

MEMORANDUM

May 21, 2014

TO: Honorable Mayor and City Commissioners

VIA: Kenneth Fields, City Manager

FROM: Katie Kinloch, Administrative Assistant

SUBJECT: Special Event Permit Application for the House of Prayer “Family Day” and Street closing

SYNOPSIS: The approval of the special event permit application will allow the House of Prayer Church to hold a “Family and Friends Fun Day” on Saturday, June 28, 2014 and allow for the temporary closing of Seminole Avenue.

RECOMMENDATION

It is recommended that the City Commission take the following action:

1. Approve the special event permit application from the House of Prayer Pentecostal Holiness Church for a “Family and Friends Fun Day” on Saturday, June 28, 2014 at their location on 506 North First Street
2. Approve the temporary street closing of Seminole Avenue on June 28, 2014 from First Street to Scenic Highway between the hours of 11:00 a.m. and 3:00 p.m.

BACKGROUND

Pastor Edward Pittman of the House of Prayer Pentecostal Holiness Church submitted a special event permit application to hold a “Family and Friends Fun Day” on Saturday, June 28, 2014 at 506 North First Street. This application also includes a request for the temporary closing of Seminole Avenue from Scenic Highway (SR17) to First Street between the hours of 11:00 a.m. and 3:00 p.m. The House of Prayer will be having board games for the kids and their families, kickball, relay races, face painting as well as hot dogs, hamburgers, chips, desserts and sodas at their Activity Center located across the street on Seminole Avenue.

In the past, the church has requested from the City Commission the temporary closing of Seminole Avenue for their October Fest held each year. This prevented vehicular traffic from entering this area and presenting a serious safety issue for the children and parents crossing Seminole to reach the Activity Center. The closure of Seminole Avenue for this event will eliminate this possibility.

Staff has reviewed the application and has no issues with the street closing. The Streets Department will deliver the barricades to the church on Friday, June 27, 2014 and church staff will be responsible for setting up the barricades and removing them when the event is concluded. They

will also be handling all site set-ups; sanitary facilities, trash receptacles, and trash clean up. Insurance will be provided as required.

OTHER OPTIONS

Allow the Family Fun Day but do not approve the request for the street closing.

FISCAL IMPACT

There is no cost to the City for this event.

ATTACHMENTS

Special Event Permit Application

Notarized Agreement to Assume Financial Responsibility

Location map and site of street closing

City of Lake Wales Application for Special Event Permit

Sponsor House of Prayer Pentecostal Holiness Church
Lake Wales, FL 33853

Name of Event Family + Friends Fun Day

Description (See attached)

Location 506 N. First Street Lake Wales, FL 33853

Beginning Date 6/28/14 Ending Date 6/28/14 Hours of Operation 11Am-3pm

Sponsor Contact ANDREA MOSE (803) 877-7139

Mailing P.O. Box 1436

City Lake Wales

State FL

Zip 33853

Sponsor Type Religious

Contact Phone # (803) 676-4849

(non-profit civic, professional, educational, religious, etc. / commercial)

Indicate manner in which each will be handled; if City assistance is requested, please indicate. (If item is not applicable, indicate "N/A")

Sanitary facilities Will be available and on site

Parking Available by the church

Site preparation N/A

Site clean-up Will be handled by attendees / church

- | | | |
|---|--|--|
| Will vehicular traffic control be required? | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes (Requires coordination with city Police & Public Works departments) |
| Will pedestrian control be required? | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes (Requires coordination with city Police & Public Works departments) |
| Will city street(s) be closed? | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes (Requires Commission approval) <u>Request for street closing</u> |
| Will state road(s) be closed? | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes (Requires permit from Dept of Transportation) |
| Will add'l trash receptacles be required? | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes (Requires coordination with BFI) |
| Will tent(s) be erected? | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes (Requires building permit & inspection) |
| Will temporary structure(s) be erected? | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes (Requires building permit & inspection) |
| Will electrical service be installed? | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes (Requires electrical permit & inspection) |
| Will live animal(s) be included in event? | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes (Requires coordination with city Code Enforcement Officer) |
| Will amusement ride(s) be operated? | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes (Requires permit from Dept of Agriculture & Consumer Services) |
| Will food vendor(s) be utilized? | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes (Requires health permit & county occupational license) |
| Will craft or other vendor(s) be utilized? | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes (Requires county occupational license) |

