

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

City of Lake Wales Application for Special Event Permit

Sponsor Polk County Family Fitness Initiative Inc.
 Name of Event Family Fitness Day
 Description City wide event promoting health & fitness.
 Location Lake Wales Lake
 Beginning Date 3-14-15 Ending Date 3-14-15 Hours of Operation 6
 Sponsor Contact Chase Woolman
 Mailing Address 61 West Central Ave.
 City Lake Wales State FL ZIP 33853
 Sponsor Type non-profit Contact Phone # 863 399-3958
(non-profit, professional, educational, religious, etc./commercial)

Indicate manner in which each will be handled; If City assistance is requested, please indicate. (If item not applicable, indicate n/a)

Sanitary Facilities Portable
 Parking JROTC Guiding cars
 Site Preparation self
 Site Clean-up self

- Will vehicular traffic control be required? No Yes (Requires coordination with city Police and Public Works departments)
- Will pedestrian control be required? No Yes (Requires coordination with city Police and 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 Florida Refuse)
- Will tent(s) be erected? No Yes (Requires building permit and inspection)
- Will temporary structure(s) be erected? No Yes (Requires building permit and inspection)
- Will electrical service be installed? No Yes (Requires electrical permit and 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 Department of Agriculture and 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 site location & Layout, 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

1-9-15
 Date



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

Applicant: Polk County Family Fitness Event: Family Fitness Day Location: Lake Wales Lake

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 exercise 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 state of the permit resulting from this agreement, said permit is void.

[Signature]

Signature of Sponsor or Authorized Representative of Sponsor

11/9/15

Date

Chase Woolman

Printed Name

State of Florida
County of Polk

The forgoing instrument was acknowledged before me this 9th day of Jan, 20 15 by

Chase Woolman



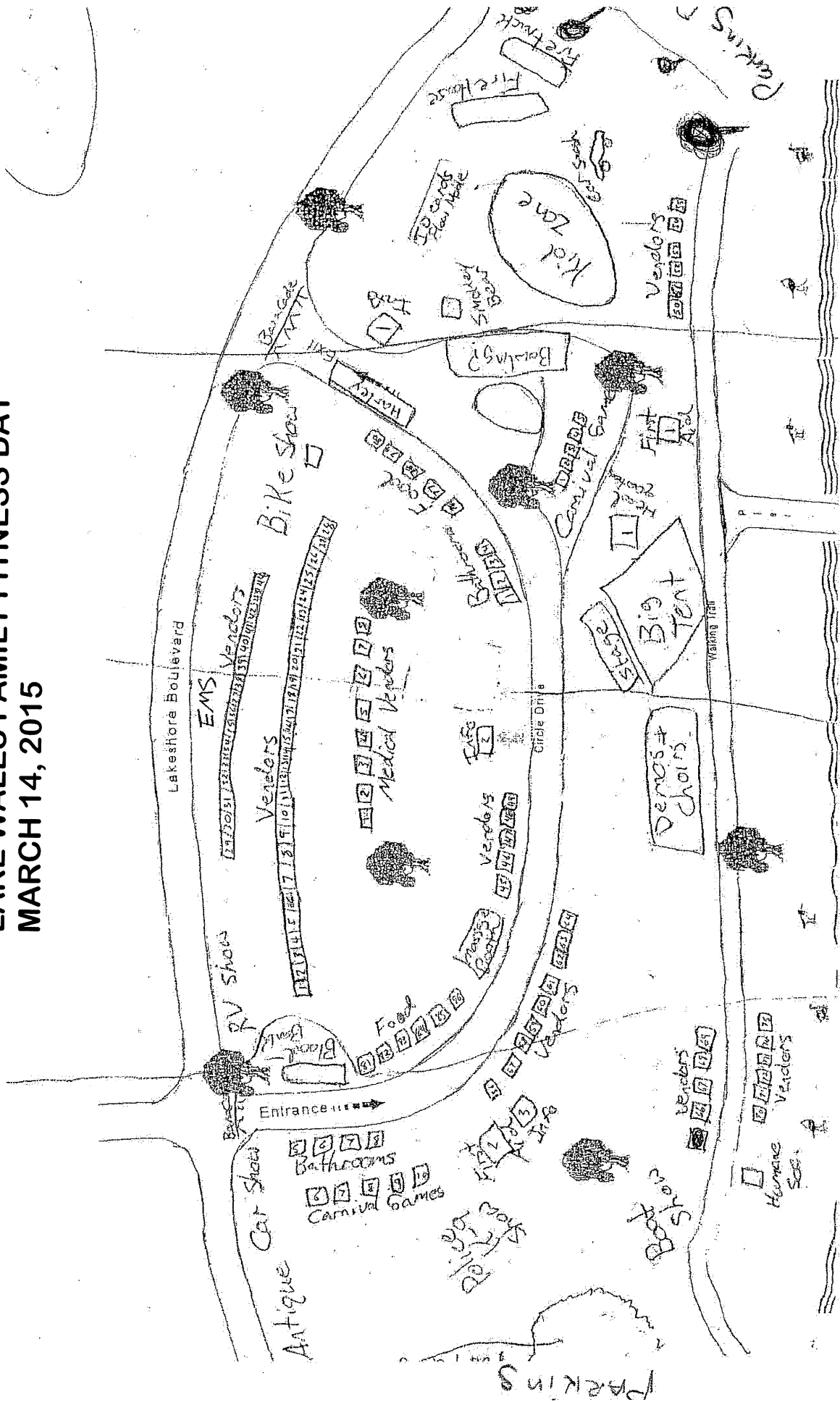
[Signature]

Signature of Notary Public-State of Florida
Zailet Suri

Name of Notary Typed, Printed, or Stamped

(NOTARY SEAL)
Personally Known _____ OR Produced Identification ✓
Type of Identification Produced: WJ # W455113891618

LAKE WALES FAMILY FITNESS DAY MARCH 14, 2015



LAKE WALES FAMILY FITNESS DAY

MARCH 2014

