

## MEMORANDUM

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August 7, 2014

**TO:** Honorable Mayor and City Commission

**VIA:** Kenneth Fields, City Manager

**FROM:** Katie Kinloch, Administrative Assistant

**SUBJECT:** Noon Rotary Club of Lake Wales "Orange Blossom BBQ" December 2014  
Special Event Permit Application

**SYNOPSIS:** Approval of this request will allow the Noon Rotary Club to hold the "Orange Blossom BBQ" in Lake Wailes Park on Friday, December 5 and Saturday, December 6, 2014; allow a designated area for beer sales and allow the set up to begin on Thursday, December 4, 2014.

### RECOMMENDATION

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

1. Approve the Special Event Permit Application to allow the Lake Wales Noon Rotary Club to hold an "Orange Blossom BBQ" in Lake Wailes Park on December 5 & 6, 2014 with set up beginning on Thursday, December 4, 2014.
2. Approve the hours as follows:
  - Thursday, December 4, 2014 – Set up beginning at noon
  - Friday, December 5, 2014 - Continue the set up at 8:00 a.m. with evening activities to begin at 8:00 p.m. and end at 10:00 p.m.
  - Saturday, December 6, 2014 –activities begin at 8:00 a.m. and end at 6:00 p.m.
  - Sunday, December 7, 2014 – Clean up and removal of tents and booths
3. Approve the request to allow the Lake Wales Rotary Club to have beer sales and beer consumption in an enclosed designed area in the Park on both Friday evening and Saturday.
4. Approve the request to allow RV's and campers to set up in the areas approved and designated by City staff that Thursday afternoon and Friday morning.

### BACKGROUND

Ms. Danielle Fields, President of the Lake Wales Noon Rotary Club submitted a Special Event Permit Application to hold an "Orange Blossom BBQ" on December 5 & 6, 2014 in Lake Wailes Park. The schedule is for the event to begin on Friday evening, December 5 at 8:00 p.m. and to conclude at 10:00 p.m. On Saturday, December 6, the day's activities will begin at 8:00 a.m. and end at 6:00 p.m. This event will feature the Florida BBQ Association's sanctioned barbeque competition, the Florida Tastemakers Marketplace with a gathering of artists and vendors from across the state, kid's tents, and live music with special guest John Carter Cash. There will also be a designated fenced area for beer sales.

The permit will allow the Lake Wales Rotary Club, event artists, and vendors to start setting up on Thursday, December 4, 2014 at noon and continue the set up on Friday morning beginning at 8:00 a.m. and throughout the day. In addition, some of the participants will bring in their RV's and pop-up campers on Thursday afternoon and on Friday in the designated area in Lake Wailes Park.

A meeting was held between Rotary Club event organizer Reid Hardman, City staff, and the City Manager on August 5 to discuss the event in detail, and to clarify and resolve questions and concerns. Staff with the following stipulations has approved the event:

- The RV's and/or campers will be parked in the designated area only.
- The designated parking area for the public must be clearly identified on site.
- No additional water spigots or electrical outlets will be installed. Vendors must use what is available in Lake Wailes Park or provide generators.
- No vehicles shall be parked within 15 feet of the trunk of any trees within the park. No vehicles shall drive or park on the bike path or cross the bike path
- The Rotary Club is responsible for ensuring that the vendors and artists brining in RV's and campers adhere to the conditions for parking.
- Sanitary facilities and dumpsters are the responsibility of the sponsor. A separate dumpster will be required for disposal of ash by the vendors.
- Tent permits are required in advance by the sponsor and can be obtained from the City's Planning & Development Department so that the Fire Marshall can complete inspections during set up times.
- The alcohol permit application must be completed by the sponsor and submitted to the Planning & Development Department for review and approval before submitting to the Department of Alcohol Beverage & Tobacco. Once the final permit is obtained, a copy must be provided to the City no later than December 1, 2014.
- A certificate of liability insurance and an alcohol insurance rider are required and must be submitted to the City no later than December 1, 2014.
- The City's Field Operations Divisions will provide in-kind Services for clean up services on Saturday and all costs associate with these services will be paid by the sponsor at a cost not to exceed a \$2,800 cap. The sponsor for security purposes will hire off duty police officers from the Lake Wales Police Department.

