

# **Public Works Department Office of the Director**

### Tom Funcheon Public Works Director

To: Mayor and Board of Commissioners

From: Tom Funcheon, Public Works Director

Date: May 11, 2021

Re: Special Event – Tarpon Springs Merchants Association

32<sup>nd</sup> Annual Sponge Docks Seafood Festival

November 12, 13 & 14, 2021

#### **Recommendation:**

That the Mayor and Board of Commissioners approve the Tarpon Springs Merchants Association's special event application for the "31st Annual Sponge Docks Seafood Festival" on November 12, 13 & 14, 2021, and the temporary closure of Dodecanese Blvd. (Athens to Roosevelt.) and Hill St. (Hope St. to Roosevelt Blvd.).

If a change in the event date is necessary due to inclement weather, the City Manager will authorize/designate a rain date.

#### **Background:**

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

The hours of the event will be noon to 9:00 p.m. on Friday, 10:00 a.m. to 10:00 p.m. on Saturday and noon to 5:00 p.m. on Sunday. Set-up will begin on Friday morning at 6:00 a.m. and cleanup will end by 8:00 p.m. on Sunday. The event will consist of vendors, music, kids area, and food/beverages (beer/wine) will be sold. Proceeds will be used to pay event expenses, and advertising future events.

All set-up and clean-up will be the event sponsor's responsibility.

The event sponsor has distributed road closure notification to area businesses that may be affected by this event.

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

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: May 6, 2021
Name of Event: 32 <sup>nd</sup> Annual Sponge Docks Seafood Festival
Date(s) of Event: November 12-14, 2021
Alternate Date(s): N/A
Hours of Event: 11-12 (12-9pm), 11-13 (10am-10pm), 11-14 (10am-5pm)
Set up/break down time needed: Set up time on Friday – 6am Breakdown on Sunday – 8pm
Type/Purpose of Event: Fundraiser for the Tarpon Springs Merchants Association. Event will include food
vendors, vendors and music.
Location of Event (include map for parade/procession routes with assembly and disband points): Sponge
Docks-Dodecanese from Athens to Roosevelt and Hill Street from Hope to Roosevelt.
If Closure of a City Parking Lot is needed, please check: Mother Meres Tarpon Ave Orange St
Court/Lemon
Other: Greek Island Imports parking lot, Louis Houllis parking lot (will be getting necessary documentation
from owners for approval). Also working on getting permission from Santorini Developers LLC to rent a parcel
of land on the north side of Hill Street and 5 parcels on the south side of Hill Street. The north side of Hill
Street will possibly be used as a kids area with bounce houses, etc. and the south side of Hill Street will be
where the food vendors and dining tents (provided by the event planner) will be placed.
Disposition of Proceeds: Pay for expenses of the event and advertising for other events.
Applicant Information:
Name of Organization: Tarpon Springs Merchants Association
Registered Nonprofit Org.: Yes 🛛 No 🗌
Organizations Address: P O Box 2793, Tarpon Springs FL 34688
Individual to Contact: Carol Rodriguez (Telephone #) 845-661-5518 (email) carolaer@ymail.com
Alternative Contact: Reggie Gibson (Telephone #) 727-543-1593 (email)
tarponspringsflorida@gmail.com
General Information:
Number of Vendors: 80-100 (Sponsor is required to keep a list of vendors, and must be able to produce upon
request.)
Location for Designated Vendor Parking (Please complete Vendor Designated Parking Form and attach to

application): Parking lots and side streets

Directional Parking Signs: \_XX\_ Locations: Where allowed

Other: Will not need the City's tables and chairs. Event planner is providing the stage that will go in Louis Houllis' parking lot. Will hire maintenance employee from 5:30-10pm for both Friday and Saturday. Event planner will have ice machine delivered the afternoon of November 11<sup>th</sup> and it will be placed on the sidewalk at the back side of the City restrooms. Event planner is advertising free parking at the Dog/Splash Park but there will not be any shuttle service. The event planner will be setting up the big dining tents on November 11<sup>th</sup>. Is a check made payable to the City of Tarpon Springs for the Application Fee & Deposit Attached: City has waived the fee.

If not, when will it be sent:

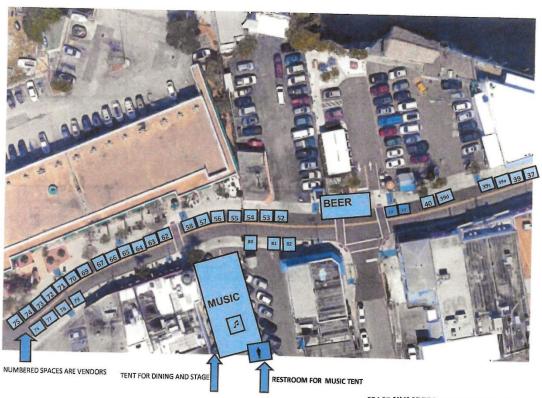
Is the Certificate of Insurance Attached: Yes  $\square$  No  $\boxtimes$  If not, when will it be sent: When received from insurance company.

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 Post Special Report within 10 calendar days subsequent to the event: Yes 🖂 No 🗌 Failure to do so may result in forfeiture of deposit.

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.

Season State Source S-5-2



SPACE NUMBERS SUBJECT TO CHANGE



