

MEMORANDUM

DATE: January 23, 2015

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

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

RE: Special Event - Family Fitness Day March 14, 2015

SYNOPSIS: The Polk County Family Fitness Initiative, Inc. has submitted a Special Event Permit Application to host a Family Fitness Day on Saturday March 14th from 9am-5pm at Lake Wailes Park

RECOMMENDATION

Staff recommends approval of the Family Fitness Day Special Event Permit for March 14, 2015 in Lake Wailes Park from 9am-5pm.

BACKGROUND

Polk County Family Fitness Initiative, Inc. has hosted previous Family Fitness Days back in 2009 and 2010. This will be an event that promotes health and fitness.

The event has been approved by staff with the following stipulations:

- 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
- Sanitary facilities and dumpsters are the responsibility of the sponsor.
- 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.
- A certificate of liability insurance is required and must be submitted to the City no later than March 9, 2015.

OTHER OPTIONS

Do not approve the Special Event Permit Application for Family Fitness Day.

FISCAL IMPACT

None. No in-kind services will be required from the police department and any site preparation or clean up costs will be 100% the responsibility of the sponsor.

ATTACHMENTS

Family Fitness Day application

Site Map