

MEMORANDUM

May 14, 2015

TO: Honorable Mayor and City Commissioners
VIA: Kenneth Fields, City Manager
FROM: Jennifer Nanek, Assistant to the City Manager
SUBJECT: Lake Wales High School Homecoming Parade 2015
Special Event and Road Closings

SYNOPSIS: The approval of the special event permit application and the request for street closings will allow the Lake Wales High School Homecoming Parade to be held on Thursday, October 29, 2015.

RECOMMENDATION

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

1. Approve the special event permit application from Lake Wales High School for the Homecoming Parade to be held Thursday, October 29, 2015 from 4:00 pm to 6:00 pm.;
2. Approve the request for the road closing of First Street from SR60 to Central Avenue, Central Avenue from First Street to Lake Shore Boulevard, and from Lake Shore Boulevard to North Wales Drive at Legion Field;
3. Approve the closing of Orange Avenue and North 5th Street to Sessoms Avenue

BACKGROUND

Ms. Donna Dunson, Principal of the Lake Wales High School, submitted a special event permit application for the Homecoming Parade to be held on Thursday, October 29, 2015 between the hours of 4:00 pm and 6:00 pm. Parade line up begins at 4:00 p.m. in the parking lot of Polk Avenue Elementary School and on south First Street with the parade starting at 5:00 p.m. The requested temporary street closings will involve the following streets;

First Street from State Road 60 north to Central Avenue, east on Central Avenue crossing SR 17 and continuing to Lake Shore Blvd., north on Lake Shore Blvd. to North Wales Drive, Orange Avenue to N 5th Street, N 5th Street to Sessoms Avenue

The crossing of Scenic Hwy (SR 17) requires a road closing permit from the Florida Department of Transportation. This permit request has been submitted to the FDOT office in Bartow. All Departments have reviewed the application and have approved the event. Lake Wales Police

Department and VOICE will be available to provide escort for the parade and for traffic control. The Streets Department will be providing assistance with the barricades for the street closings and will take care of street cleaning on Friday. The school will provide the required proof of liability insurance.

OTHER OPTIONS

Do not approve the request for the Homecoming Parade and the road closings for the event.

FISCAL IMPACT

In-kind service from the City is estimated to be \$1,501.93 for FY2015/2016. Lake Wales High School is responsible for 25% of the total cost or \$375.48.

ATTACHMENTS

Application for Special Event Permit
Agreement to assume Financial Responsibility
Parade Route Map



SPECIAL EVENT APPLICATION

City of Lake Wales
201 W. Central Ave.
Lake Wales, FL 33853
863-678-4182x270

Applicant Information:

Organization Name: Lake Wales High Schools

Address: 1 Highlander Way Phone: 863-215-8450
Lake Wales FL
33853

Event Contact Information:

Name: (First & Last): Kyle Ford

Mailing Address: 1 Highlander Way

City, ST, ZIP: Lake Wales FL 33853

Phone#: 863-397-2290 Email: kyle.ford@lwcharter schools.com

Event Information:

Name of Event: Homecoming Parade

Please note: All events requesting a street closure must have approval from the City Commission.

Festival - an organized public gathering in a park or downtown e.g. Art Show

Organized Competitive Event - a planned race, walk, tournament or other contest

Parade/Walk - a public or private march, run, walk or parade of any kind.

Circus or Carnival

Other _____

Event Description: Banals, floats

Event Start Date: 10/29 Time: 4pm Event End Date: 10/29 Time: 6:30

Set up Date: _____ Time: _____ Take Down Date: _____ Time: _____

Gated/Ticketed Open to the Public Private Other: _____

Location of Event:

Lake Wailes Park Downtown Market Place Kiwanis Park
 Stuart Park Crystal Lake Park Other _____

Site Plan Requirements:

Please attach a clear and legible site plan/map with the following indicated:

1. Depiction of the area (streets, park, etc) where the event will be held.
2. The overall event area such as parking and requested street closures.
3. The location and dimensions of all physical equipment being placed; such as stages, vendors, booths, tents, barricades, restrooms, dumpsters, etc.
4. Disabled parking and handicapped access clearly defined.
5. Location of temporary alcohol sales where both sales & consumption will occur.
(Sale or consumption of alcohol requires additional permitting from the state and hiring of at least 2 off-duty police officers)

Event Components:

- | | |
|---|--|
| <input type="checkbox"/> Alcohol - (Special Permit Required)* | <input type="checkbox"/> Amplified Sound |
| <input type="checkbox"/> Portolets | <input type="checkbox"/> Stage |
| <input type="checkbox"/> Sales/Distribution/Display | <input type="checkbox"/> Inflatables (bounce houses) |
| <input type="checkbox"/> Food Distribution/Sales | <input type="checkbox"/> Concerts/Live Music |
| <input type="checkbox"/> Use of electric outlets | <input type="checkbox"/> Installation of additional outlets |
| <input type="checkbox"/> Use of water spigots | <input type="checkbox"/> Tents (permit required for tents larger than 30x30) |
| <input type="checkbox"/> Live animals | <input type="checkbox"/> Boat Racing |
| <input type="checkbox"/> Temporary Structures | <input type="checkbox"/> On-Site Cooking |
| <input type="checkbox"/> DJ | <input type="checkbox"/> Amusement rides |

Other _____

*Events involving the sale and consumption of alcohol must have a designated area where the sale and consumption of alcohol will take place. Sponsor must get an additional permit from the State Division of Alcoholic Beverages and Tobacco and requires the presence of a police detail.

Other Information:

Will City Streets be closed? yes no Requires Commission Approval

Please list all affected streets: First street, Central Avenue,
Lakeshore Boulevard crossing SR17, Orange Avenue

Will any alleys, parking lots or other public places be closed? yes no

Please describe: _____

Will State Roads be closed? (SR 17) yes no Requires FDOT Permit

Please describe State Roads to be closed: SR 17

Will you need additional trash receptacles from the City? yes no

Will you need clean-up assistance from the City throughout the event? yes no

Note: For unbudgeted events the organization must reimburse the City 100% of costs for use of Public Services and Police Department.

Any other requested assistance from the City? _____

Any additional information: _____

Insurance Requirements:

Liability Insurance is required for all special events involving City property and must name the City of Lake Wales as an additional insured. For events requesting the sale or consumption of alcohol, liability insurance in the amount of \$1,000,000.00 is required. All proof of insurance must be submitted to the City of Lake Wales a week before the event. Failure to provide acceptable insurance will result in the cancellation of the event.

Agreement to Assume Financial Responsibility for Injury or Damage

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 elected or appointed officials, 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 SOLELY from the negligence of the City or any of its elected or appointed officials, 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 Certified Mail. Only an adjudication or judgment 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.

By signing this application, it represents the information provided to be true and correct and signifies a binding agreement to comply with the rules and regulations of the City of Lake Wales. Should the City grant approval and a permit be issued, it is further agreed the Permittee will comply with any other requirements provided by Federal, State, and Local Law.

By execution hereof, the undersigned affirms that he or she is vested with full right and authority to bind the Permittee to the terms of this Agreement.

In case of non-compliance with the City's requirements in effect as of the approved date of the permit resulting from this Agreement, said permit is void.

[Handwritten Signature]