Attachments. (Items marked "x" are required with all applications; indicate additional attachments)

- ☒ Diagram showing site location & layout, parking areas, traffic patterns, electrical, etc
- ☒ Agreement to Assume Financial Responsibility for Injury or Damage
- ☐ Legal description & notarized letter of consent (required for event on private property)
- ☐ Dept of Transportation Road Closing Permit (required for state road closing)

Sponsor has received a copy of Ordinance 93-02 and understands that Sponsor will be required to show proof of Liability Insurance and will be required to reimburse City for costs associated with Special Event unless such requirements are specifically waived by the City Manager in granting the permit. City occupational license fees are required for some events as specified in Ordinance 93-02.

PASTOR Ed Pilon

Signature of Sponsor's Authorized Representative

PASTOR

5-1-2014

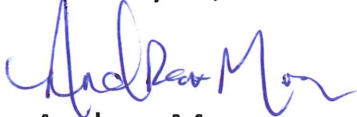
Date

(0237) 2/93

Ms. Katie Kinloch
Administrative Assistant
City Manager's Office
City of Lake Wales
201 West Central Ave.
Lake Wales, Fl. 33853

The event in which I am requesting a street block is for a Family Fun Day between 11:00 am-3:00 pm. At this event we intend to have Adults and Children within our Church and community to come out and have a day of fun that will include activities such as board games, relay races, kickball, etc. This will be a well supervised event.

Thank you,



Andrea Mose

Assistant Pastor



CITY OF LAKE WALES
FACILITY USE APPLICATION, CONTRACT AND PERMIT FOR
AGREEMENT TO ASSUME FINANCIAL RESPONSIBILITY FOR INJURY OR DAMAGE

Applicant: House of Prayer Event: Family Fun Day Location: 506 N First St.

The Sponsor (hereinafter referred to as "the permittee"), shall indemnify, defend, and hold harmless the City of Lake Wales (hereinafter referred to as "the City"), and all of its officers, agents, and employees from any claim, loss, damage, cost, change, or expense arising out of any acts, actions, neglect, or omission by the Permittee, its agent, employees, or subcontractors during the performance of the permitted event, whether direct or indirect, and whether to any person or property to which the City or said parties may be subject, except that neither the Permittee nor any of its agents, employees, or subcontractors will be liable under the agreement for damages arising out of the injury or damage to persons directly caused or resulting from the SOLELY negligence of the City or any of its officers, agents, or employees.

Permittee's obligation to indemnify, defend and pay for the defense or at the City's option, to participate and associate with the City in the defense and trial of any damage claim or suit and any related settlement negotiations, shall be initiated by the City's notice of claim for indemnification to Permittee. Permittee's inability to evaluate liability or its evaluation of liability shall not excuse Permittee's duty to defend and indemnify within seven days after such notice by the City is provided by registered mail. Only an adjudication or judgement after highest appeal is exhausted specifically finding the City SOLELY negligent shall excuse performance of this provision by Permittee. Permittee shall pay all costs and fees related to this obligation and its enforcement by the City. City's failure to notify Permittee of a claim shall not release the Permittee of the above duty to defend.

It is understood and agreed that the rights and privileges herein set out are granted only to the extent of the City's right, title and interest in land to be entered upon and used by the Permittee, and the Permittee will, at all times, assume all risk of and indemnify, defend, and save harmless the City from and against any and all loss, damage, cost, and expense arising in any manner on account of the exercise or attempted exercise by said Permittee of the aforesaid rights and privileges.

During the event, the Permittee shall observe all safety regulations of the City, and the Permittee shall take measures to ensure the safety of the public.

In case of non-compliance with the City's requirements in effect as the approved date of the permit resulting from this agreement, said permit is void.

