

MEMORANDUM

September 4, 2014

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Katie Kinloch, Administrative Assistant

SUBJECT: Special Event Permit Application for the Veterans' Day Parade Temporary Street Closings

SYNOPSIS: Approval of the Special Event Permit Application allows the 2014 Veterans' Day Parade to be held on November 11, 2014 and the temporary closing of several streets in conjunction with that event in the downtown area.

RECOMMENDATION

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

- Approve the Special Event Permit application from the American Legion Memorial Post 71 to hold the Veterans' Day parade on November 11, 2014.
- Approve the request for the temporary closing of several streets in the downtown area on November 11, 2014 between the hours of 1:00 p.m. and 3:00 p.m. Line up begins at 1:00 p.m. with the parade kicking off at 1:45 p.m. The streets to be closed area s follows; Dr. Martin Luther King Jr. Blvd from Bullard Avenue to Central Avenue, Central Avenue to First Street, First Street to Stuart Avenue, Stuart Avenue to Scenic Highway (SR17), Scenic Highway between Stuart Avenue and Park Avenue, Park Avenue to Wetmore
- Approve the temporary closing of the Marketplace for a few vendors and allow several vendors to be along the parade route

BACKGROUND

Ira Anderson, Commander of the American Legion Memorial Post 71 submitted a special event permit application to hold a Veterans' Day parade on November 11, 2014 between the hours of 1:00 p.m. and 3:00 p.m. to honor all veterans past and present. This application includes a request for the temporary closing of several streets and the Marketplace for several vendors to set up. They are requesting permission to allow vendors to be along the parade route. Line up for the parade will begin at 1:00 p.m. on Dr. Martin Luther King Jr. Boulevard on the east side of the City Administration Building. The parade will start at approximately 1:45 p.m. and the route will involve the following streets:

- Central Avenue from Dr. Martin Luther King Jr. Boulevard to First Street
- First Street to Stuart Avenue
- Stuart Avenue to Scenic Highway (SR17)
- Scenic to Park Avenue
- Park Avenue to First Street crossing over First Street to the American Legion Memorial Post 71 located at 43 West Park Avenue

RESPONSIBILITIES

- Lake Wales Police Department will provide vehicular and pedestrian control
- Streets Department is coordinating the street closings
- The sponsor will be responsible for providing sanitary facilities and taking care of all trash clean up along the parade route and in the Marketplace where vendors are set up.
- Liability insurance will be provided as required.

OTHER OPTIONS

Do not approve the special event permit application for the Veterans' Day parade and the request for the temporary street closings.

FISCAL IMPACT

The total \$690.00 in-kind service cost for this event is budgeted in the FY14/15 budget. The sponsor is responsible for 25% of that cost which is \$172.50.

ATTACHMENTS

Special Event Permit Application
Notarized Agreement of Financial Responsibility
Parade Route

City of Lake Wales Application for Special Event Permit

Sponsor

American Legion Memorial Post 71

Name of Event

Veterans Day Parade

Description

Parade

Location

Downtown Lake Wales

Beginning Date

Nov 11, 2014

Ending Date

Nov. 11, 2014

Hours of Operation

1:00 pm -

3:00 P.m.

Sponsor Contact

Ira Anderson, Commander

Mailing

P.O. Box 668

City

Lake Wales

State

Fla.

Zip

33859

Sponsor Type

Non-Profit

Contact Phone #

(863) 589-5689

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

(863) 528-0655

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 American Legion

Parking

on site/downtown

Site preparation

Sponsor or request city to close streets

Site clean-up

Sponsor

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.

Signature of Sponsor's Authorized Representative

Commander

Date

8-28-14



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

Applicant: American Legion Post 71 Event: Veronias 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 SOLEY 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 SOLEY 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.

