

**Public Request for Special Events
In the City of Tarpon Springs, Florida**

General Procedures and Policies

Applicants' Packet:

1. General Procedures and Policies (*pgs. 1 – 4*)
2. Special Events Application (*pgs. 5 – 6*)
3. Post Special Events Report (*pg. 7*)
4. Code of Ordinances No. 88-25, Chapter 12.5 Article II Special Events (*pgs. 8 – 13*)
5. Contact Information for the Department of Business & Professional Regulations Division of Alcohol & Tobacco and Division of Hotels & Restaurants (*pg.14*)
6. Insurance Requirements (*pgs. 15 – 16*)
7. Signage for Special Events (*pg. 17*)

Application Packets Available at:

City of Tarpon Springs City Hall, Works Department, 324 East Pine St., Tarpon Springs, Florida 34689 – Telephone (727) 942-5610 or the City of Tarpon Springs Web Site (www.ci.tarpon-springs.fl.us).

Return Completed Application to:

Public Works Department City of Tarpon Springs City Hall, 324 East Pine St., Tarpon Springs, FL 34688-5004.

Applicant's Procedural System:

1. Applicant returns completed application with;
 - A. Check for \$50.00, non-refundable application fee, made payable to the City of Tarpon Springs.
 - B. Another check for \$100.00, refundable deposit. (One check in the amount of \$150 is acceptable.)
 - C. Copy of Certificate of Insurance naming the City as an “additional insured”. The sum coverage amount listed on the attached packet may vary from year to year. See the attached insurance requirements.
2. Special Events Review Committee reviews application and recommends approval or denial to the City Manager’s designee.
3. Once the Special Events Review Committee approves the event, the City Manager’s designee will contact the Event Sponsor so that they can come to the Public Works Department and sign a copy of the Special Events Permit in order for the City Manager’s designee to place it on a Board of Commissioners agenda.
4. Upon receipt of the aforementioned, the City Manager’s designee will make a recommendation to the Board of Commissioners (B.O.C. meetings are held on the first and third Tuesday of each month.). The applicant will be notified of the final outcome.

5. Applicant shall submit the City's Post Special Event Report ten (10) days subsequent to the event, in order to qualify for the \$100.00 refundable deposit money.

PLEASE NOTE; NO APPLICATION WILL BE PROCESSED UNLESS; ALL APPLICABLE INFORMATION IS FILLED IN, AND APPLICANT SIGNS APPLICATION. A CHECK FOR \$50.00, NON-REFUNDABLE FEE, AND ANOTHER CHECK FOR \$100.00 REFUNDABLE DEPOSIT, (ONE CHECK FOR \$150.00 MAY BE ACCEPTED) IS SUBMITTED WITH APPLICATION. PLEASE MAKE CHECKS PAYABLE TO THE CITY OF TARPON SPRINGS. PROPER CERTIFICATE OF INSURANCE IS ATTACHED TO THE APPLICATION. APPLICATION IS SUBMITTED NO LESS THAN THIRTY (30) DAYS PRIOR TO EVENT AND NO LESS THAN SIXTY (60) DAYS IF A STATE ROAD IS REQUIRED TO BE CLOSED, SUCH AS TARPON AVENUE, PINELLAS AVENUE (ALT 19) OR HWY 19.

POLICIES;

1. **Special Event:** shall mean any meeting, activity, parade, or gathering of a group of persons, animals or vehicles or a combination thereof, having a common purpose on any public street, sidewalk, alley, park, beach or other public place or building, which special event substantially inhibits the usual flow of pedestrian or vehicular travel or which occupies any public area or building so as to preempt use of said area by the general public or which deviates from the established use of said area or building. (Ord. No. 88-25, Chapter 12.5 Article II Special Events)
2. **Reservation Date:** It is suggested, prior to application submission, that the location and date of the event be tentatively reserved by Public Works Department. Upon application approval, the date will be confirmed.
3. **Meeting:** Applicant agrees to meet with the Special Events Committee and/or the City Managers Designee upon request to discuss any questions or concerns raised before the event is presented to the Board of Commissioners.
4. **Equipment:** Such as P.A. system, tables, chairs, piano, etc. shall not be lent nor leased for public indoor or outdoor use, unless the equipment is part of the City facility being requested and is to be used according to its intended purpose.
5. **Site Viewing:** When special City facilities are involved, the applicant agrees to be present for a pre-event site inspection, and if needed, a post-event inspection.
6. **Site/Equipment Damages:** Following the event, the applicant will be billed for any additional expenses that may have been incurred. The applicant shall be responsible to pay additional charges within thirty (30) days subsequent to the event.
7. **Post Special Event Report:** Applicant shall submit the City's Post Special Event Report ten (10) days subsequent to the event, in order to qualify for the \$100.00 refundable deposit money. Applicant shall request refund of \$100.00 deposit within ten (10) days subsequent to event. Total sum will be refunded if;

