

MEMORANDUM

July 30, 2014

TO: Honorable Mayor and City Commissioners
VIA: Kenneth Fields, City Manager
FROM: Katie Kinloch, Administrative Assistant
SUBJECT: Lake Wales High School Homecoming Parade 2014
Special Event and Road Closings

SYNOPSIS: Approval of the special event permit application and the request for street closings will allow the Lake Wales High School Homecoming Parade to be held on Thursday, October 2, 2014.

RECOMMENDATION

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

- Approve the special event permit application from Lake Wales High School for the Homecoming Parade to be held Thursday, October 2, 2014 from 4:00 pm to 6:00 pm.
- Approve the request for the road closing of First Street from SR60 to Central Avenue, Central Avenue from First Street to Lakeshore Boulevard, and from Lakeshore Boulevard to North Wales Drive at Legion Field
- Approve the closing of Orange Avenue and North 5th Street to Sessoms Avenue

BACKGROUND

Ms. Donna Dunson, Principal of the Lake Wales High School submitted a special event permit application for the Homecoming Parade to be held on Thursday, October 2, 2014 between the hours of 4:00 pm and 6:00 pm. Parade line up begins at 4:00 p.m. in the parking lot of Polk Avenue Elementary School and on south First Street with the parade starting at 5:00 p.m. The requested temporary street closings will involve the following streets;

First Street from State Road 60 to Polk Avenue, north to Central Avenue, east on Central Avenue crossing SR 17 and continuing to Lakeshore Blvd., north on Lakeshore Blvd. to North Wales Drive, Orange Avenue to N 5th Street, N 5th Street to Sessoms Avenue

The crossing of Scenic Hwy (SR 17) requires a road closing permit from the Florida Department of Transportation. This permit request has been submitted to the FDOT office in Bartow. All Departments have reviewed the application and have approved the event. Lake Wales Police

Department and VOICE will be available to provide escort for the parade and for traffic control. The Streets Department will be providing assistance with the barricades for the street closings and will take care of normal street cleaning on Friday. The school has provided the required proof of liability insurance.

OTHER OPTIONS

Do not approve the request for the Homecoming Parade and the road closings for the event.

FISCAL IMPACT

In-kind service from the City is estimated to be \$1,308.00 for FY2014/2015. Lake Wales High School is responsible for 25% of the total cost or \$327.00.

ATTACHMENTS

Application for Special Event Permit
Agreement to assume Financial Responsibility
Parade Route Map

City of Lake Wales Application for Special Event Permit

Sponsor Lake Wales High School

Name of Event 2014 Homecoming Parade

Description Parade

Location Polk Ave - 1st St. thru downtown to end @ Legion Field

Beginning Date 10/2/14 Ending Date 10/2/14 Hours of Operation 4-6:30 pm

Sponsor Contact Karen Blackwelder & Donna Dunson

Mailing 1 Highlander Way

City Lake Wales FL State _____ Zip 33853

Sponsor Type educational Contact Phone # (813) 678-4222
(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 N/A
 Parking N/A
 Site preparation N/A
 Site clean-up N/A

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

Donna Dunson Principal
 Signature of Sponsor's Authorized Representative

7.22.14
 Date



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

Applicant: Lake Wales High School Event: Homecoming Parade Location: Downtown Lake Wales

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 excise 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 sate of the permit resulting from this agreement, said permit is void.

Donna Dunson
 Signature of Sponsor or Authorized Representative of Sponsor

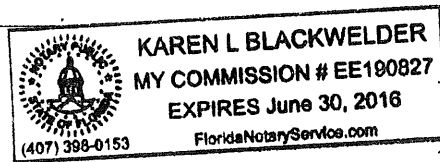
7/22/14
 Date

Donna Dunson, Principal
 Printed Name

State of Florida
 County of Polk

The foregoing instrument was acknowledged before me this 22nd day of July, 2014 by