## **OTHER OPTIONS**

Do not approve the event.

## **FISCAL IMPACT**

As this BBQ event is the first one it is not part of the proposed FY14/15 special events budget. In-kind services provided by the City will be paid by the sponsor at a cost not to exceed a \$2,800 cap. Off duty officers from the Lake Wales Police Department will be hired for security and will be paid by the sponsor.

## **ATTACHMENTS**

Special Event Permit Application  
Agreement to assume Financial Responsibility  
Site Map  
Event details

## City of Lake Wales Application for Special Event Permit

Sponsor Rotary Club of Lake Wales

Name of Event Orange Blossom Barbeque Revue

Description BBQ Competition, craft show and concert

Location Lake Wailes Lake Park

Beginning Date 12-04-14 Ending Date 12-07-14 Hours of Operation                     \*

Sponsor Contact Rusty Ingley

Mailing Address 230 East Tillman Avenue

City Lake Wales State FL ZIP 33853

Sponsor Type Non-profit Contact Phone # 863-676-7981

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

\* Contestants will arrive as early as Thursday evening and leave by noon on Sunday. Many will stay in motor homes on the premises.

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

Sanitary Facilities Port-o-let

Parking Rotary Club

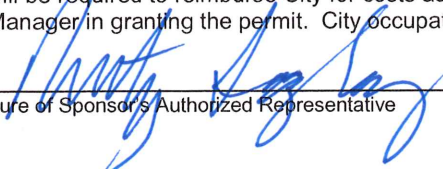
Site Preparation Rotary Club & City

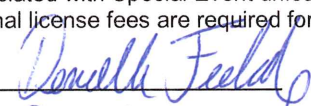
Site Clean-up Rotary Club & City

- Will vehicular traffic control be required?  No  Yes (Requires coordination with city Police and Public Works departments)
- Will pedestrian control be required?  No  Yes (Requires coordination with city Police and 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 Florida Refuse)
- Will tent(s) be erected?  No  Yes (Requires building permit and inspection)
- Will temporary structure(s) be erected?  No  Yes (Requires building permit and inspection)
- Will electrical service be installed?  No  Yes (Requires electrical permit and 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 Department of Agriculture and 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 site location & Layout, 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.

Signature of Sponsor's Authorized Representative 

  
President

Date 7/23/14



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

**Applicant:** \_\_\_\_\_ **Event:** \_\_\_\_\_ **Location:** \_\_\_\_\_

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.

Denielle Fields  
Signature of Sponsor or Authorized Representative of Sponsor

7-30-14  
Date

Denielle Fields  
Printed Name

State of Florida  
County of Polk

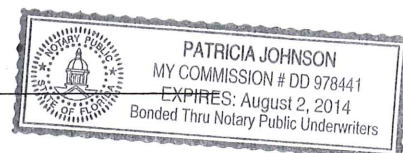
The forgoing instrument was acknowledged before me this 30 day of July, 2014 by

Denielle Ann Fields

Patricia Johnson  
Signature of Notary Public-State of Florida

\_\_\_\_\_  
Name of Notary Typed, Printed, or Stamped

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



# Orange Blossom Barbeque Revue

## About

On December 5 & 6th, 2014, the shores of Lake Wailes will be filled with the sweet smell of barbecue! The first annual Orange Blossom Barbeque Revue will feature a Florida BBQ Association sanctioned barbeque competition, the Florida Tastemakers Marketplace with artisans and vendors from across the state and live music special guest John Carter Cash. Hosted by the Lake Wales Rotary Club, Graceful Gestures and Wild Game Food Bank, proceeds will benefit local organizations.