- A. There are no damages to the City facility and/or equipment, and no additional expenses have accrued.
- B. Post event report is returned to the Public Works Department within ten (10) days following event.

NOTE; In the event damages to facilities exceed \$100.00 deposit, user shall be billed for all additional expenses.

- 8. Insurance: A certificate of insurance with liability limits of at least \$1,000,000.00 must be submitted for review and it must name the City of Tarpon Springs as additional insured. No application shall be considered without a copy of the certificate of insurance being attached. All vehicles participating in parades and/or antique car activities shall each have the minimum liability insurance as required by Florida Statutes, in force and the applicant must provide proof of such insurance upon submission of Special Event application. See attached insurance requirements.
- 9. Parades:
 - A. A parade route is required.
 - B. It is understood that no tokens, candy, or other articles are to be thrown from parade participants to spectators along the route.
 - C. It is also to be understood that NO fireworks or other explosive-type devices are to be used by parade participants along the route, which may cause injury or danger to spectators, or participants.
 - D. All vehicles participating in parades and/or antique car activities shall each have the minimum liability insurance as required by Florida Statutes, in force and the applicant must provide proof of such insurance upon submission of Special Event application.
- 10. Tents: Any tent, which will cover people, must have a fire retardant certificate. The Fire Marshall will conduct an inspection prior to the event commencement.
- 11. Cooking Outdoors: Proper preventative measures shall be taken to prevent grease from dropping onto the ground, streets, sidewalks, paving, etc. Properly approved arrangements shall be made for the disposal of grease.
- 12. Trash & Clean-Up: The applicant shall be responsible for solid waste disposal and clean up of the site. Applicant coordinates disposal through the City.
- 13. Capacity: The City has the right to deny the use of a site because of capacity standards.
- 14. Times of Events: The City shall determine the allowed time of the event as may be appropriate for the event and the surrounding neighborhood.

15. Fee Charges: In addition to the application fee and deposit, there may be additional fees charged if any of the special services listed below are required. Payment of these services will be paid directly to the designated department listed below:
 1. Utility Billing (Special Event Roll-off)
 2. Utility Billing (Hydrant meter)
 3. Police Department (Hiring of Police Officers for crowd and/or traffic control.)
16. Discrimination: Special Event shall not discriminate against participants or observers as to race, color, religion, sex, national origin, age, handicap, and marital or veteran status.
17. Street Banners: Request for the display of street banners must be stated on application. Vertical banners may be hung in a City approved manner in designated City approved areas (Comprehensive Planning & Zoning Land Development Code 192.02).
18. Applicant understands that at any time during the event, the Chief of Police or his representative, may order the termination of the Special Event if it is in violation of any law or ordinance, or if it endangers any person, participant or spectator, or if it threatens the peace and dignity of the community; or if it creates unmanageable problems for the public safety officials whereby the proper execution of their duties are endangered.
19. Applicants further understand that records shall be kept of all Special Events and that repeated requests for approval of Special Events shall be determined by previous performance history according to records on file as well as existing ordinances, policies, rules and procedures.
20. Request to Close Streets:
 1. City streets may be closed through the Special Events processing procedure.
 2. Upon approval of the event by the Board of Commissioners, the Police Department shall submit a "Request for Temporary Closing/Special Use of State Road Form" and issue it to the Department of Transportation (FDOT.) with a certified copy of the Board of Commissioners motion with the original seal. The FDOT has the final approval or denial authority. This process normally requires 60-90 days.



