



**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
32nd 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: 32nd 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

Approximate Number of Attendees: 5000 Entrance Fee:\$ N/A

Location for Attendee Parking: Side streets and parking lots

Will Private Security be Provided: Yes No Name of Private Company: Event planner to provide information prior to event.

Will the Following be Provided: Traffic Control: Yes No Crowd Control: Yes No

Will Music be Provided: Yes No Hours of Play: Same as event hours Band: DJ:

Other:

Type & Location of Toilet Facilities: Public restrooms in City parking lot and Sponge Exchange. Event planner is also ordering port-o-potties to be delivered the afternoon of November 11. Placement location will be determined prior to event.

Tent or Other Structure: Yes No Type of Structure: Pop Up Tent Style

How will Structure be Secured: As Required

Solid Waste Collection/Disposal: Yes No Dumpster: Rolloff: Other: Will hire City employee(s) for Friday from 3pm until finished, Saturday from 1pm until finished and Sunday from 3pm until finished. Need extra garbage cans.

If parade # of: Participants: _____ Animals _____ Floats _____ Bands _____ Other _____

Amusement/Carnival Rides: Yes No Name of Company Providing Rides:

Types of Rides: _____ agram of Layout Attached: Yes No

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: Beer & Wine

Event Sponsor is responsible to ensure that all food/alcohol vendors have all necessary licenses as required by the Department of Business and Professional Regulations, Division of Hotels & Restaurants and/or Division of Alcohol and Tobacco, Department of Health, Environmental Health Division or any other applicable State Agency.

Equipment/Miscellaneous (please check if needed):

Barricades: How many: As needed per TSPD

Cones: How many: As needed per TSPD

Portable Stage: _____ Location: _____

Electricity Needed: Where: All poles on Dodecanese and parking lot where restrooms are

Public Restrooms: Hours of Opening/Closing: Friday 6am to Sunday 8pm

Street Banners: Locations: City approved locations

Additional City Trash Cans:

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 11th 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 11th. 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 No 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.


Signature of Applicant

05-5-21
Date