Signature of Sponsor or Authorized Representative of Sponsor

4/24/2015

Date

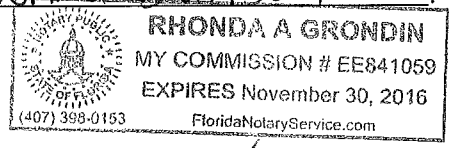
DONNA DUNSON

Printed Name

State of Florida
County of Polk

The forgoing instrument was acknowledged before me this 24 day of April, 2015 by

Donna Dunson



Rhonda A. Grondin

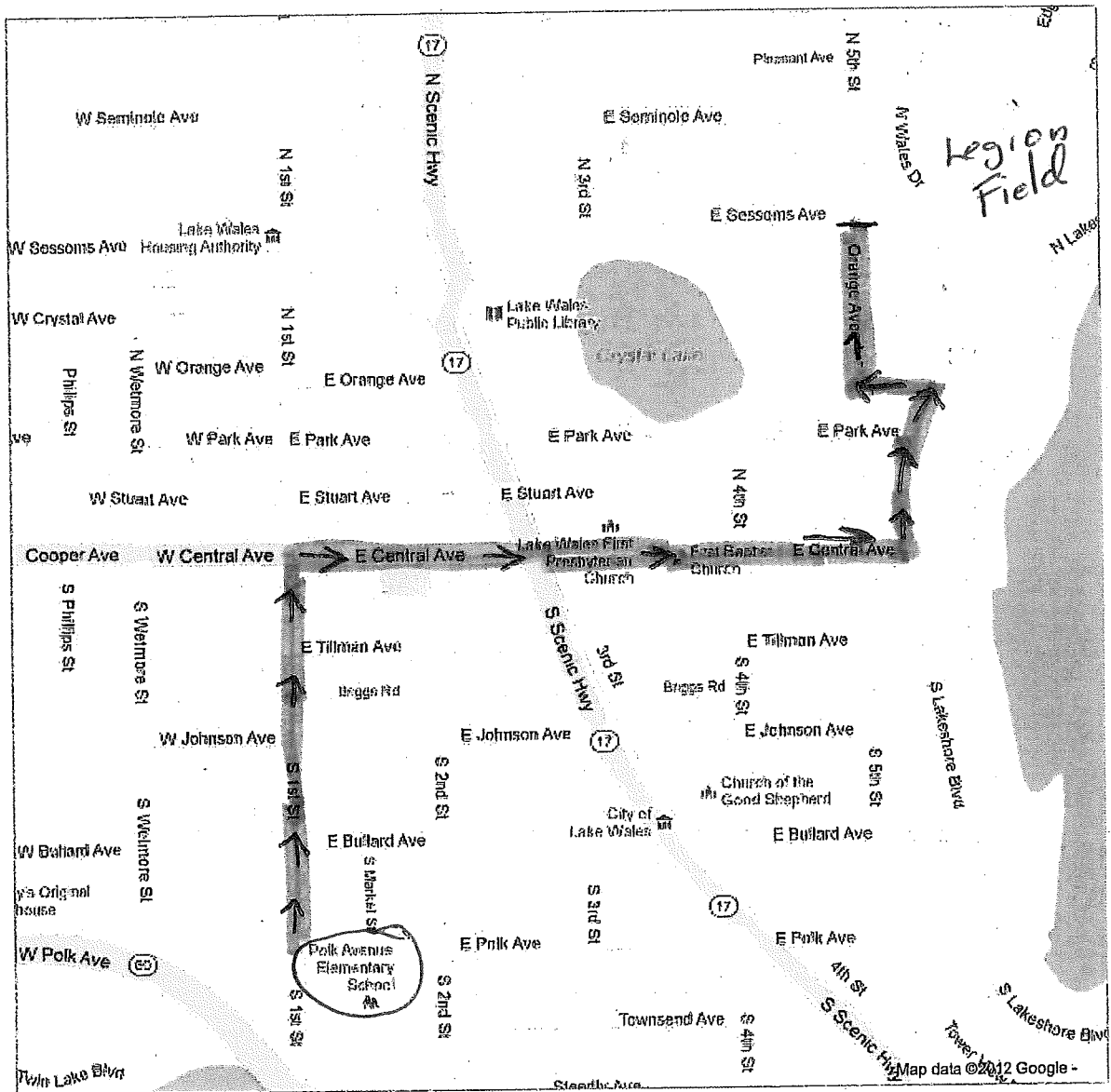
Signature of Notary Public-State of Florida
Rhonda A. Grondin

Name of Notary Typed, Printed, or Stamped

Personally Known (NOTARY SEAL) OR Produced Identification _____

Type of Identification Produced: _____

Lake Wales High School Homecoming Parade



Parade will begin at Polk Avenue Elementary School (Polk Avenue and First Street)
 Travel north on First Street to Central Avenue; Turn right (east) on Central Avenue to
 Lakeshore Boulevard crossing SR17
 At Lakeshore Boulevard turn left (north) to Orange Avenue; Turn left on Orange Avenue
 to North 5th Street where the Parade will end

TEMPORARY CLOSING OF STATE ROAD PERMIT

Date: 4/23/2015

Permit No. _____

Governmental Entity

Approving Local Government _____	Contact Person _____
Telephone _____	Email _____

Organization Requesting Special Event

Name of Organization <u>Lake Wales High School</u>	Contact Person <u>Kyle Ford</u>
Telephone <u>863-397-2290</u>	Email <u>kyle.ford@lwcharter schools.com</u>

Description of Special Event

Event Title <u>Home coming Parade</u>	Date of Event <u>10/29/2015</u>
Start Time <u>4:00 pm</u>	End Time <u>6:30 pm</u>
Event Route (attach map) <u>Start at Polk Ave. Elem Norton 1st to Central crossing SR 17 to Lakeshore Blvd to Orange. Please see detour map attached.</u>	
Detour Route (attach map) _____	

Law Enforcement Agency Responsible for Traffic Control

Name of Agency <u>Lake Wales Police Department</u>
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US Coast Guard Approval for Controlling Movable Bridge

Not Applicable

Copy of USCG Approval Letter Attached

Bridge Location _____

The Permittee will assume all risk of and indemnify, defend and save harmless the State of Florida and the FDOT from and against any and all loss, damage, cost or expense arising in any manner on account of the exercise of this event.