City of Tarpon Springs Special Events Application

Event Information:

Date of Application: _____

Name of Event: _____

Date(s) of Event: _____

Alternate Date(s): _____

Hours of Event: _____

Set up/break down time needed: _____

Location of Event: _____

Request for the following street closures: _____

Type/Purpose of Event: _____

Event Course: (for running event, parade etc.): _____

Assembly & Disband Location: _____

How will profits of Event be used: _____

Applicant Information:

Name of Organization: _____

Registered Nonprofit Org.: Yes No

Organizations Address: _____

Individual to Contact: _____ (Telephone #) _____ (email) _____

Alternative Contact: _____ (Telephone #) _____ (email) _____

General Information:

Number of: Participants: _____ 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: _____ 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 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: _____
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: _____

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 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 of Applicant

Date



City of Tarpon Springs Post-Special Event Report

To be submitted to the Public Works Department within ten (10) working days following the event in order to qualify for a deposit reimbursement.

I. General Information:

Name of Event: _____

Location of Event: _____

Date of Event: _____

Name of authorized person completing this form: _____

II. Participant Information:

Event: _____

of participants: _____

III. Disposition of Proceeds:

Statement of how proceeds will be used:

I have read and completed this report and it is true and correct to the best of my knowledge.

Signature

Date

*If additional space is needed, please use the back of form

ARTICLE II. SPECIAL EVENTS

§ 12.5-7. DEFINITION.

SPECIAL EVENT shall mean any meeting, activity, parade, or gathering of a group of persons, animals or vehicles or a combination thereof, having a common purpose on any public street, sidewalk, alley, park, beach or other public place or building, which special event substantially inhibits the usual flow of pedestrian or vehicular travel or which occupies any public area or building so as to preempt use of said area by the general public or which deviates from the established use of said area or building.

(’80 Code, § 12.5-7) (Ord.88-25, passed 8-2-88)

§ 12.5-8. CITY MANAGER’S AUTHORITY.

The City Manager is hereby authorized and directed to conduct and maintain current surveys of all parks and recreational facilities of the city. At each location, he shall locate and designate all areas which have a specialized function, such as picnic areas, swimming pools, beaches, tennis courts, baseball diamonds, etc.

(’80 Code, § 12.5-8) (Ord.88-25, passed 8-2-88)

§ 12.5-9. PERMIT REQUIRED.

No person shall engage in, participate in, aid, form or start any special event, unless a special event permit shall have been obtained from the City Manager or his authorized designee.

(’80 Code, § 12.5-9) (Ord.88-25, passed 8-2-88)

§ 12.5-10. PERMIT APPLICATION.

- (a) A person or organization seeking issuance of a special event permit shall file an application with the City Manager or his authorized designee on forms provided by the city.
- (b) An application for a special event permit shall be filed with the City Manager or his authorized designee not less than thirty (30) days nor more than ninety (90) days before the first date on which the special event is scheduled to be conducted and not less than sixty (60) days nor more than one hundred twenty (120) days for application that require the closing of state roads.
- (c) The application for a special event permit shall include the following information:
 - (1) The name, date of birth, address and telephone number of the person or persons seeking to conduct such special event. If the special event is proposed to be conducted for, on behalf of or by an organization, the name, address and telephone number of the headquarters of the organization and of the authorized and responsible heads of such organization;
 - (2) The purpose of the special event;
 - (3) The ultimate use of net proceeds from the special event;

Tarpon Springs Code

- (4) The name, address and telephone number of the person or persons who will be responsible for conducting the special event;
- (5) The dates and hours when the special event is to be conducted and the location of such event;
- (6) The estimated number of participants or those otherwise attending and the estimated number of vehicles participating or parking near the event. If the event is a parade, the estimated number of units in each category, such as band, marching units, floats, cars, etc.;
- (7) The number, type, location and provision for toilet facilities during the event;
- (8) A statement describing what portion of any street will be occupied by the event;
- (9) Whether any music will be provided, the hours of duration and location of such bands or loudspeakers, along with the numbers and types of such amplifiers or other such devices;
- (10) Location of assembly and disband areas for the event and proposed time of assembly and disband;
- (11) The location and size of any area designated for parking;
- (12) Applicant's provisions for cleanup after conclusion of the special event;
- (13) Applicant's provisions for security, traffic control and crowd control;
- (14) Applicant's intent to have food and drinks and whether or not such food or drinks will be sold or otherwise dispersed; who will be supplying such food or drinks and who will receive the funds obtained from the sale of such food and drinks and the names and addresses of all vendors, as soon as possible;
- (15) Applicant's intent to serve alcoholic beverages and applicant's compliance with section §12.5-4 of this Code;
- (16) What provision have been made for any needed electric power;
- (17) Whether admission fees will be charged or prizes given and the dollar amounts involved;
- (18) Applicant's agreement to provide a policy of liability insurance where the special event involves more than fifty (50) persons or vehicles, naming the city as an additional insured in the amount of one million dollars (\$1,000,000.00); in the case of parades, the insurance will cover the assembly area in addition to the parade route. If vehicles are to be used in the parade, proof of vehicle liability insurance must be provided by the owners of such vehicles;

