

MEMORANDUM

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

SUBJECT: Revision to the 2015 Lake Wales Art Show at Lake Wailes Park
Special Event Permit

SYNOPSIS: The approval will revise the previously approved Special Event Permit for the 44th Annual Lake Wales Art Show to be held in Lake Wailes Park on Friday, February 27, 2015 to Sunday, March 1, 2015 to allow for a designated area for alcohol consumption on Friday night.

RECOMMENDATION

It is recommended that the City Commission approve the amendment to the Special Event Permit Application request to allow for a designated area for alcohol consumption.

BACKGROUND

On January 6, 2015, the City Commission approved a special event permit for the Lake Wales Art Council's 44th Annual Lake Wales Art Show to be held February 27 to March 1, 2015 in Lake Wailes Park. This event will begin on Friday, February 27, 2015 at 5:00 p.m. with a barbeque and musical entertainment for the entire family and conclude at 8:00 p.m.

The revision to the event permit will allow for a designated area to sell and consume alcohol during the Friday night event.

The Art Council will utilize services of off-duty officers from the Lake Wales Police Department each evening during the entire event. This will be paid by the Art Council.

OTHER OPTIONS

Do not approve the Special Permit Revision.

FISCAL IMPACT

The cost incurred for off-duty officers will be the responsibility of the event sponsors.

ATTACHMENTS

Site Map showing designated boundaries
Special Event Permit



City of Lake Wales SPECIAL EVENT PERMIT

DATE: January 7, 2015
SPONSOR: Arts Council
NAME OF EVENT: Art Show
CONTACT PERSON: Jean Donaldson
DESCRIPTION: Local artists display their talents
LOCATION: Lake Wailes Park

DATES OF EVENT: February 27, 2015 to March 1, 2015

The Lake Wales City Commission approved the special event permit application for the Lake Wales Art Show at their meeting on January 6, 2015 as follows:

1. Approved the Special Event Permit Application for the 44th Annual Lake Wales Art Show to be held February 27 – March 1, 2015 in Lake Wailes Park
2. Approved the hours as follows; February 27 - set up at 10:00 a.m. and evening festivities beginning at 5:00 p.m. and ending at 8:00 p.m., February 28 and March 1 – 10:00 a.m. to 5:00 p.m.
3. Approved the request for set up by the artists on February 27, 2015 at approximately 10:00 a.m.

The event has been granted approval with the following conditions and requirements:

1. Liability Insurance must be provided.
2. Sanitary facilities and dumpsters shall be provided by Sponsor. Their location within the park will be approved by the City.
3. Tent permits must be obtained from the Building Department. Fire Marshall must inspect tents greater than 10 X 10 and sign off.
4. Food vendors will have licensing available for inspection.
5. No vehicles shall be parked or drive within 15 feet of the trunk of any trees within the park. Event staff will install tape or temporary fencing to protect the trees.
6. No vehicles shall drive or park on the bike path or cross the bike path.
7. RV's will be located off site on a private parking lot owned by the Methodist Church.
8. Parking of vehicles for the event will be the responsibility of the sponsor.
9. Off Duty officers will be hired for private security if needed.

The City of Lake Wales will handle the following:

1. Trash receptacles with bags will be provided by the Field Operations Department.
2. Field Operations will spray for ants.
3. Electrical outlets will be checked by the Facilities Division.
4. Streets Department will close off the Horseshoe Drive.
5. Field Operations will provide clean up services on Saturday and Sunday with the sponsor paying 25% of the cost for in-kind services.

