

MEMORANDUM

September 29, 2014

TO: Honorable Mayor and City Commissioners
VIA: Kenneth Fields, City Manager
FROM: Jennifer Nanek, Special Projects Manager
SUBJECT: Dr. Martin Luther King Jr. Celebration 2015
Special Event Permit Application and temporary road closings

SYNOPSIS: Approval of the special event permit application will allow the Annual Dr. Martin Luther King Jr. Celebration to take place between January 10, 2015 and January 19, 2015 and allow the temporary street closings for the parade on January 19, 2015

RECOMMENDATION

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

- Approve the special event permit application for the Dr. Martin Luther King Jr. Celebration to be held between January 10, 2015 and January 19, 2015.
- Approve the temporary street closings for the Dr. Martin Luther King Jr. Celebration and Parade to be held Monday, January 19, 2015. The time frame requested for the street closings for the parade is from 2:30 p.m. to 5:00 p.m. and for after parade activities on Lincoln Avenue from approximately 4:30 p.m. to 8:00 p.m. The streets involved will be Dr. Martin Luther King Jr. Boulevard, Dr. J.A. Wiltshire Avenue, E Street, Lincoln Avenue, A Street, First Street and Park Avenue.
- Approve the temporary closing of the city parking lots on Lincoln Avenue for vendors and/or parking.
- Approve the request for the use of the James P. Austin Community Center at no cost on the following dates:
Saturday, January 10, 2015 for the Debutant Ball, Thursday, January 15, 2015 for the International Pot Luck Dinner, Friday, January 16, 2015 for the Oratorical Contest, Saturday, January 17, 2015 for the MLK Health Fair, Monday, January 19, 2015 for the Legacy Breakfast and MLK Program prior to the parade.

BACKGROUND

Mr. Narvell Peterson, President of the Dr. Martin Luther King Jr. Scholarship Fund of Lake Wales Inc. submitted a Special Event Permit application for the Annual Dr. Martin Luther King Jr.

Celebration and Parade to take place beginning on January 10, 2015 and ending on January 19, 2015.

The celebration will include the following activities:

- Saturday, January 10, 2015 – Debutant Ball at the Austin Center
- Thursday, January 15, 2015 – International Pot Luck Dinner at the Austin Center
- Friday, January 16, 2015 – Oratorical Contest at the Austin Center
- Saturday, January 17, 2015 – Unity Walk from Kiwanis Park to Stuart Park
- Saturday, January 17, 2015 – Health Fair, Austin Center
- Sunday, January 18, 2015 - Gospel Fest – Location TBA
- Monday, January 19, 2015 - Legacy Breakfast, MLK Program – Austin Center
- Monday, January 19, 2015 – MLK Parade, Pre-parade & after parade activities on Lincoln Avenue

The special event permit application includes a request for the temporary closing of the following streets on Monday, January 19, 2015 for the Parade:

Parade will line up at the Austin Center by 2:30 p.m. and will begin on Dr. Martin Luther King Jr. Boulevard, travel north to Dr. J.A. Wilshire Avenue, turning left and continuing to E Street, turning right on E Street and continuing to Lincoln Avenue, traveling west on Lincoln Avenue to A Street, turning right on A Street and continuing to Dr. J.A. Wilshire Avenue. The parade will then turn left and continue to First Street and continuing on First Street until Park Avenue, turning west on Park Avenue continuing until Dr. Martin Luther King Jr. Boulevard. At this point the parade will turn right on Dr. Martin Luther King Jr. Boulevard and continue to the Austin Center where the parade ends.

After the parade the celebration will continue with food and craft vendors, music and entertainment along Lincoln Avenue and in the city parking lots along Lincoln Avenue. The activities are to conclude at approximately 8:00 p.m. The Dr. Martin Luther King Jr. Committee will be responsible for requiring the vendors to close promptly at 8:00 p.m. The committee will also be responsible for site set up, sanitary facilities and assisting with clean up after the event concludes.

The Lake Wales Police Department and VOICE will be assisting with pedestrian traffic and vehicular traffic control for the parade, prior to the parade and for after parade activities. The Streets Division will be assisting with the street closings, setting out trash containers, trash clean up during the parade and the normal trash clean up on Tuesday.

OTHER OPTIONS

Do not approve this event and road closings.