Tarpon Springs Code

- (19) Applicant's agreement to provide a report within four (4) weeks subsequent to the event, containing the number of participants and other data included on the application;
 - (20) A fee of fifty dollars (\$50.00) payable to the city as reasonable cost for processing, evaluating and issuing the permit;
 - (21) A deposit of one hundred dollars (\$100.00) for damage to city property resulting in any way from the special event. Said deposit shall be returned upon the city's inspection of the location of such event, but in any event, no later than ten (10) days after the conclusion of the event.
- (d) The City Manager or his designee shall waive or reduce the requirements of insurance contained herein, where the applicant presents evidence of financial disability or inability to obtain the required insurance. As used herein, financial disability shall mean lack of present funds with which to pay the premium charged for the insurance policy required ('80 Code, § 12.5-10) (Ord. 88-25, passed 8-2-88; Am. Ord. 90-44, passed 9-18-90)

§ 12.5-11. PERMIT DENIAL AND REASONS.

- (a) Within ten (10) business days of the filing of the application for permit, the City Manager or his authorized designee shall send the applicant written notice by regular U.S. mail of the action he has taken on the application and the specific reasons therefor. The permit for the special event shall be granted, unless one (1) or more of the following conditions is found to exist:
- (1) The application is incomplete in a material respect;
 - (2) The application has been fraudulently completed;
 - (3) A prior permit has already been issued for the same area requested, within the same calendar month;
 - (4) The application is not for a public area;
 - (5) An adjacent public area already has been scheduled for use at the same time and simultaneous uses cannot be accommodated;
 - (6) The estimate of the anticipated attendance is in excess of the maximum designated as allowable for the area;
 - (7) The chief of police has factual knowledge that the applicant or sponsoring group specifically intends to cause or create imminent lawless actions in connections with the special event. Anticipated violence on the part of persons unassociated with the applicant or sponsoring group shall not be considered.

Tarpon Springs Code

- (b) Where denial occurs by reason of the conditions set forth in paragraphs (a)(3), (4), (5) and (6) above, the City Manager or his authorized designee shall inform the applicant of the existence of a reasonable equivalent site, if available and uncommitted, which shall be held for the applicant for a period of five (5) business days, pending reapplication by the applicant for the alternate site.
- (c) Nothing contained in this article shall permit the City Manager or his authorized designee to deny a permit based upon political or religious grounds.
(’80 Code, § 12.5-11) (Ord.88-25, passed 8-2-88)

§ 12.5-12. PERMIT CONDITIONS.

Permits issued under this article shall be subject to the following conditions:

- (1) Special events may only be approved for daylight hours, except in areas possessing appropriate artificial light.
- (2) No special event shall be approved for the city’s beach areas on a holiday weekend.
- (3) The Chief of Police may stop a special event where a breach of the peace is occurring or an activity in the nature of a riot has occurred.
- (4) All public areas are to be left clean and undamaged following any special event.
- (5) The City Manager or his authorized designee shall have authority to restrict, limit or prohibit the use or construction of platforms, chairs or other equipment, if he finds that their use would result in damage to city property or constitute a hazard to safety or would block or infringe upon some other lawful use of the public property.
- (6) The grant of the permit shall not entitle the applicant to violate any other general park rules or regulations applicable to the use of public property.
- (7) In the case of parades, the applicant agrees that there will be no tossing of candy, medallions or other like matter by those participating in the parade.
- (8) The conduct of the event will not substantially interrupt the orderly movement of other traffic contiguous to the event’s route.
- (9) The conduct of the event will not require the diversion of so great a number of police officers of the city to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the city.
- (10) The conduct of the event will not require the diversion of so great a number of ambulances and fire rescue units as to prevent normal ambulance and rescue service to portions of the city other than that to be occupied by the proposed event and areas contiguous thereto.

