



**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: July 27, 2021

Subject: Special Event – City of Tarpon Springs Recreation Department
Back to School Bash & Ecofest
September 18, 2021

Recommendation:

That the Mayor and Board of Commissioners approve the City of Tarpon Springs Recreation Departments' special event application for the "Back to School Bash & Ecofest" on Saturday, September 18, 2021, at the Splash Park grassy field area.

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.

This year the Recreation Department is combining the Out of School Bash and the Ecofest. This is a family friendly event to celebrate the start of the new school year, and will teach ways to be environmentally friendly.

The hours of the event will be from 10:00 a.m. to 2:00 p.m. There will be music, games, food/beverages and much more. The City will also be giving away trees to Tarpon residents.

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

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: 7/15/2021

Name of Event: Back to School Splash & Ecofest

Date(s) of Event: Saturday, September 18, 2021 Alternate Date(s): none

Hours of Event: 10am-2pm

Set up/break down time needed: 7am-3pm

Type/Purpose of Event: A family friendly event celebrating the start of a new school year. The EcoFest will teach participants ways to be environmentally friendly and give Tarpon Springs Residents free trees.

Location of Event (include map for parade/procession routes with assembly and disband points): Splash Park Field

If Closure of a City Parking is needed, please check: Mother Meres Tarpon Ave. Orange St. Court/Lemon

Other: N/A

Disposition of Proceeds: None, Free Event

Applicant Information:

Name of Organization: Tarpon Springs Recreation Division

Registered Nonprofit Org.: Yes No

Organizations Address: 400 S Walton Ave. Tarpon Springs, FL 34689

Individual to Contact: Ashley Harter (Telephone #) 727-942-5628 (email) aharter@ctsfl.us

Alternative Contact: Jamie Taylor (Telephone #) 727-942-5628 (email) jtaylor@ctsfl.us

General Information:

Number of Vendors: 15-20 (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 lot

Approximate Number of Attendees: 500 Entrance Fee: \$ Free

Location for Attendee Parking: Splash Park Parking lot

Will Private Security be Provided: Yes No Name of Private Company: _____

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

Will Music be Provided: Yes No Hours of Play: 9:45am-3pm Band: DJ: Other: _____

Type & Location of Toilet Facilities: Splash Park Bathrooms- Please open at 7am**

Tent or Other Structure: Yes No Type of Structure: 10X10 Tents

How will Structure be Secured: Tent Weights

Solid Waste Collection/Disposal: Yes No Dumpster: Rolloff: Other: Will use onsite dumpster
If parade # of: Participants _____ Animals _____ Floats _____ Bands _____ Other _____
Amusement/Carnival Rides: Yes No Name of Company Providing Rides: Air Fun Games
Types of Rides: Waterslides Is Diagram 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: N/A

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: _____
Cones: How many: _____
Portable Stage: Location: _____
Electricity Needed: Where: Covered Pavilion area- standing poles
Public Restrooms: Hours of Opening/Closing: Please open at 7am
Street Banners: Locations: Electronic Message board
Additional City Trash Cans: 3 please
Directional Parking Signs: Locations: _____
Other: Parks Request: Please spray for ants in the field & ensure grass is cut. Thank you.

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: N/A

Is the Certificate of Insurance Attached: Yes No If not, when will it be sent: on File

I (we) agree that it is my (our) responsibility to cleanup after the conclusion of the special event: Yes No

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.

Ashley Harter
Signature of Applicant

7/15/21
Date