

## MEMORÁNDUM

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August 8, 2014

**TO:** Honorable Mayor and City Commissioners

**VIA:** Kenneth Fields, City Manager

**FROM:** Katie Kinloch, Administrative Assistant

**SUBJECT:** Lake Wales Breakfast Rotary Club Special Event Permit Application  
"Big Kahuna Paddle Challenge" October 25, 2014 on Lake Wailes

**SYNOPSIS:** Approval of this request will allow the Breakfast Rotary Club to hold their "Big Kahuna Paddle Challenge" on October 25, 2014 on Lake Wailes and allow for staging of the event on the east side of the boat ramp.

### RECOMMENDATION

It is recommended that the City Commission consider taking the following action:

- Approve the special event permit application from the Breakfast Rotary Club of Lake Wales to hold their "Big Kahuna Paddle Challenge" on October 25, 2014 on Lake Wailes between the hours of 7:00 a.m. and 1:00 p.m.
- Approve the set up and staging of the event on October 25, 2014 between the hours of 7:00 a.m. and 8:15 a.m. on the east side of the boat ramp
- Allow the Breakfast Rotary Club to set up the refreshment area and the sanitary facilities on the west side of the boat ramp beginning at 7:00 a.m.

### BACKGROUND

Ms. Cheryl Bassarte, President of the Breakfast Rotary Club of Lake Wales, submitted an application for a Special Event Permit to hold their "Big Kahuna Paddle Challenge" on October 25, 2014 on Lake Wailes Lake. This application includes two additional requests as follows:

1. Set up the tents, tables, and chairs and set up the staging area for the canoes between the hours of 7:00 a.m. and 8:15 on the east side of the boat ram. The canoes will be launched from the sandy beach area on the east side of the boat ramp.
2. Set up the refreshment area and sanitary facilities on the west side of the boat ramp between the hours of 7:00 a.m. and 8:15 a.m.

Registration and check-in is scheduled between 8:15 a.m. and 8:45 a.m. with the race starting at 9:00 a.m. and concluding around 11:45 a.m. Refreshments will be available for the paddlers beginning at 10:30 a.m. with the award ceremonies beginning around 11:45 a.m. This event is to be held during the 2014 Pioneer Days event.

The purpose of this event is for team-building and enhancing team and community spirit among the paddlers, their sponsors and the spectators. The funds raised from the sponsors are used to support the Lake Wales Breakfast Rotary Club's Boys' camp and Girls' camp. Several teams of ten to fourteen paddlers will use two large canoes to paddle out and back on a 400-yard round trip course on Lake Wailes. The race will have three divisions: Corporate/Adult; Collegiate; and Youth. Within each division,

the teams race against the clock. The three fastest teams will have race-offs to determine the "Big Kahuna" winner.

The Breakfast Rotary Club will be responsible for site preparation, staging of canoes, sanitary facilities, parking, security, and site cleanup. As required, liability insurance has been provided and tent permits will be obtained from the Planning Department. City departments have reviewed the application and found no conflicts to prevent approval of this event. An on-site walk through will be required with City staff in advance of the event to address any concerns with parking and staging areas. There will be no in-kind services provided by the City.

#### **OPTIONS**

Do not approve this event.

#### **FISCAL IMPACT**

No in-kind services to be provided by the City. If security is required, the Breakfast Rotary will make the request to the Lake Wales Police Department for off duty officers.

#### **ATTACHMENTS**

Special Event Permit Application  
Agreement to Assume Financial Responsibility  
Site Maps

# City of Lake Wales Application for Special Event Permit

Sponsor LAKE WALES BREAKFAST ROTARY CLUB

Name of Event BIG KAHUNA PADDLE CHALLENGE

Description COMMUNITY EVENT WITH BIG CANOES

Location LAKE WALES

Beginning Date 10/25/2014 Ending Date 10/25/2014 Hours of Operation 7AM-1PM

Sponsor Contact LENORE SCHILLER

Mailing PO BOX 1200

City LAKE WALES State FL Zip 33859

Sponsor Type NON-PROFIT CIVIL Contact Phone # (863) 605.3442  
(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 ON SITE AT EVENT

Parking ON GRASS ALONG N. LAKE SHORE DRIVE

Site preparation ROTARY CLUB WILL DO THE SET UP

Site clean-up ROTARY CLUB WILL DO THE CLEAN-UP

- |                                             |                                        |                                                                                                                                |
|---------------------------------------------|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| 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 checked="" type="checkbox"/> No | <input type="checkbox"/> Yes (Requires Commission approval)                                                                    |
| 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 type="checkbox"/> No            | <input checked="" type="checkbox"/> Yes (Requires coordination with BFI)                                                       |
| Will tent(s) be erected? <u>(CANOPIES)</u>  | <input type="checkbox"/> No            | <input checked="" type="checkbox"/> Yes (Requires building permit & inspection) <u>10'x10' and smaller - NO SIDES/FLOORING</u> |
| 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.