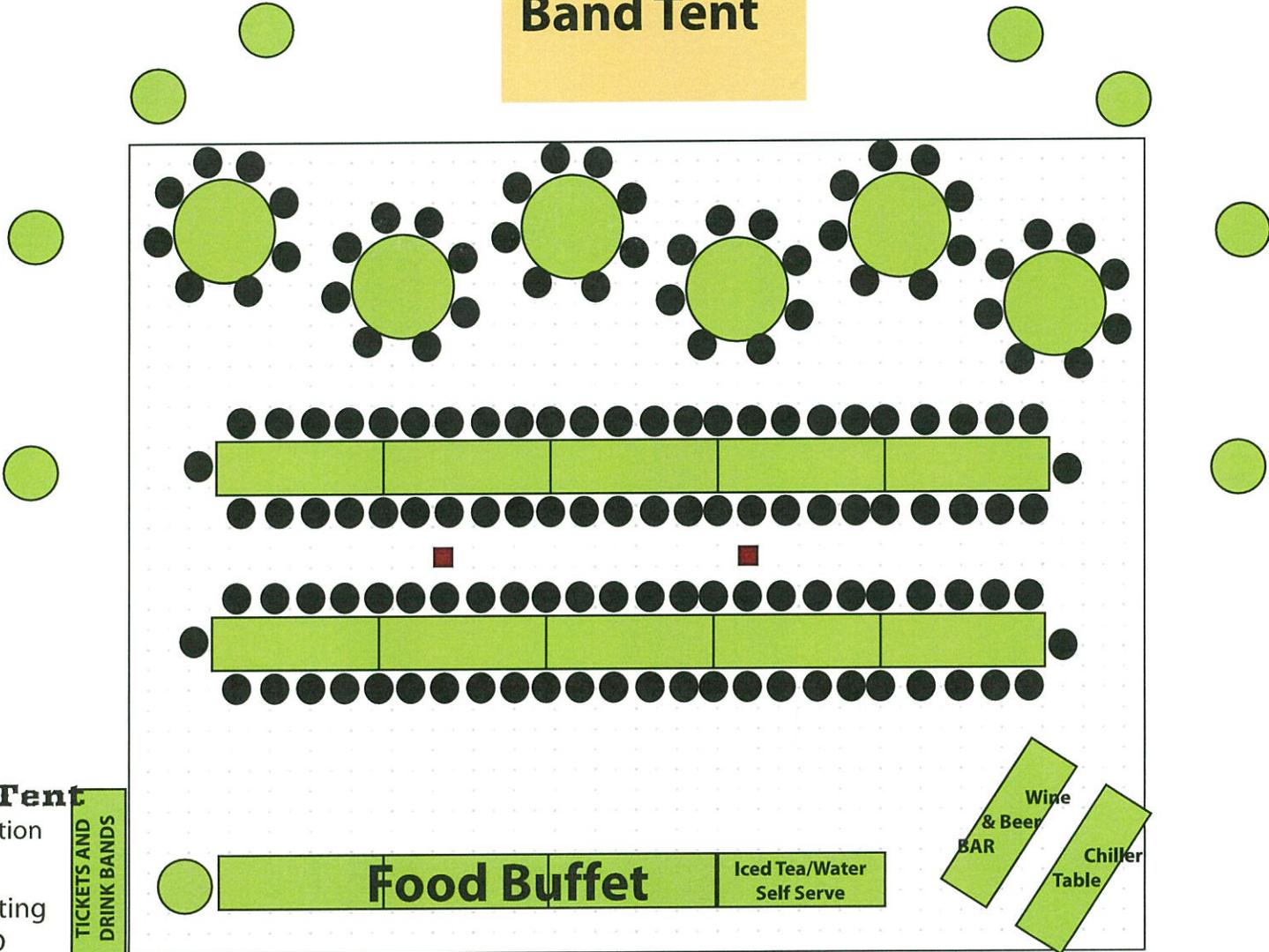
Failure to comply with all safety regulations of the City or failure to adhere to any conditions stated above shall result in the revocation of this permit and shall require the immediate cessation of the event.

