of the event are from 8:00 a.m. to 4:00 p.m. Set up will begin at 6:00 a.m. and cleanup will be completed by 6:00 p.m. Food & Beverages will be sold with proceeds used to promote Tarpon Springs.

The event sponsor (Tarpon Springs Chamber of Commerce) is responsible for all set up and clean up of the area.

Road closure notifications have been sent to the area businesses that may be affected by this event.

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: **3/3/12**

Name of Event: Vintage Car Show

Date(s) of Event: 3/3/12

Alternate Date(s): None (rain or shine)

Hours of Event: 8:00 am – 4:00 pm

Set up/break down time needed: No Overnight Parking / two hours before (6:00am) and after (6:00 pm)

Location of Event: **NO OVERNIGHT PARKING / Parking Lot at S. Pinellas and Tarpon Ave including Court Street and Tarpon Ave. from S. Pinellas to Ring St. & Tarpon Ave. Parking Lot**

Request for the following street closures: **Tarpon Ave. / Court Street**

Type/Purpose of Event: Promote business to Downtown Tarpon

Event Course: (for running event, parade etc.): N/A

Assembly & Disband Location: N/A

How will profits of Event be used: To promote Tarpon Springs.

Applicant Information:

Name of Organization: Tarpon Springs Chamber of Commerce

Registered Nonprofit Org.: Yes No

Organizations Address: 111 E. Tarpon Ave. Tarpon Springs

Individual to Contact: Sue Thomas (work #) 727-937-6109 (home #) cell 727-515-7767

Alternative Contact: (home #)

General Information:

Number of: Participants: 80 approx Observers: 500 Vehicles Participating: 80 approx

If Parade # of: Participants Vehicles Animals Floats Bands Other

Location for Designated Parking: N/A Entrance Fee: free to public

List of Vendors (other than food/beverage): None

Type & Location of Toilet Facilities: City

Will Music be Provided: Yes No Hours of Play: 10-4 Type of Loudspeakers/Bands/Other TBD

Tent or Other Structure: Yes No Type of Structure: None

How will Structure be Secured: Permit #:

Solid Waste Collection/Disposal: Yes No How: Vendors remove own trash/waste

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:
List Names of All Food/Beverage Vendors, are they are Licensed by City and License Number
Not available at this time
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: Trophies
What are the provisions for clean-up: Chamber volunteers

Equipment (please check if needed):

Barricades How many: As needed to close off parking lot – no overnight parking, and road closures
Cones How many: see barricades / as needed
Portable Stage Portable Stage with Sides (Contact the Parks Supervisor to make arrangements)
Electricity Needed: Where: Parking lot & Tarpon Ave to be determined

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: When received by Insurance Company

Is the Certificate of Insurance Attached: Yes No
If not, when will it be sent: When received from the Insurance Company

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.

J. Thomas
Signature of Applicant

1-18-12
Date