Cheryl B... - 2014/2015 President  
 Signature of Sponsor's Authorized Representative

7/29/14  
 Date





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

Applicant: LAKE WALES BREAKFAST ROTARY Event: PIONEER DAYS BIG KAHUNA RADDLE CHALLENGE Location: LAKE WALES BOAT RAMP

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

Cheryl Bossarte 2014/2015 President  
Signature of Sponsor or Authorized Representative of Sponsor

7/29/14  
Date

Cheryl Bossarte  
Printed Name

State of Florida  
County of Polk

The forgoing instrument was acknowledged before me this 29<sup>th</sup> day of July, 2014 by

CHERYL BOSSARTE

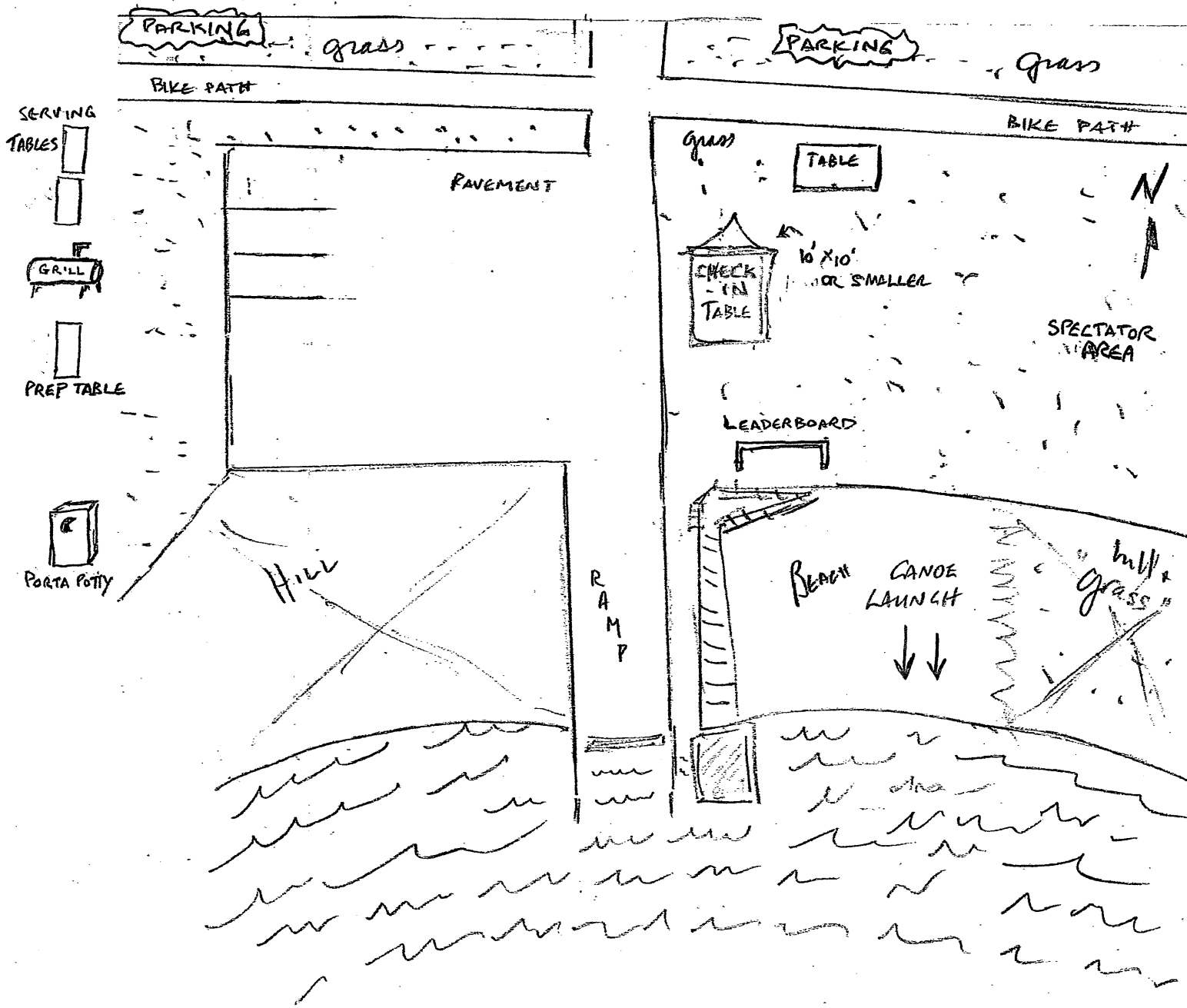
Lenore Schiller  
Signature of Notary Public-State of Florida  
LENORE SCHILLER  
Name of Notary Typed, Printed, or Stamped

(NOTARY SEAL)  
Personally Known \_\_\_\_\_ OR Produced Identification N/A  
Type of Identification Produced: N/A



LAKE WALES BREAKFAST ROTARY CLUB  
BIG KAHUNA PADDLE CHALLENGE  
PROPOSED SITE MAP, 10/25/2014

N LAKE SHORE DR.



LAKE WALES





Google earth