Kenneth Field, City Manager

Date _____

Lake Wailes

Band Tent



Hospitality Tent

Basketball court location

40x50

Need: *Market Lighting
Walls & Heaters TBD

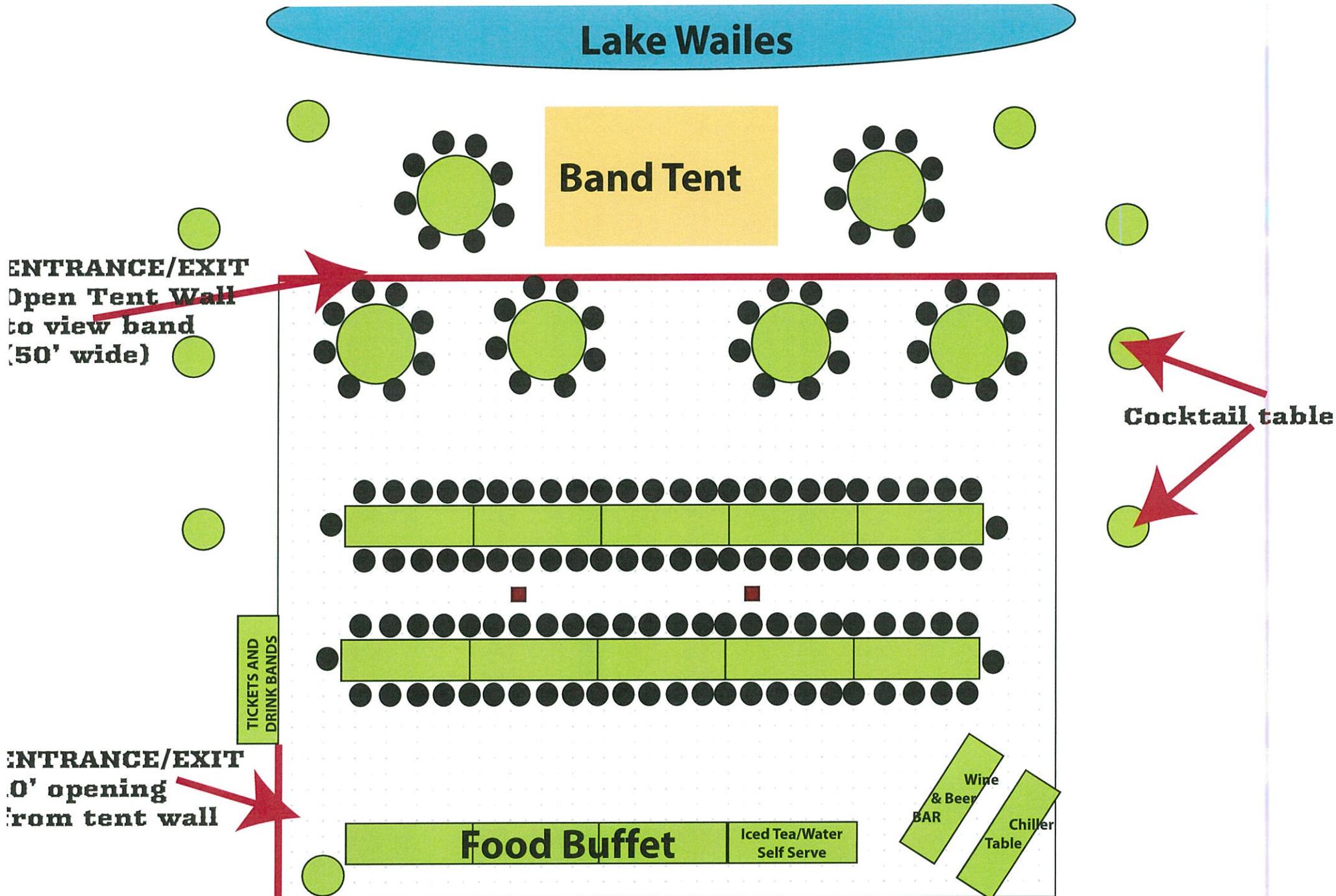
- *16- 8 foot banquet tables / ¹⁵⁰200 chairs tables
- *6- 60" round tables
- *9- cocktail tables / 9 black spandex linens for cocktail tables
- 1 chiller table

TICKETS AND
DRINK BANDS

Food Buffet | Iced Tea/Water Self Serve

Wine & Beer BAR | Chiller Table

Lake Wailes



Need: *Market Lighting

Walls & Heaters TBD

*16- 8 foot banquet tables / ²⁰⁰~~150~~ chairs tables (plus 50 extra chairs for around tent)

*6- 60" round tables

hospitality Tent

basketball court location

10x50