

MEMORANDUM

December 8, 2014

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Jennifer Nanek, Assistant to the City Manager/Deputy City Clerk

SUBJECT: 2015 Lake Wales Mardi Gras Celebration, Parade and 5K Run.
Special Event Permit Application, Temporary Street and Parking Lot Closings

SYNOPSIS: Approval of the Special Event Permit Application will allow for the Lake Wales Mardi Gras Celebration, Parade and 5K Run on Friday and Saturday, February 13-14, 2015.

RECOMMENDATION

It is recommended that the City Commission take the following action:

- Approve the Special Event Permit application for the 2015 Lake Wales Mardi Gras Celebration to take place on Friday evening, February 13, 2015 and on Saturday, February 14, 2015.
- Approve the temporary closing of the Marketplace parking lot beginning on Thursday, February 12, 2015 at 7:00 a.m. for the set up of the tent, the sanitary facilities and dumpster. The parking lot would remain closed until the tent, dumpster and sanitary facilities are removed on Monday, February 16, 2015.
- Approve the request for the temporary closings on Friday, February 13 and on Saturday, February 14, 2015 of the following: the Marketplace, S. Market Street between Central Avenue and Stuart Avenue and N. Market Street between Park Avenue and Orange Avenue. These areas would be closed beginning Friday morning until 11:00 p.m. and again on Saturday beginning at 6:00 a.m. until 10:00 p.m. for food vendors, craft vendors, a beer garden and musical entertainment.
- Approve the Mardi Gras 5K Run to be held on Friday evening, February 13, 2015 from 6:00 p.m. to 7:00 p.m. and approve the temporary closing of Park Avenue from N. Market Street to Lakeshore Boulevard for the event.
- Approve the request for the temporary closing of the two city lots located on East Stuart Avenue on Friday, February 13, 2015 at 7:00 a.m. for additional vendors, extra sanitary facilities and kids activities. The lots would reopen Monday February 16, 2015.

- Approve the temporary street closings on Saturday, February 14, 2015 between the hours of 2:00 p.m. and 5:00 p.m. for the Mardi Gras parade:

Central Avenue from Dr. Martin Luther King Jr. Blvd. to SR17 (Scenic Hwy), SR17 from Central Avenue to Stuart Avenue, East Stuart Avenue from SR17 to North First Street, North First Street to Park Avenue, East on Park Avenue from North First Street to Third Street.

BACKGROUND

Mr. Bill Ouellette, President of the Lake Wales Mardi Gras, submitted a Special Event Permit Application for the 2015 Lake Wales Mardi Gras Celebration, Parade and 5K Run to be held Friday, February 13, 2015 and Saturday, February 14, 2015. This application includes a request to hold a 5K Run on Friday evening from 6:00 p.m. to 7:00 p.m. and for the temporary closing of several streets and city parking lots in the downtown area.

Activities for the 2015 Lake Wales Mardi Gras are proposed as follows:

1. Friday evening, February 13, 2015, 6:00 p.m. to 11:00 p.m. - food vendors along S. Market Street and N. Market Street, a beer garden and musical entertainment in the Marketplace parking lot. The beer garden will be enclosed within the white fencing belonging to the City. Set up of the tent, dumpster and sanitary facilities would begin on Thursday, February 12, 2015 at 7:00 a.m. with the fence installation on Friday.
2. Friday evening, February 13, 2015, 6:00 p.m. to 7:00 p.m. – 5K Run beginning at the Clock on Park Avenue traveling east on Park Avenue to Lakeshore Boulevard, crossing Lakeshore to the Bike Path, traveling south on the bike path 1.55 miles and heading back the same route to the Marketplace where awards will be presented under the tent.
3. Saturday, February 14, 2015 - the activities will continue in the downtown area beginning at 10:00 a.m. with craft vendors in the Marketplace, food vendors on S. Market Street and a portion of N. Market Street. Kids' activities will be set up on the two city parking lots on East Stuart at SR17. Musical entertainment will continue in the Marketplace parking lot beginning around noon in addition to the beer garden. These activities will conclude at 10:00 p.m.
4. Saturday, February 14, 2015 - the main event will begin at 3:00 p.m. with the Mardi Gras Parade which will start on the east side of the City Administration Building and make its way through the downtown area concluding at Park Avenue and Third Street at approximately 5:00 p.m.

The parade route involves the following streets:

Central Avenue from Dr. Martin Luther King Jr. Blvd. to SR17 (Scenic Hwy), SR17 from Central Avenue to Stuart Avenue, East Stuart Avenue from SR17 to North First Street, North First Street to Park Avenue, East on Park Avenue from

North First Street to Third Street.

