



**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: November 22, 2023
Subject: Special Event – City of Tarpon Springs
Arbor Day Plant a Tree
January 19, 2024

Recommendation:

That the Mayor and Board of Commissioners approve the special event application for Garden Club Arbor Day Plant a Tree
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 recommended by Special Events Review Committee.

Hours of the event will be 10:00am-1:00pm. Tree will be planted at 11:00am in Dorsett Park

Area businesses that may be affected by this event have been notified.

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: 11-21-23
Name of Event: Arbor Day Plant a tree
Date(s) of Event: January 19, 2024
Alternate Date(s): Rain or shine
Hours of Event: ~~10:00 - 1pm~~ 11 am tree gets planted
Set up/break down time needed: 10 am - 1 pm
Type/Purpose of Event: Florida Federation of Garden Clubs is coordinating a nation wide celebration for Arbor Day. Every Garden Club in the nation will plant a tree at the same time 11 am

Location of Event (include map for parade/procession routes with assembly and disband points):
Dorsett Park - City has determined location

If Closure of a City Parking is needed, please check: Mother Meres ☐ Tarpon Ave. ☐ Orange St. ☐ Court/Lemon ☐
Other: NO

Disposition of Proceeds: None

Applicant Information:

Name of Organization: The Garden Club of Tarpon Springs Inc.
Registered Nonprofit Org.: Yes ☒ No ☐
Organizations Address: PO Box 1962
Individual to Contact: Vicki Lumley (Telephone #) 727-871-6509 (email) vlumley08@hotmail.com
Alternative Contact: Linda Eisner (Telephone #) 516 524 1358 (email)

General Information:

Number of Vendors: 0 (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):
Approximate Number of Attendees: _____ Entrance Fee: \$ 0
Location for Attendee Parking: Dorsett 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: _____ Band: ☐ DJ: ☐ Other: _____
Type & Location of Toilet Facilities: _____
Tent or Other Structure: Yes ☐ No ☒ Type of Structure: _____
How will Structure be Secured: _____
Solid Waste Collection/Disposal: Yes ☐ No ☐ Dumpster: ☐ Rolloff: ☐ Other: _____
If parade # of: Participants _____ Animals _____ Floats _____ Bands _____ Other _____
Amusement/Carnival Rides: Yes ☐ No ☒ Name of Company Providing Rides: _____
Types of Rides: _____ Is Diagram of Layout Attached: Yes ☐ No ☒

Snacks + drinks for kids

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: _____

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: _____ whatever needed to protect tree hole
Cones: ☐ How many: _____ Elect for microphone + speaker
Portable Stage: ☐ Location: _____ 24 chairs for elders.
Electricity Needed: ☒ Where: _____
Public Restrooms: ☒ Hours of Opening/Closing: _____
Street Banners: ☐ Locations: _____
Additional City Trash Cans: ☐
Directional Parking Signs: ☐ Locations: _____
Other: _____

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: _____ Partnering with City of TS.

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 (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.

Vicki L. Lundy
Signature of Applicant

11-21-23
Date

City co-sponsorship approval
Gmail & LeCun 11-21-23



**City of Tarpon Springs
Special Event
Designated Vendor Parking**

To be submitted to the Public Works Department along with the Special Events Application.

General Information:

Name of Event: Arbor Day Plant a Tree

Date of Event: Jan 19, 2024

Designation Location for Vendor Parking: Dorsett Park Parking lot.

Partnering w/ City of TS.

Owner/Agent of Designated Parking Area Signoff:

Mark G. Leblanc Partnering with City of TS
Owner/Agent Name (print) Owner/Agent Signature

City Manager 11-21-23
Owner/Agent Title Date

Event Sponsor Signoff:

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

Vicki L. Smith 11-21-23
Event Sponsor Signature Date



City of Tarpon Springs Deposit Forfeiture Policy

Event Sponsor agrees to return City property to the exact condition it was in prior to the event. This includes the removal of all items placed on City property by the Sponsor including, but not limited to tents, port-o-lets, ice machines, tables, vehicles, concession stands, trash, etc.

If the Event Sponsor does not comply with cleanup by the date outlined on the Special Event Application, the \$100 deposit will not be returned, and the Sponsor's next event will require double the deposit amount. This procedure will continue until the Event Sponsor complies with the Special Event requirements.

Please note, deposits will be withheld and additional money may be due for any and all damages to City property caused the Special Event.

Event Sponsor Signoff:

I have read and agree to the conditions above:

Victoria L. Lundy
Event Sponsor Signature

11-21-23
Date

N/A
Partnership of City of Tarpon Springs
MSH 11-21-23

Arbor Day...

Welcome To Arbor Day 2024

**The Florida Federation of Garden Clubs is coordinating a
nation-wide celebration for Arbor Day.
Every Garden Club in the nation will plant a tree.**

January 19, 2024



***The Garden Club of Tarpon Springs
Will Plant a Tree***

11:00am

Dorsett Park Tarpon Springs

We will celebrate with speeches, food, games, music and much more.

We also will be handing out tree seedlings to the community.

All are invited to join in.

We hope to see you there.

The Garden Club of Tarpon Springs website will have all the details

Website: thegardencluboftarponsprings.org

