



**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
Subject: Special Event – Tarpon Springs Merchants Association
Sponge Docks Arts & Craft Show
October 23 – 24, 2021

Recommendation:

That the Mayor and Board of Commissioners approve the Tarpon Springs Merchants Associations' special event application for the "Sponge Docks Arts & Craft Show" on October 23 – 24, 2021, and the temporary closure of Dodecanese Blvd. (Athens to Roosevelt).

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 10:00 a.m. to 6:00 p.m. on Saturday & Sunday, and 10:00 a.m. to 5:00 p.m. on Monday. Set-up will begin at 7:00 a.m. on Saturday and clean-up will be finished by 7:00 p.m. on Monday. There will be craft booths, and food and beverages (non-alcoholic) will be sold. Proceeds will be used for event expenses and advertising of future events.

The event sponsor has notified area businesses that may be affected by this event, and all set-up and clean-up will be their responsibility.

It is understood that in order for the Sponsor to receive a permit to proceed, he/she must comply with the following:

- A Certificate of Insurance in the amount of \$1,000,000 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 5, 2021
Name of Event: Sponge Docks Arts & Crafts Show
Date(s) of Event: October 23-24, 2021
Alternate Date(s): N/A
Hours of Event: Saturday – 10am to 6 pm Sunday – 10am to 5pm
Set up/break down time needed: Saturday 7am to Sunday 7pm
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
If Closure of a City Parking Lot is needed, please check: Mother Meres ___ Tarpon Ave. ___ Orange St. ___ Court/Lemon ___
Other: City Parking Lot at Docks (where public restrooms are)
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 (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): City public lot (where public restrooms are) and side streets
Approximate Number of Attendees: 1000 Entrance Fee:\$ N/A
Location for Attendee Parking: Private & public parking lots and surrounding street parking.
Will Private Security be Provided: Yes___ No_XX_ Name of Private Company: TSPD
Will the Following be Provided: Traffic Control: Yes___ No_XX_ Crowd Control: Yes___ No_XX_

Will Music be Provided: Yes__ No_XX_ Hours of Play: Band: DJ: Other: Individuals

Type & Location of Toilet Facilities: Public restrooms in City parking lot, portable City restroom (if available) and/or Port-O-Potties

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 from 2:00 pm until finished on Saturday and Sunday. And from 1pm until finished on Monday.

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_XX_ Type of Alcoholic Beverages:

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: City poles

Public Restrooms: Hours of Opening/Closing: 7am Saturday to 7pm Sunday

Street Banners: Locations: City approved locations

Additional City Trash Cans:

Directional Parking Signs: _XX_ Locations: Where allowed

Other:

Is a check made payable to the City of Tarpon Springs for the Application Fee & Deposit Attached: City has waived fee.

If not, when will it be sent:

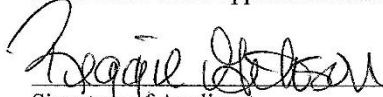
Is the Certificate of Insurance Attached: Yes No If not, when will it be sent: When received from insurance company

I (we) agree that it is my (our) responsibility to cleanup 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

5-5-21

Date

Dodecanese Blvd.

Legend

-Vendors will be set up on the north side of Dodecanese from Athens to Hope and on the south side from Hope to Roosevelt or vice versa (will be determined by event planner)