Donna Dunson

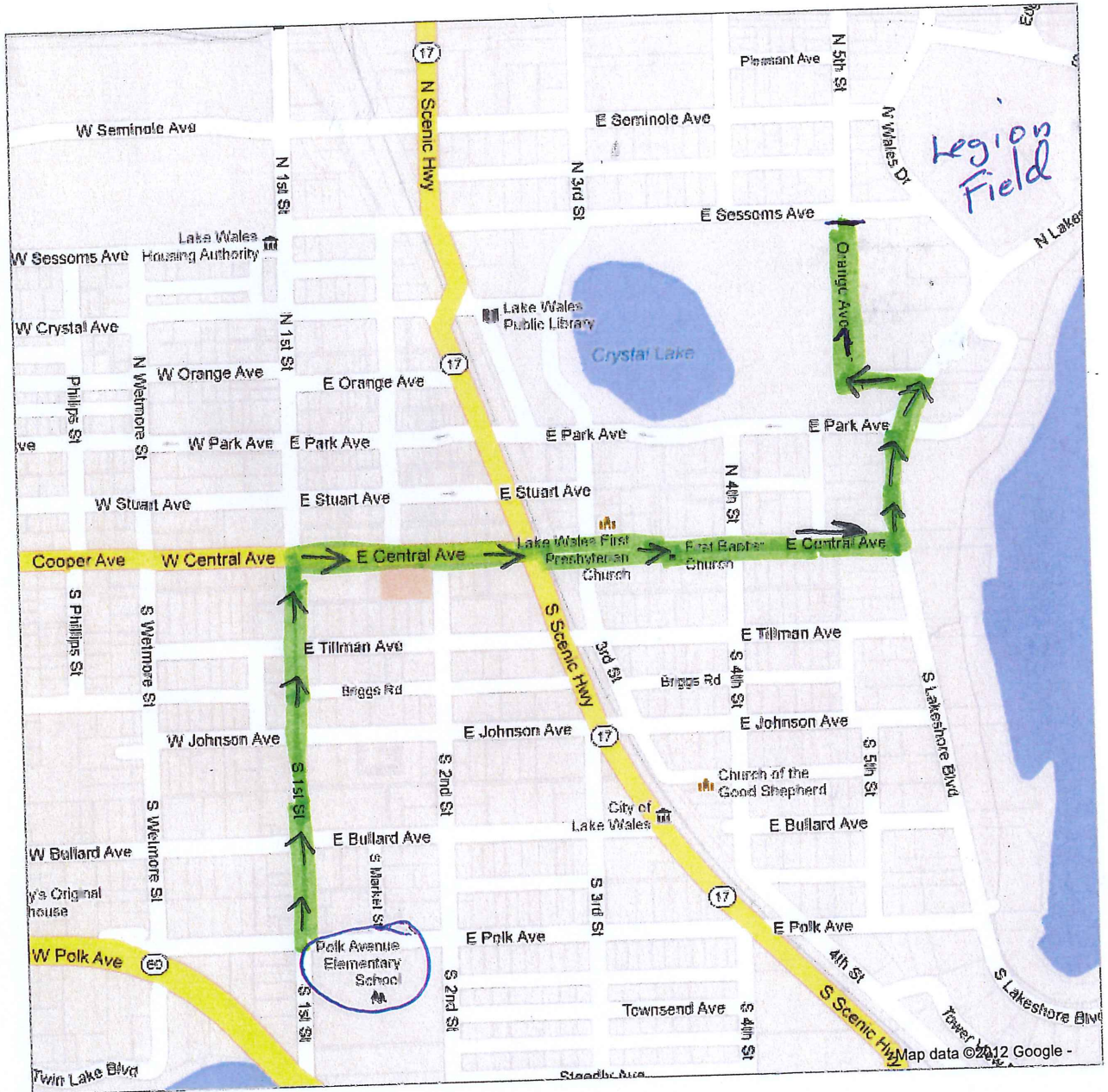


Karen Blackwelder
 Signature of Notary Public-State of Florida

Name of Notary Typed, Printed, or Stamped

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

Lake Wales High School Homecoming Parade



Parade will begin at Polk Avenue Elementary School (Polk Avenue and First Street)
Travel north on First Street to Central Avenue; Turn right (east) on Central Avenue to
Lakeshore Boulevard crossing SR17
At Lakeshore Boulevard turn left (north) to Orange Avenue; Turn left on Orange Avenue
to North 5th Street where the Parade will end