The Police Department, VOICE, and the Streets Division will coordinate control of vehicular and pedestrian traffic for the parade. The Streets Division will handle all street closings. Trash barrels with bags will be placed along the parade route and in the areas of the pre-parade and after parade activities in the Marketplace. Sanitary facilities, dumpsters, site set up, tent permits, certificates of liability insurance, FDOT road closing permits and the alcohol beverage permit from the Department of Alcohol Beverage & Tobacco will be the responsibility of the Lake Wales Mardi Gras Executive Committee. Off duty police officers will be scheduled for the street crossings for the 5K Run and these costs will be paid by the Lake Wales Mardi Gras.

OTHER OPTIONS

Do not approve the two day event, 5K Run or street and parking lot closings.

FISCAL IMPACT

In-Kind services from the City were budgeted in the FY2014/2015 budget in the amount of \$8,147. The Lake Wales Mardi Gras is responsible for 25% or \$2036.75. Any off duty police officers requested will be paid at 100% by the sponsor.

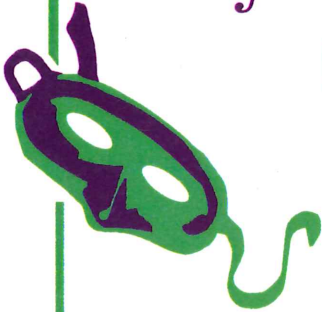
ATTACHMENTS

Special Event Permit Application and Notarized Agreement of Financial Responsibility
Route of the 5K Run
Route of the Mardi Gras Parade
Location Map of activities in the downtown area

November 18, 2014

MARDI GRAS

A Festival for Florida



City of Lake Wales
Mayor and City Commission
201 West Central Avenue
Lake Wales, Fla. 33853

SUBJECT: Lake Wales Mardi Gras Celebration February 13 and 14, 2015

Mayor & City Commission:

The Lake Wales Mardi Gras Executive Committee is submitting our Special Event Permit Application and request for temporary closing of several streets for the parade and closure of three parking plots for the downtown activities. The schedule of activities for 2015 is as follows:

Friday, February 13, 2015

5K RUN -Participants would gather in the Marketplace by the clock at 5:30 p.m. with the race beginning approximately 6:00 p.m. and ending by 7:00 p.m. We are requesting the closure of Park Avenue from the Marketplace by the clock to Lakeshore Blvd. as part of the route. (route map is attached)

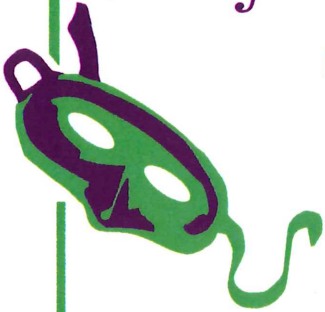
Downtown activities – Beginning at at 6:00 p.m. and ending at 11:00 p.m. we will have food vendors, along S. Market Street and N. Market Street and a beer tent set up in the Marketplace Parking lot with a live band. We are requesting that the tent installation be allowed for Thursday, February 12, 2015. We are requesting the closure of the Marketplace Parking lot, Marketplace and North and South Market Streets from Central to Orange Avenue.

Saturday, February 14, 2015

The Mardi Gras celebration will begin in the in the downtown area beginning at 11:00 a.m. and ending at 10:00 p.m. with food and craft vendors, beer tent and live bands. The activities for the kids would be set up on the two city parking lots on Stuart Avenue at Scenic Highway. We are requesting the closure of the two city lots on Stuart for the activities for the kids. (see map of event locations)

MARDI GRAS

A Festival for Florida



Mardi Gras Parade – The parade will begin at 3:00 p.m. with the line up on MLK Blvd. by City Hall. We are requesting that MLK Blvd. be closed from Central to Bullard around 11:00 a.m. for the floats to start lining up. The parade would end at 5:00 p.m. We are also requesting that the streets indicated on the parade route map be closed as well. (see parade map route)

We greatly appreciate the cooperation of the City Police Department and Streets Department during our event. We will be coordinating with the Police Department for off duty officers for some of the activities. Once the City Commission has approved the event we will proceed with the alcohol permit, tent permit and the FDOT road closure permit. Dumpsters and sanitary facilities will be the responsibility of Mardi Gras. We will provide the certificate of liability insurance to you once it has been received.

