




**Public Works Department  
Office of the Director**

Tom Funcheon  
Public Works Director

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To: Mayor and Board of Commissioners

From: Tom Funcheon, Public Works Director 

Date: December 5, 2023

Subject: Special Event – Tarpon Springs Merchants Association  
2<sup>nd</sup> Saturday Tarpon Springs Market  
2/10, 3/09, 4/13, 5/11, 6/08, 7/13, 8/10, 9/14, 10/12, 11/09 & 12/14, 2024

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**Recommendation:**

That the Mayor and Board of Commissioners approve the Tarpon Springs Merchants Associations' special event application for the "2<sup>nd</sup> Saturday Tarpon Springs Market" on, 2/10, 3/09, 4/13, 5/11, 6/08, 7/13, 8/10, 9/14, 10/12, 11/09 & 12/14, 2024 and the temporary closure of Mother Meres Parking Lot.

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 from 9:00 a.m. to 2:00 p.m., with setup beginning at 7:00 a.m. and cleanup ending by 3:30 p.m. The event will consist of local "farmers market type" vendors. Proceeds will be used to pay event expenses and advertise future events.

The event sponsor will be responsible for all set-up and clean-up.

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**

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**Event Information:**

Date of Application: November 9, 2023

Name of Event: 2<sup>nd</sup> Saturday Tarpon Springs Market

Date(s) of Event: February 10, March 9\*, April 13, May 11, June 8, July 13, August 10, September 14, October 12, November 9 and December 14, 2024

\*The March 9<sup>th</sup> event would be held in the Forbes Property located at 144 E. Tarpon Avenue due to the Fine Arts Festival that weekend needing the Mother Meres parking lot.

Alternate Date(s): N/A

Hours of Event: 9:00 AM to 2:00 PM

Set up/break down time needed: Setup – 7:00 AM Teardown – 3:30 PM

Type/Purpose of Event: Fundraiser for the Tarpon Springs Merchants Association. Event will include market type vendors and food vendors.

Location of Event (include map for parade/procession routes with assembly and disband points): Mother Meres Parking Lot (corner of Tarpon Avenue & Alt. 19).

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

Other:

Disposition of Proceeds: Pay for expenses of event and for advertising of future 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: 40-50 (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): Public parking lots and side streets.

Approximate Number of Attendees: 100-150

Entrance Fee:\$ N/A

Location for Attendee Parking: Public parking lots and side streets

Will Private Security be Provided: Yes ☐ No ☒ Name of Private Company: N/A – no police needed

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

Will Music be Provided: Yes ☐ No ☒ Hours of Play: hours of event Band: ☐ DJ: ☐ Other: Individual

Type & Location of Toilet Facilities: Public restrooms in City parking lot on Tarpon Avenue

Tent or Other Structure: Yes ☒ No ☐ Type of Structure: Pop Up Tent

How will Structure be Secured: As Required

Solid Waste Collection/Disposal: Yes ☐ No ☒ Dumpster: ☐ Rolloff: ☐ Other: The

Merchants Association will make sure garbage is disposed of in the parking lot dumpster.

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 ☐

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: As needed per TSPD

Cones: ☒ How many: As needed per TSPD

Portable Stage: ☒ Location: N/A

Electricity Needed: ☒ Where: Meres parking lot

Public Restrooms: ☒ Hours of Opening/Closing: Open at 7:00 AM until regular closing time

Street Banners: ☒ Locations: City approved locations

Additional City Trash Cans: ☒ 6

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: Upon approval of event

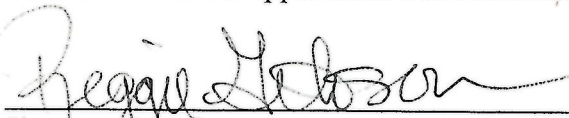
Is the Certificate of Insurance Attached: Yes ☐ No ☒ If not, when will it be sent: Prior to event

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

11-9-23  
\_\_\_\_\_  
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:

  
Event Sponsor Signature

11-2-23  
Date





Google Earth

10 m

Camera: 105 m

28°08'46"N 82°45'23"W

9 m

Sunset Beach



## City of Tarpon Springs Deposit Forfeiture Policy

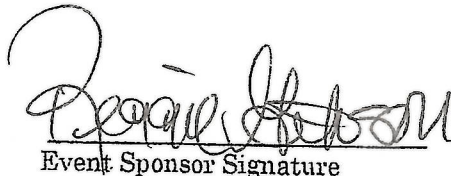
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Date