FISCAL IMPACT

In-kind services for the City were budgeted for FY14/15 in the amount of \$5,927.00. The MLK Scholarship Fund of Lake Wales Inc. is responsible for 25% or \$1,482.00. The fees for the James P. Austin Community Center would be waived providing that the City Commission approves this request.

ATTACHMENTS

Special Event Permit Application

Notarized Agreement to Assume Financial Responsibility

Tentative Schedule of Events

Parade Route

Unity Walk Route

City of Lake Wales Application for Special Event Permit

Sponsor Dr. Martin Luther King Jr. Scholarship
Fund of Lake Wales Inc.

Name of Event MLK Annual Celebration & Parade 2015

Description Parade, Debutante Ball, MLK Banquet, Pot Luck Dinner Health Fair

Location James P. Austin Community Center & local streets for parade

Beginning Date Jan 10 + Jan 15-19 Ending Date Jan 19, 2015 Hours of Operation see schedule

Sponsor Contact Narvell Peterson, President, MLK Committee

Mailing P.O. Box 3972

City Lake Wales State Fla. Zip 33859

Sponsor Type Non Profit Contact Phone # (863) 528-2534
(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 Sponsor to handle

Parking Sponsor

Site preparation Sponsor

Site clean-up Sponsor / City (in kind services)

- | | | |
|---|--|---|
| Will vehicular traffic control be required? | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes (Requires coordination with city Police & Public Works departments) |
| Will pedestrian control be required? | <input type="checkbox"/> No | <input checked="" 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) |
| 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? | <input type="checkbox"/> No | <input checked="" 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 type="checkbox"/> No | <input type="checkbox"/> Yes (Requires coordination with city Code Enforcement Officer) |
| Will amusement ride(s) be operated? | <input type="checkbox"/> No | <input type="checkbox"/> Yes (Requires permit from Dept of Agriculture & Consumer Services) |
| Will food vendor(s) be utilized? | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes (Requires health permit & county occupational license) |
| Will craft or other vendor(s) be utilized? | <input type="checkbox"/> No | <input checked="" 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.

Narvell Peterson
 Signature of Sponsor's Authorized Representative
PRESIDENT

9/8/14
 Date



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

Applicant: Dr. Martin Luther King Jr. Scholarship Fund of LW Event: Annual MLK Parade & activities Location: Austin Center & local streets

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 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.

Naruell Peterson
 Signature of Sponsor or Authorized Representative of Sponsor

9-8-14
 Date

NARUell Peterson
 Printed Name
President

State of Florida
 County of Polk

The forgoing instrument was acknowledged before me this 8th day of September, 2014 by

Naruell Peterson



[Signature]
 Signature of Notary Public-State of Florida
Linda Kimbrough
 Name of Notary Typed, Printed, or Stamped

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

**2015 Dr. Martin Luther King Jr. Celebration
(Tentative)**

Saturday, January 10, 2015

Debutante Ball

James P. Austin Community Center, 6:00 p.m.

Thursday, January 15, 2015

Unity in Community Pot Luck Dinner

James P. Austin Center, 6:00p.m.

Friday, January 16, 2015

MLK Oratorical Contest

James P. Austin Community Center, 6:00 p.m.

Saturday, January 17, 2015

Unity Walk

Kiwanis Park to Stuart Park, 8:00 a.m. to noon

Saturday, January 17, 2015

Health Fair

James P. Austin Community Center, 9:00 a.m.

Sunday, January 18, 2015

Gospel Fest, Location and time: TBA

Monday, January 19, 2015

James P. Austin Community Center

1. The Legacy Breakfast at 9:00 a.m.
 2. MLK Celebration Program at 11:00 am
 3. MLK Parade at 3:00 p.m.
- Pre-parade and post-parade activities on
Historic Lincoln Avenue

Dr. Martin Luther King Jr. Parade PARADE ROUTE



The Parade will line up at the James P. Austin Community Center on MLK Blvd., travel north to J.A. Wilshire, travel west to E Street, turn north to Lincoln Avenue, travel east on Lincoln Avenue to First Street, travel south on Frist Street to Park Avenue, turn west on Park Avenue to MLK Blvd., turn north on MLK Blvd and back to the Austin Center where the parade will end

Dr. Martin Luther King Jr. Celebration UNITY WALK ROUTE



The Unity Walk will begin at Kiwanis Park, travel west to North Tower Blvd., travel west on Rails to Trails to N. Wales Drive, travel on N. Wales Drive to Dr. J.A. Wilshire Avenue to N. First Street, end at Stuart Park.