

MEMORANDUM

April 7, 2014

TO: Honorable Mayor and City Commissioners

VIA: Kenneth Fields, City Manager

FROM: Katie Kinloch, Administrative Assistant

SUBJECT: Special Event Permit Application and Road Closing - Allen Temple A.M.E. Church

SYNOPSIS: The special event permit application will allow the temporary closing of a portion of Washington Avenue between C Street and D Street on May 3, 2014 for the Allen Temple A.M.E. Church May Day Festival.

RECOMMENDATION

The recommendation is for the City Commission to take the following action:

1. Approve the special event permit application from the Allen Temple A.M.E. Church for the May Day Festival to be held on May 3, 2014 at 241 C Street; and
2. Approve the temporary street closing of a portion of Washington Avenue on May 3, 2014 between C Street and D Street from 9:00 a.m. and 5:00 p.m.

BACKGROUND

Pastor Herbert Hollingsworth submitted a Special Event Permit Application for the May Day Festival to be held May 3, 2014 at the Allen Temple A.M.E. Church located at 241 C Street. The church is having numerous activities across the street on their property. These activities include food and craft vendors, a bounce house, face painting, cake and BBQ contest, musical and vocal entertainment and other activities for the entire family on the church property.

Although this event will be held on private church properties, a request has been made by the church for the temporary closing of a portion of Washington Avenue between C Street and D Street from 9:00 a.m. to 5:00 p.m. This request is made for the safety of the parents and children attending this event who will be crossing Washington Avenue to enjoy the activities across the street from the church.

City Staff has reviewed the application and approved the street closing. The Lake Wales Police Department and Streets Division have both determined that the requested street closing will not hinder the flow of traffic on C Street, D Street or Washington Avenue beyond the point of closure. There will be no in-kind services provided by the Police Department or the Streets Division. Barricades will be dropped off to the church on Friday, May 2, 2014 and they will be responsible for closing off a portion of Washington at 9:00 a.m. and reopening the street at 5:00 p.m. the day of the festival.

The Allen Temple A.M.E. Church is responsible for parking, trash clean up, sanitary facilities, tent permits if needed, county permits for food vendors, and liability insurance.

OTHER OPTIONS

Do not approve the request for the road closing.

FISCAL IMPACT

The City of Lake Wales will not be providing any in-kind services for this festival. The Allen Temple A.M.E. Church is responsible for any costs associated with this event.

ATTACHMENTS

Special Event Permit Application

Notarized Agreement to Assume Financial Responsibility

Site and event map



D Street

D street

alley

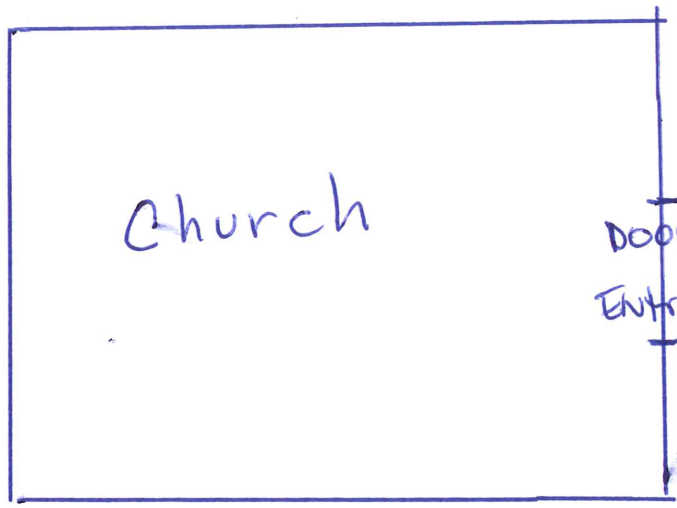
C STREET

GRASS
PARKING
LOT

FOOD
VENDORS

BOUNCE
HOUSE +
OTHER ACTIVITIES

WASHINGTON AVE.



GRASS PARKING

Florida, United States, North America