Tarpon Springs Code

- (11) The concentration of persons, animals and vehicles at assembly points of the event will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to the assembly areas.
- (12) The conduct of the event will not interfere with the movement of firefighting equipment enroute to a fire.
- (13) The conduct of the event is not reasonably likely to cause injury to persons to property, to provoke disorderly conduct or create a disturbance.
- (14) The event is scheduled to move from its point of origin to the point of termination expeditiously and without unreasonable delays enroute.
- (15) Reimbursement to the city for expenses and fees charged for a prior special event held by the applicant or the applicant's predecessor, or any person responsible for conducting the special event pursuant to this article.
('80 Code, § 12.5-12) (Ord.88-25, passed 8-2-88)

§ 12.5-13. APPEAL OF DENIAL.

- (a) An applicant denied a permit hereunder may appeal the decision of the City Manager or his authorized designee to the Board of Commissioners by filing a written notice of appeal, stating the reasons for the appeal, with the office of the City Manager or his authorized designee within five (5) business days of the mailing of the decision of the City Manager or his authorized designee.
- (b) Such appeal shall be heard and decided by the Board of Commissioners within fourteen (14) days of the filing of the appeal. The applicant shall be notified twenty-four (24) hours before the hearing. Such applicant may appear at the hearing in person and be represented by counsel. Evidence on the applicant's behalf may be presented at such hearing. The City Manager or his authorized designee shall state his reasons for denying the permit and shall provide any other evidence supporting such denial. The Board of Commissioners shall have authority by a vote of a majority of its members to affirm, reverse or modify the decision of the City Manager or his authorized designee. Such decision shall be in writing and contain the reasons therefor. The decision shall be mailed to the applicant within ten (10) days of the hearing. Failure of the Board of Commissioners to decide the case within fourteen (14) days or mail its decision within ten (10) days shall operate as an automatic reversal of the decision of the City Manager or his authorized designee.
('80 Code, § 12.5-13) (Ord.88-25, passed 8-2-88; Am. Ord. 92-01, passed 2-4-92)

§ 12.5-14. CERTAIN OFFICIALS TO RECEIVE NOTICE OF PERMIT.

Immediately upon the issuance of a special event permit, the City Manager or his authorized designee shall send a copy thereof to the following:

- (1) City Attorney;

Tarpon Springs Code

(2) Fire Chief;

(3) Leisure Services Director;

(4) Chief of Police;

(5) Harbormaster;

(6) Planning Department

('80 Code, § 12.5-14) (Ord.88-25, passed 8-2-88)

§ 12.5-15. REVOCATION OF PERMIT.

The City Manager or his designee shall have the authority to revoke a special event permit issued pursuant to this article upon violation of the standards for issuance or conditions for issuance prescribed in this article. During the event, the Chief of Police or his designee shall have the authority to order a ceasing of the event, should the continuance of such event contribute to public disorder or endanger life or property or should he find that the application was fraudulent in any manner.

('80 Code, § 12.5-15) (Ord.88-25, passed 8-2-88)

Special Events – Important Notice to all Sponsors of Special Events:

If alcohol is going to be served at a Special Event, either sold or given away free, an alcohol permit must be obtained. It is the Sponsor's responsibility to obtain the permit by contacting the following agency:

Department of Business and Professional Regulations – Division of Alcohol and Tobacco located at 1313 North Tampa Street, Tampa, FL 33602 Telephone (813) 272-2610. This office will provide a non-profit alcohol permit for one, two or three days. Please note that the City of Tarpon Springs Planning & Zoning Department must sign "Section 4 – Zoning" of the permit in order for alcohol to be served at the event.

If food is going to be served at a Special Event, either sold or given away free, a food permit must be obtained. It is the Sponsor's responsibility to obtain the permit by contacting the following agencies:

Department of Business and Professional Regulations – Division of Hotels & Restaurants at 3725 W. Grace Street Ste. 520, Tampa, FL 33607 (850) 487-1395.

