

MEMORANDUM

November 19, 2014

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Jennifer Nanek, Assistant to the City Manager

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

SYNOPSIS: Approval of this request will revise the previously approved Special Event Permit allowing the Noon Rotary Club to hold the "Orange Blossom BBQ" in Lake Wailes Park on December 5th and 6th, 2014. The revisions allow for a larger designated area for beer consumption and installation of additional utilities.

RECOMMENDATION

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

1. Approve the Special Event Permit Application revision request to allow for a larger designated area for alcohol consumption and to allow installation of additional utilities.

BACKGROUND

At the August 19th, 2014 City Commission meeting, a special event permit application was approved for the Lake Wales Noon Rotary to hold the "Orange Blossom BBQ" in Lake Wailes Park on Friday, December 5 and Saturday, December 6, 2014.

At the November 18, 2014 Commission meeting Reid Hardman with the Rotary Club presented a revised plan for the set-up of the event and requested a revision to the permit to allow for a larger area to sell consume alcohol in which includes most of the "Orange Blossom BBQ" event boundaries designated on the revised site map. Mr. Hardman also requested allowing Rotary to have additional water spigots and electric outlets for the cook teams.

OTHER OPTIONS

Do not approve the revisions.

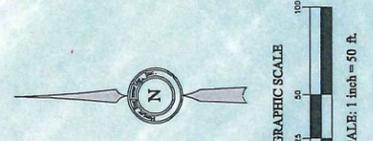
FISCAL IMPACT

The cost for the required off-duty officers to be present and for the additional utilities will be the responsibility of the event sponsors.