Come join us at the intersection of Park Avenue and Lake Shore Boulevard on the shores of Lake Wailes in beautiful Lake Wales, Florida on December 5 & 6<sup>th</sup>, 2014. We will kick things off Friday night with a "Make it Magical After Party" at the Orange Blossom BBQ Revue from 8 – 10 PM at Lake Wailes Park. There will be live music, BBQ & Local Craft Beer and more. On Saturday, December 6<sup>th</sup> gates will open to the public at 10am. Pro and Amateur BBQ enthusiast from around the state will be serving up some of the best BBQ you've ever tasted. In addition, there will be local craft beers, live music, the Florida Tastemakers Marketplace, Kids tent and more. Team awards for barbeque competitors will be presented on Saturday at 5:30pm. Premier parking is \$5.00. All other parking is FREE.

## Event Partners

The 2014 Orange Blossom BBQ Revue is hosted by the Lake Wales Rotary Club and will benefit the Lake Wales Rotary Foundation Inc., Graceful Gestures and Wild Game Food Bank.

- *Rotary Club International* is a philanthropic organization that brings together volunteers with diverse perspectives that are committed to making lasting changes in communities and globally. We bring together leaders to exchange ideas and take action to help empower youth, enhance health, promote peace, and eradicate polio. One hundred percent funds raised by the Lake Wales Rotary Foundation, Inc. go to scholarships and local charities. Since 1955 the Lake Wales Rotary Club has enriched the lives of many by providing college scholarships, annual financial support for many not-for-profits in the Lake Wales area and global aid to charities in and around the Caribbean.
- *Graceful Gestures* is a startup not-for-profit in the Lake Wales area. Graceful Gestures and their amazing volunteers help families in many ways including providing emergency needs, building or medical supplies, clothing, food, referrals or just with prayer.
- *Wild Game Food Bank* is another startup not for profit in Winter Haven, Florida. Wild Game Food Bank coordinates the donation and distribution of wild game meat to those in need in the Winter Haven, Florida community.

## Sponsors

Thanks to our sponsors and attendees participation, the money raised by this event will directly impact the Lake Wales and Winter Haven communities. Please review our sponsor section and thank them for their support.

If you or your organization would like to sponsor this event and change the lives of people in our community, please see the contact section.

## **FBA**

This Florida BBQ Association sanctioned event will have over 50 teams from across the Country competing for over \$10,000 in cash and prizes. We have been selected as an automatic qualifier for the World Food Championships! This goes along with being a qualifier for a few of the Nation's top BBQ events. The Publix Backyard Competition, the non-professional division teams, will be competing for cash, trophies and bragging rights. Please come hungry, as many of these Pro & Backyard Teams will be selling their BBQ!

## **Florida Tastemaker's Marketplace**

An Orange Blossom Barbecue Revue signature event, the Florida Tastemaker's Marketplace celebrates a spirited gathering of artisans. From South Beach to St Augustine to Pensacola and all points in between, Florida's unique and wild history and natural beauty is an intriguing muse for artists, inventors and thinkers alike. Bring your curiosity and holiday shopping list to meet the personalities inspired by our distinctively Floridian flavor.

## **Entertainment**

The day's entertainment includes acoustic performances by:

- Sticky Steve and the Pollinators
- Special Guest John Carter Cash (Son of Johnny & June Carter Cash)
- TBA