Revised 06-14-07

For any questions, or if you need assistance, please contact:

Public Works Department (727) 942-5610

Note: The City of Tarpon Springs Police Department will require the hiring of off-duty Police Officers (at the expense of the sponsoring organization) to patrol the event if alcohol is going to be served. Contact the Police Department at (727) 938-2849 to make arrangements.



City of Tarpon Springs, Florida

INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

It is the responsibility of the **Event Sponsor** to provide **CERTIFICATE OF INSURANCE** to the City of Tarpon Springs. The certificate must indicate the following information:

- 1) Producer or Agent of Record
- 2) Insurance company affording coverage
- 3) Insured (Sponsor of the Special Event)
- 4) Type of coverage (e.g. General Liability, Liquor Liability)
- 5) Effective and expiration dates of policy
- 6) **\$1,000,000** Limit of Liability
- 7) The Certificate of Insurance must name the "City of Tarpon Springs" as "**ADDITIONAL INSURED**" and include "**ALL VENDORS**". The **name of the event, date(s) of the event** and "**ALL VENDORS**" should be indicated in the portion of the certificate entitled "**Description of Operations**". See attached Sample.
- 8) When **ALCOHOLIC BEVERAGES** are served, **LIQUOR LIABILITY** coverage **must** be purchased and **must** be indicated on the certificate.

When extreme circumstances dictates that the insurance can not be provided prior to the scheduled Board of Commissioners meeting, a "Binder" enumerating the required coverage and language will be accepted, otherwise the Certificate of Insurance must be present when recommendation is made to the Board of Commissioners for approval.

Final approval for the event to take place shall not be permitted until the City has received the official insurance document.

ACORD **CERTIFICATE OF INSURANCE**

1275 (01/03/11)

PRODUCER (1) JOHN DOE INSURANCE 123 USA ST. ANYWHERE, USA		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. COMPANIES AFFORDING COVERAGE COMPANY A (2) COMPANY B COMPANY C COMPANY D
INSURED (3) ABC CLUB P.O. BOX 0000 ANYWHERE, USA		

COVERAGES
 THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	(4) TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EFFECTIVE DATE (MM/DD/YY)	LIMITS (6)
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT <input type="checkbox"/>	00000	01/01/04	01/01/05	GENERAL AGGREGATE \$ 1,000,000 PRODUCTS-COMP/OP AGG \$ PERSONAL & ADV INJURY \$ 1,000,000 EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (Any one fire) \$ 00,000 MED EXP (Any one person) \$ 1000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/>				COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/>				AUTO ONLY-EA ACCIDENT \$ OTHER THAN AUTO ONLY: EACH ACCIDENT \$ AGGREGATE \$
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY THE PROPRIETOR/ PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL OTHER - BOND				STATUTORY LIMITS EACH ACCIDENT \$ DISEASE - POLICY LIMIT \$ DISEASE - EACH EMPLOYEE \$
	(8) *HOST LIQUOR LIABILITY	00000			PENALTY AMOUNT:

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS
 (7) NAME OF THE EVENT: ARTS AND CRAFT SHOW DATE/DATES: 04/03/04-04/05/04
 INCLUDING ALL VENDORS

CERTIFICATE HOLDER / ADDITIONAL INSURED (7) CITY OF TARPON SPRINGS 324 E. PINE ST TARPON SPRINGS, FLORIDA 34689	CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
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SAMPLE

**Tarpon Springs Police
Department**

Memo

To:

From: Officer William Schaibly
Code Enforcement Supervisor

CC:

Date: 2/21/2005

Re: Signage for Special Events

There are certain Code requirements that must be adhered to when placing signage for all special events. Please adhere to these requirements and should you have questions, please call us (937 0017) prior to installing the signs.

You are allowed to place one sign on each property where the event is to be held. Each sign must not be more than 24 square feet in size, nor more than 6 feet in height.

The sign, (or banner), must be set back 10 feet from all property lines and not block any visibility triangles which might endanger motorists or pedestrians.

The sign/banner cannot be attached to any trees, traffic control devices, (such as stop sign posts, etc.) nor on any right of way.

The sign is not to be placed on site more than 14 days prior to the first day of the event.

Special event signs do not require permits.

For further information pertaining to sign codes, they can be found in sections 192.02 of the City Code.