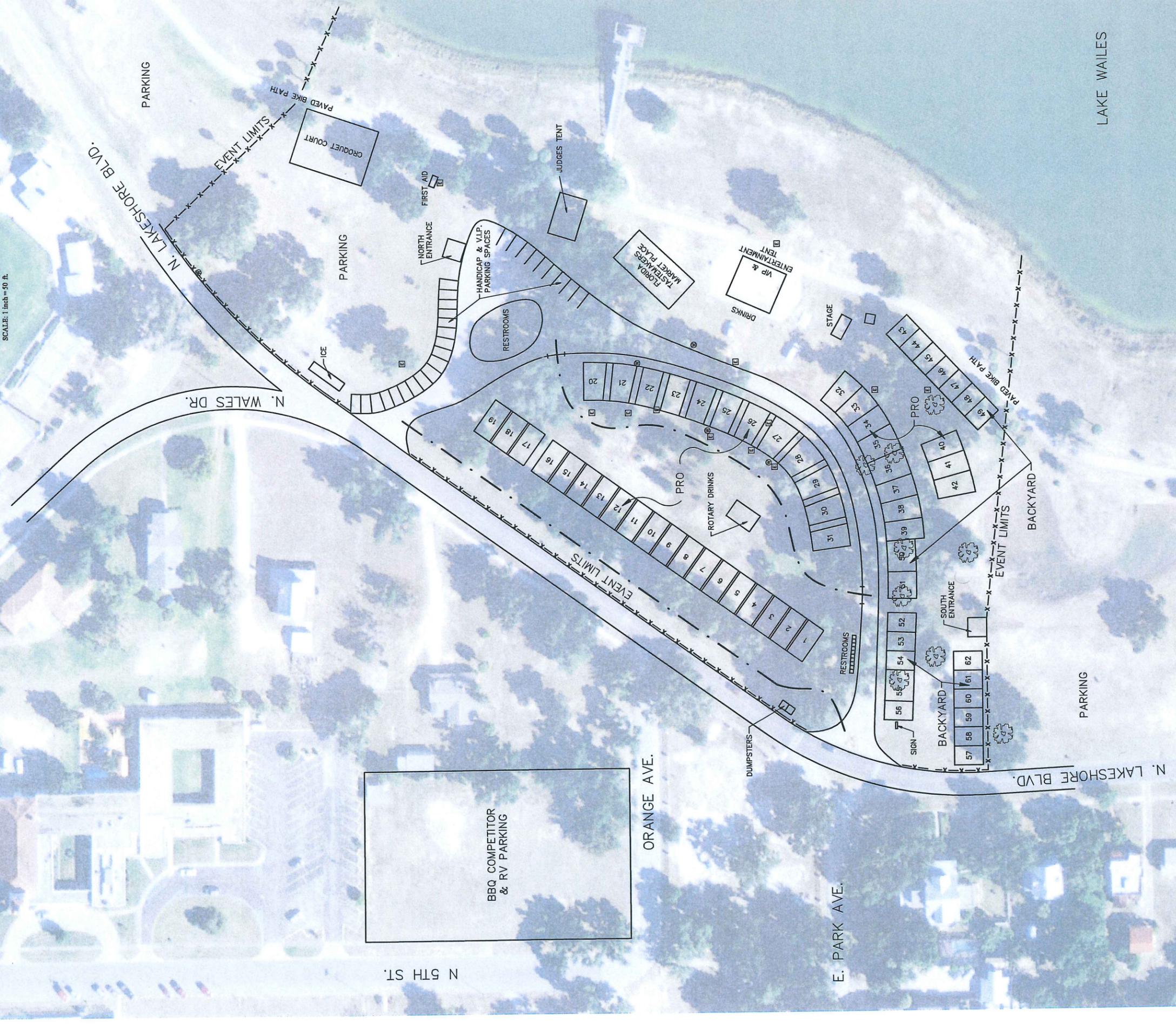
ATTACHMENTS

Revised Site Map

Approved Permit



E. SESSOMS AVE.



N. LAKE SHORE BLVD.

N. WALES DR.

N 5TH ST.

BBQ COMPETITOR & RV PARKING

ORANGE AVE.

E. PARK AVE.

N. LAKE SHORE BLVD.

LAKE WAILES

E. CENTRAL AVE.



**City of Lake Wales
SPECIAL EVENT PERMIT**

DATE: September 18, 2014

SPONSOR: Noon Rotary Club of Lake Wales

EVENT: Orange Blossom BGBQ

CONTACT: Rusty Ingley and Reid Hardman

DESCRIPTION: BBQ in Lake Wailes Park with live music and vendors

LOCATION: Lake Wailes Park

DATE: December 5th and 6th, 2014

The Lake Wales City Commission approved the special event permit application from the Noon Rotary at their meeting on August 19, 2014 for the Orange Blossom BBQ to take place December 5 & 6th, 2014. The approval was granted as follows;

1. Approve the Special Event Permit Application from the Noon Rotary Club to hold an "Orange Blossom BBQ" in Lake Wailes Park December 5 and 6, 2014 with set up beginning on Thursday, December 4, 2014
2. Approved 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. Approved the request from the noon Rotary to have beer sales and beer consumption in an enclosed designed area in the Park on both Friday evening and Saturday
4. Approved the request for RV's and campers to be set up in the areas approved and designated by City staff on Thursday afternoon and Friday morning.

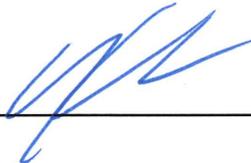
The event has been approved with the following stipulations:

- 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 Department so that inspections can be completed by the Fire Marshall during set up times.
- The alcohol permit application must be completed by the sponsor and submitted to the Planning 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 with an alcohol insurance rider is required and must be submitted to the City no later than December 1, 2014.
- In-Kind Services will be provided by the City's Field Operations Divisions 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. Off duty officers from the Lake Wales Police Department will be hired by the sponsor for security purposes.

Failure to comply with all safety regulations of the City or failure to adhere to any conditions stated above shall result in the revocation of this permit and shall require the immediate cessation of the event.

Kenneth Fields, City Manager



Date

SEP 18 2014