Signature of Sponsor or Authorized Representative of Sponsor

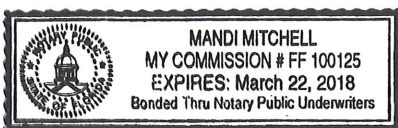
Date

Ira Anderson
Printed Name
Commander

State of Florida
County of Polk

The forgoing instrument was acknowledged before me this 28th day of August, 2014 by

Ira Anderson



Signature of Notary Public-State of Florida

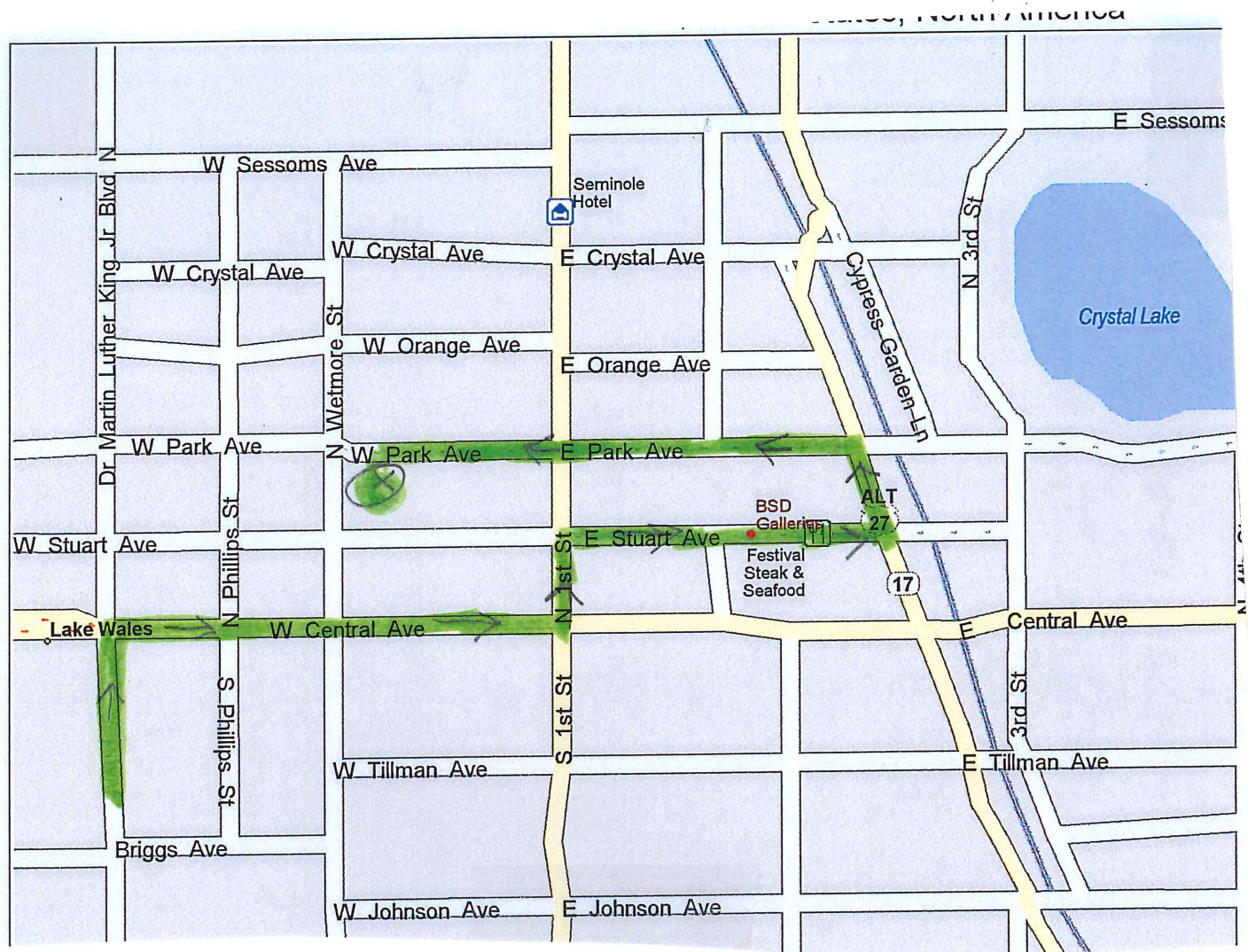
Name of Notary Typed, Printed, or Stamped

(NOTARY SEAL)

Personally Known OR Produced Identification ✓

Type of Identification Produced: FLDL-A536-461-53-337-0

Veterans Day Parade November 2014 PARADE ROUTE



The parade will line up on Dr. Martin Luther King Jr. Blvd. on the east side of the City Administration Building, turn east on Central Avenue to First Street, turn north on First Street to Stuart Avenue, head east on Stuart Avenue until reaching Scenic Highway (SR 17) where the parade will head north on SR17 to Park Avenue, at Park Avenue the parade will head west crossing over First Street where the parade will end at the American Legion Building located at 43 West Park Avenue.