Thank you

Katie Kinloch
Executive Committee
Treasurer LW Mardi Gras

City of Lake Wales Application for Special Event Permit

Sponsor Lake Wales Mardi Gras

Name of Event 2015 Mardi Gras Celebration, Parade + 5K Run
 Description Parade Kids Activities, 5K Run, beer tent, live bands & vendors
 Location Downtown Lake Wales
 Beginning Date 2/13/15 Ending Date 2/14/15 Hours of Operation see schedule
 Sponsor Contact Bill Ouellette + Katie Kinloch
 Mailing P.O. Box 3631
 City Lake Wales State Fla. Zip 33853
 Sponsor Type Non Profit Contact Phone # (863) 676-2455
(non-profit civic, professional, educational, religious, etc / commercial) (863) 679-3572

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 provide
 Parking on site downtown
 Site preparation Sponsor & City (fencing + street closures + trash barrels)
 Site clean-up City in kind services + 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) Parade (horse)
- 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]
 Signature of Sponsor's Authorized Representative

13 Nov 2014
 Date



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

Applicant: Lake Wales Mardi Gras Event: Mardi Gras Location: Downtown

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.

Signature of Sponsor or Authorized Representative of Sponsor

13 Nov 2014
Date

William Ovellette
Printed Name

President, Lake Wales Mardi Gras
State of Florida
County of Polk



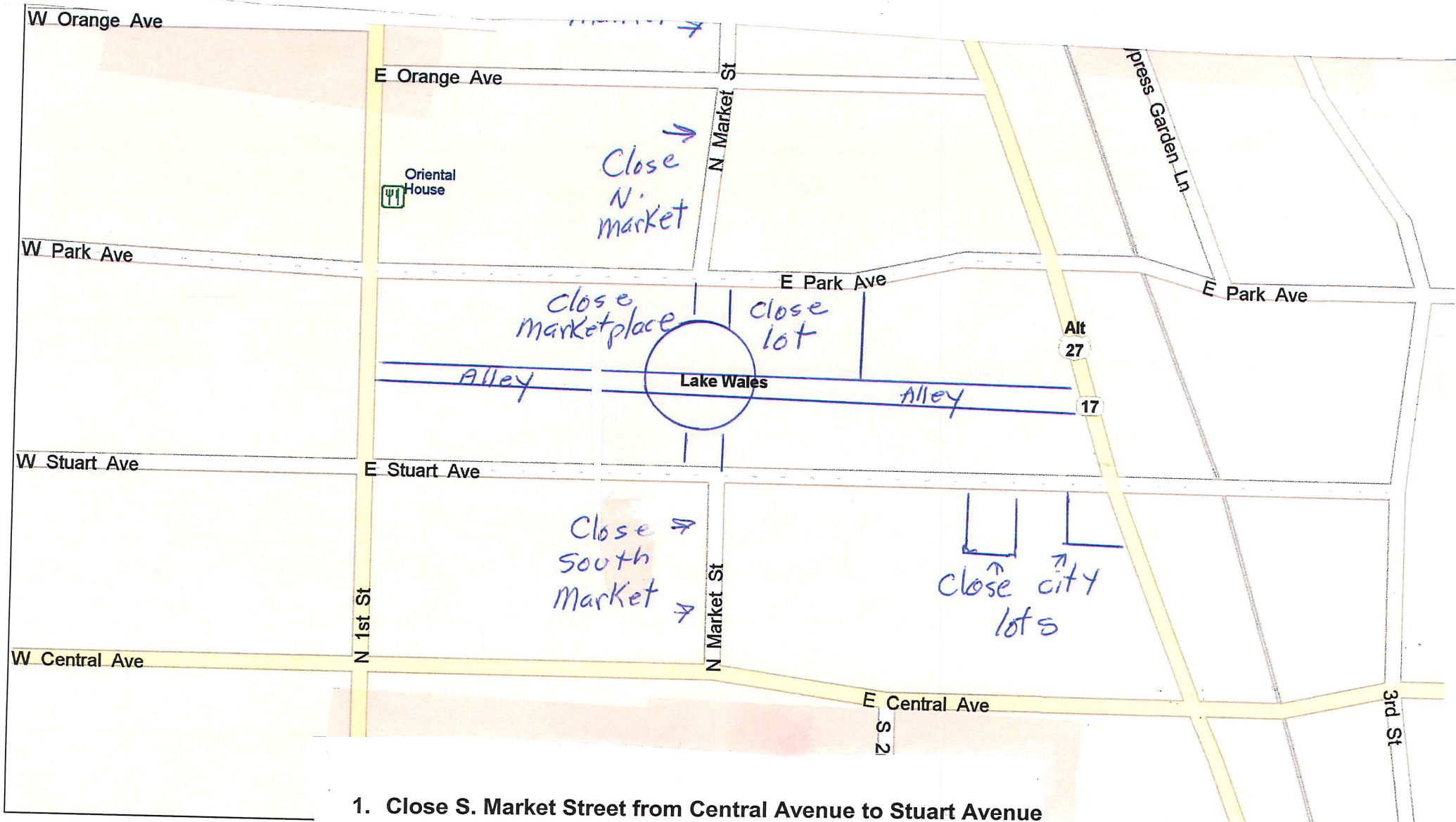
The forgoing instrument was acknowledged before me this 13th day of November, 2014 by William Ovellette