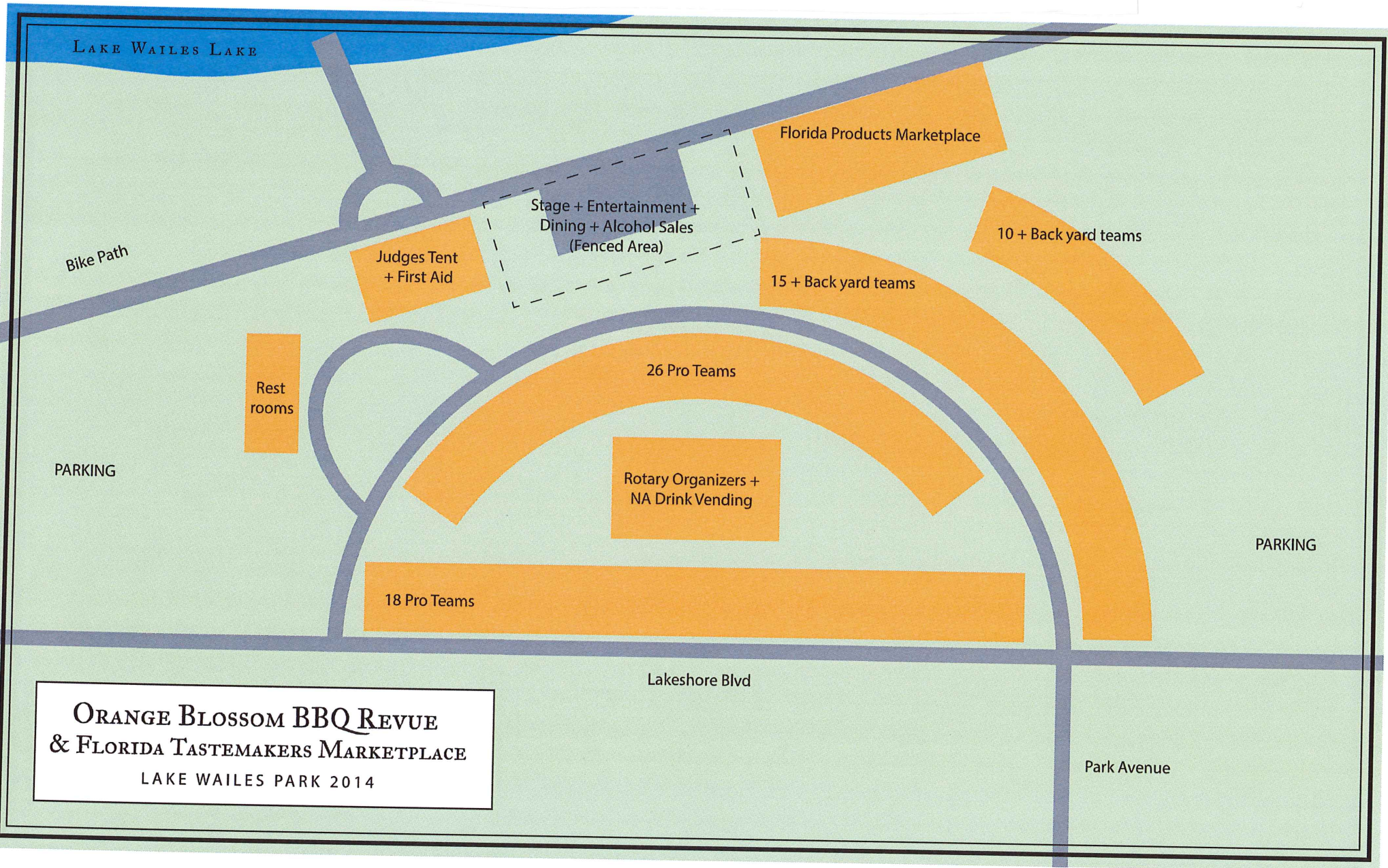
## **Thanks Ya'll**

What better way to spend the day than eating some of the best BBQ America has to offer, shopping for fabulous finds in the Florida Tastemakers Marketplace, and enjoying great music on the shores of Lake Wales. All while supporting the missions of three great organizations: the Rotary Club of Lake Wales, Graceful Gestures and Wild Game Food Bank.

## **Contact Info**

For further information please visit our website ([orangeblossombbq.com](http://orangeblossombbq.com)), Facebook page, or contact Caitlin Meadows at [Caitlin@orangeblossombbq.com](mailto:Caitlin@orangeblossombbq.com)

# Lake Wales Noon Rotary "Orange Blossom BBQ Revue"



**ORANGE BLOSSOM BBQ REVUE**  
**& FLORIDA TASTEMAKERS MARKETPLACE**  
LAKE WAILES PARK 2014