Pastor Ed Pittman
Signature of Sponsor or Authorized Representative of Sponsor

5-1-2014
Date

Edward Pittman
Printed Name
PASTOR

State of Florida
County of Polk

The forgoing instrument was acknowledged before me this 1st day of May, 20 14 by

Edward Pittman

HELEN M. GOODMAN
Notary Public, State of Florida
My Comm. Expires Feb. 19, 2018
Commission No. FF 87696

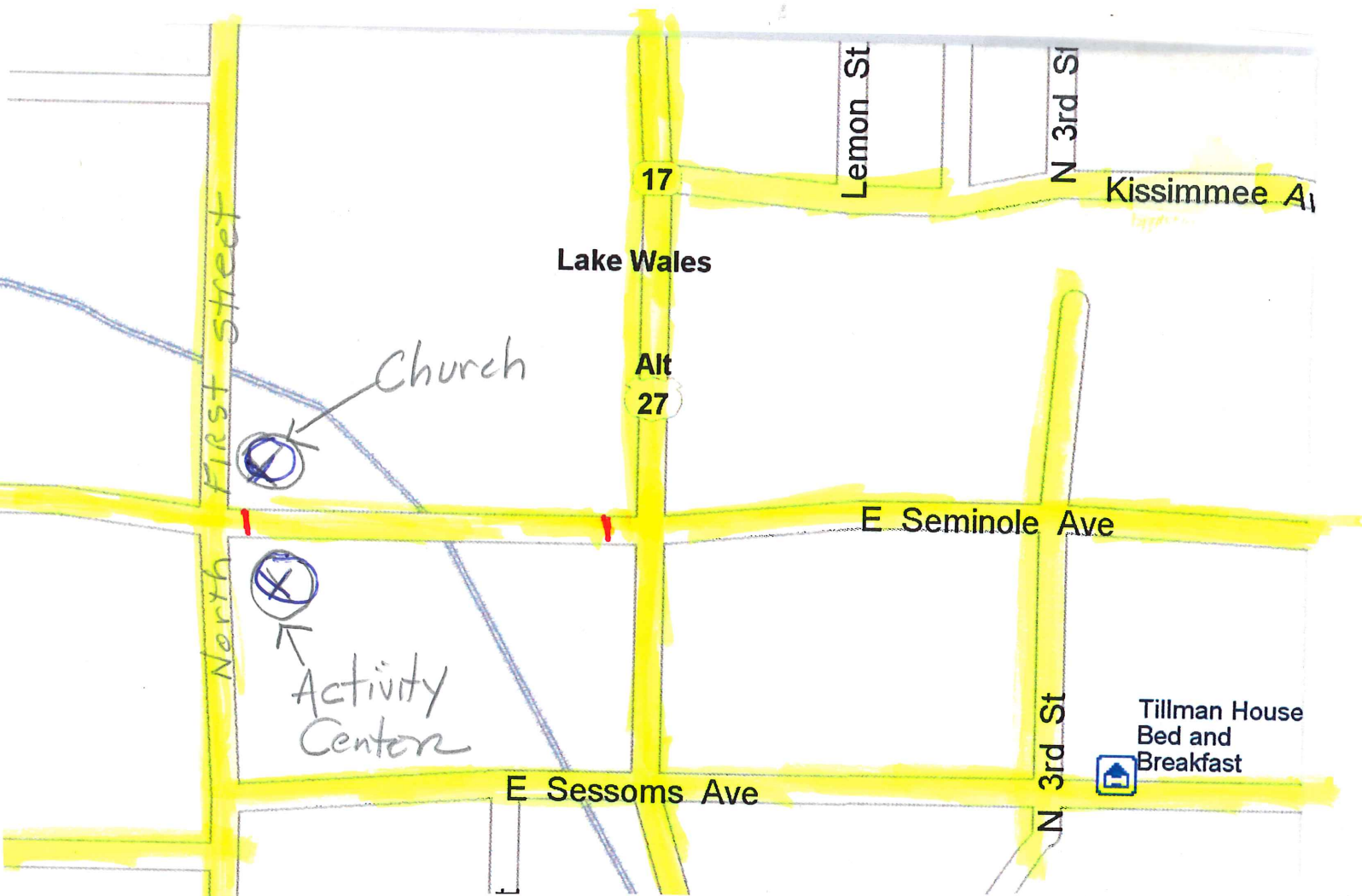
Helen M Goodman
Signature of Notary Public, State of Florida
Helen M Goodman
Name of Notary Typed, Printed, or Stamped

(NOTARY SEAL)
Personally Known OR Produced Identification
Type of Identification Produced:

House of Prayer Church

506 North First Street

Street Closing Location



**Close Seminole Avenue between Scenic Hwy.
(SR17) and First Street on June 28, 2014 from
11:00 a.m. to 3:00 p.m.**