Signature of Notary Public-State of Florida

Richele Floyd
Name of Notary Typed, Printed, or Stamped

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

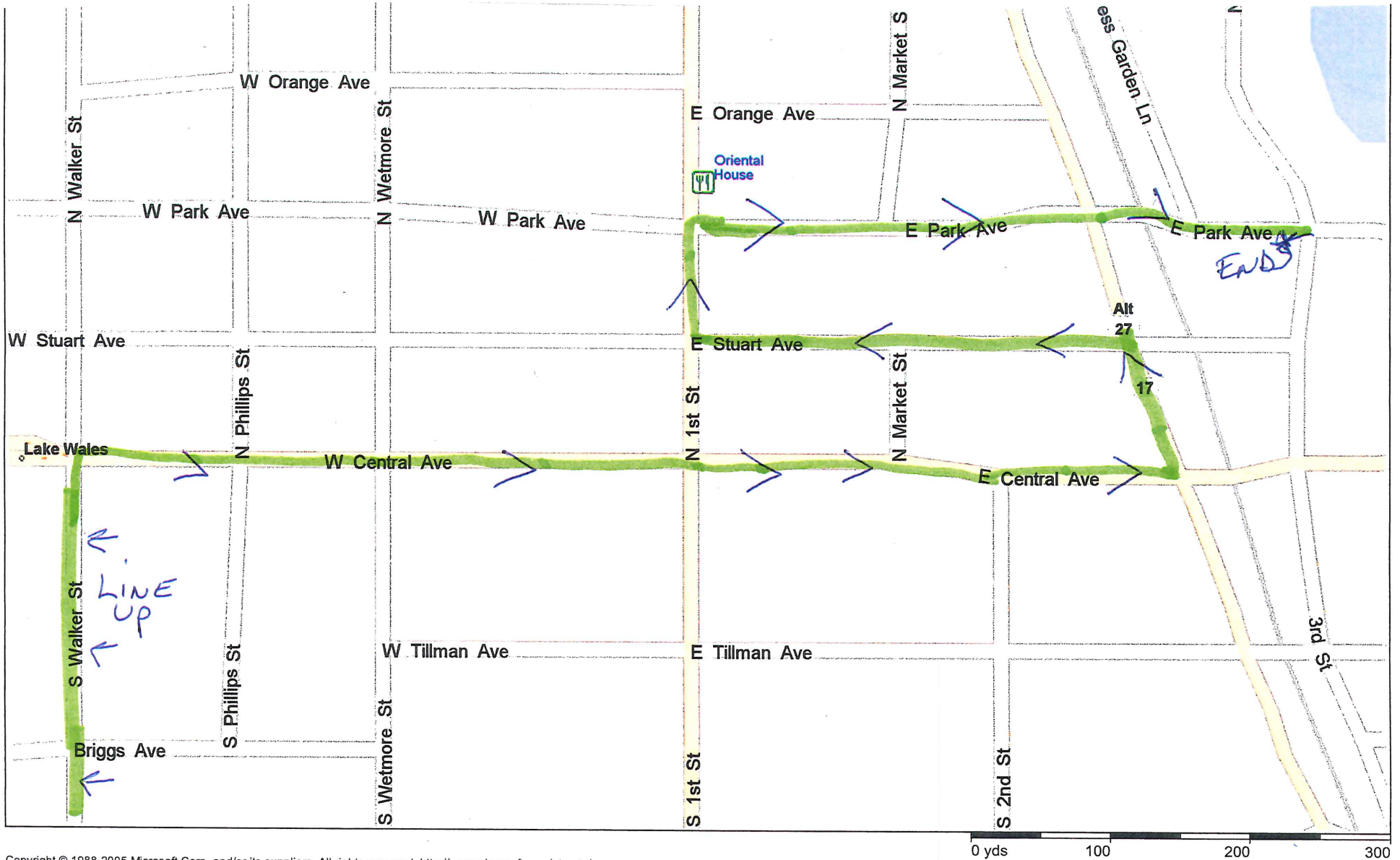
Lake Wales Mardi Gras Location of Downtown Activities Areas To Be Closed



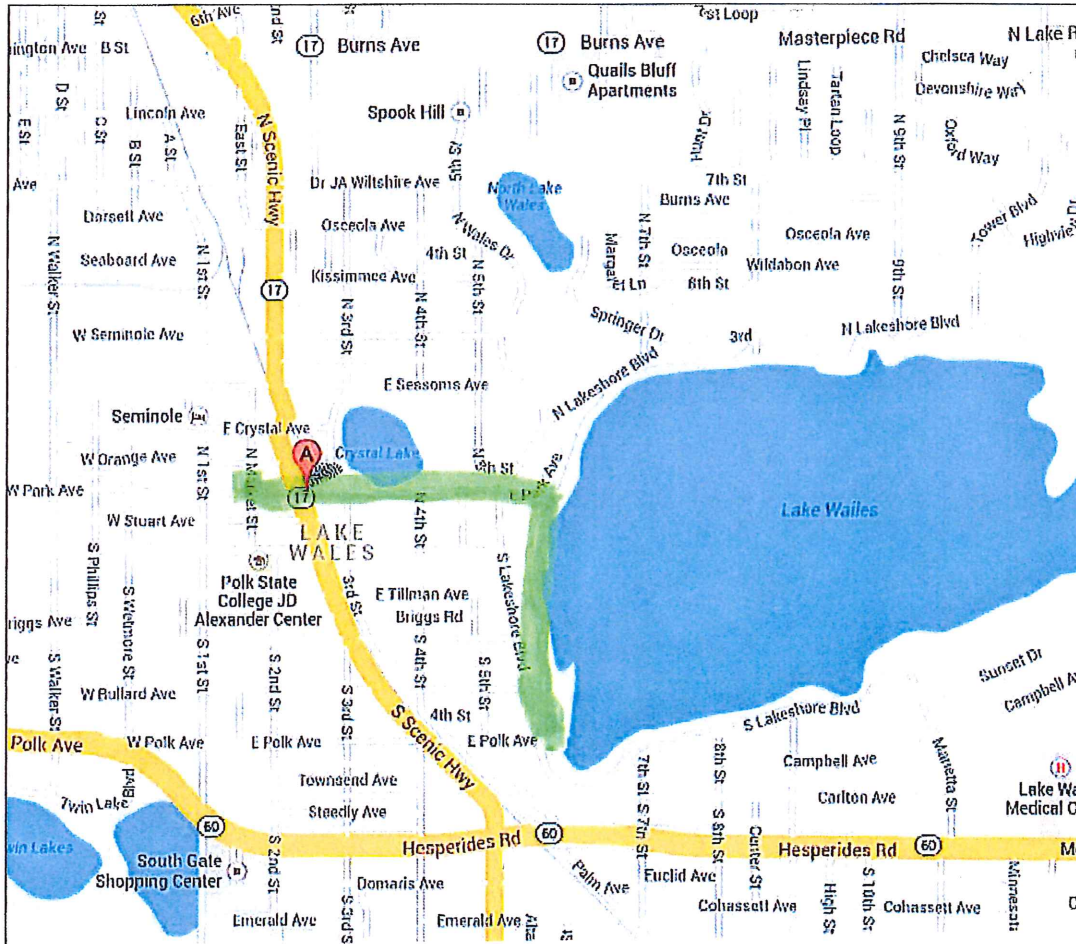
1. Close S. Market Street from Central Avenue to Stuart Avenue
2. Close N. Market Street from Park Avenue to Orange Avenue,
3. Close Marketplace Parking lot, Close the Marketplace,
4. Close the city parking lots on Stuart Avenue at SR17

Lake Wales Mardi Gras Parade Route

ROUTE: Line up at the City Hall Administration Building on MLK Boulevard, Head East on Central Avenue to Scenic Highway, head north on Scenic to Stuart Avenue, Head west on Stuart Avenue to First Street, head north on First Street to Park Avenue, Head West on Park Avenue, Cross Scenic Highway, Parade ends at Third Street



Lake Wales Mardi Gras 5K RUN - ROUTE



ROUTE: Participants will gather at the Clock in the Marketplace on Park Avenue. They will head east on Park Avenue crossing over Scenic Highway (SR17), they will follow Park Avenue to Lakeshore Boulevard, at Lakeshore they will cross over to Lake Wales Park and to the Bike Path where they will turn south on the Bike Path, they will continue 1.55 miles and turn around heading back to Lake Wales Park, crossing over Lakeshore to Park Avenue, west on Park Avenue crossing back over Scenic Highway to the Marketplace where the 5K Run will end.