The Permittee shall be responsible to maintain the portion of the state road it occupies for the duration of this event, free of litter and providing a safe environment to the public.

Signatures of Authorization

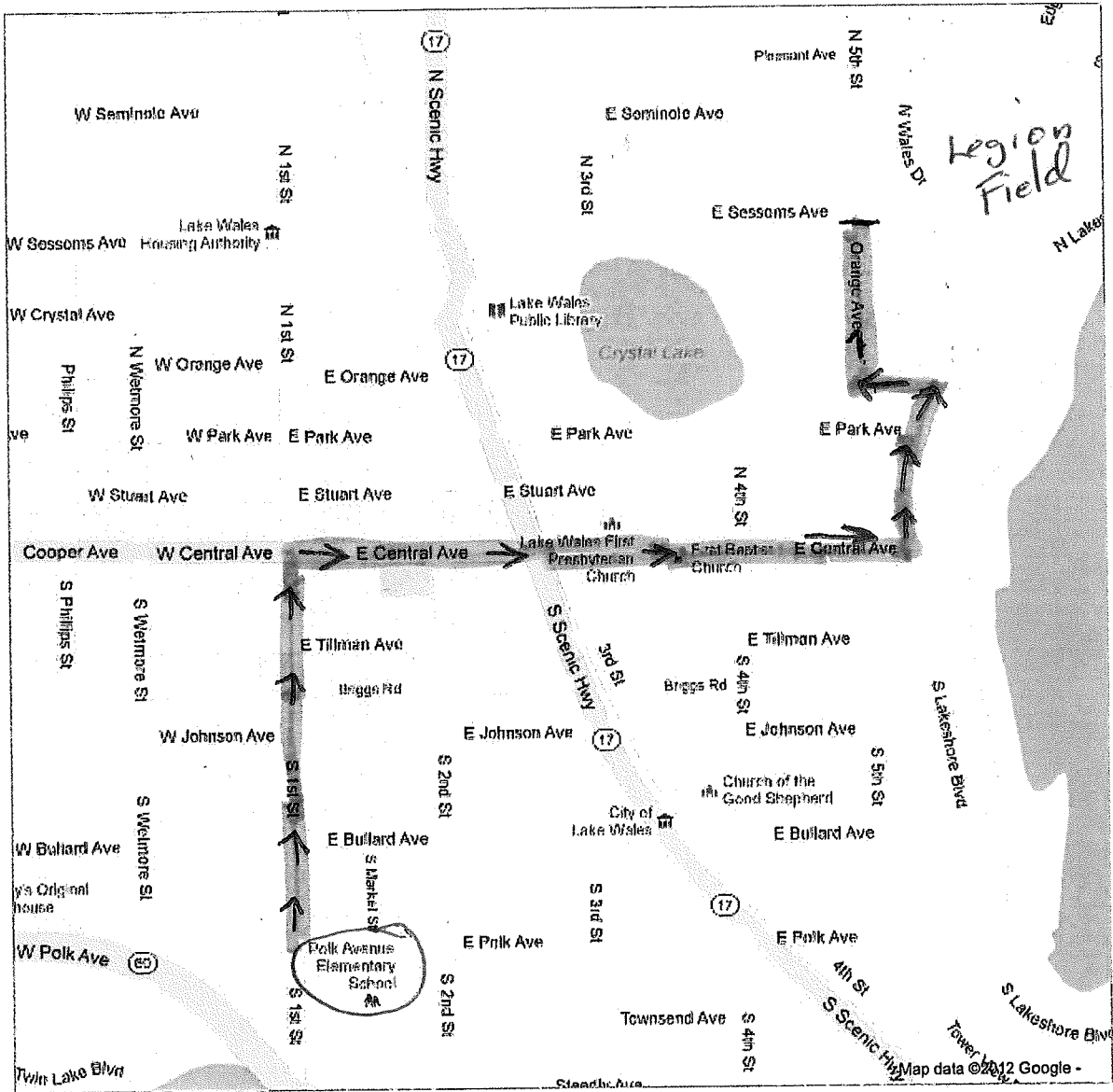
Event Coordinator <u>Donna Durson</u>	Signature <u>[Signature]</u>	Date <u>4/24/2015</u>
Law Enforcement Name/Title <u>Chris Velasquez, Chief of Police</u>	Signature _____	Date _____
Government Official Name/Title <u>Kenneth Fields, City Manager</u>	Signature _____	Date _____

FDOT Special Conditions

FDOT Authorization

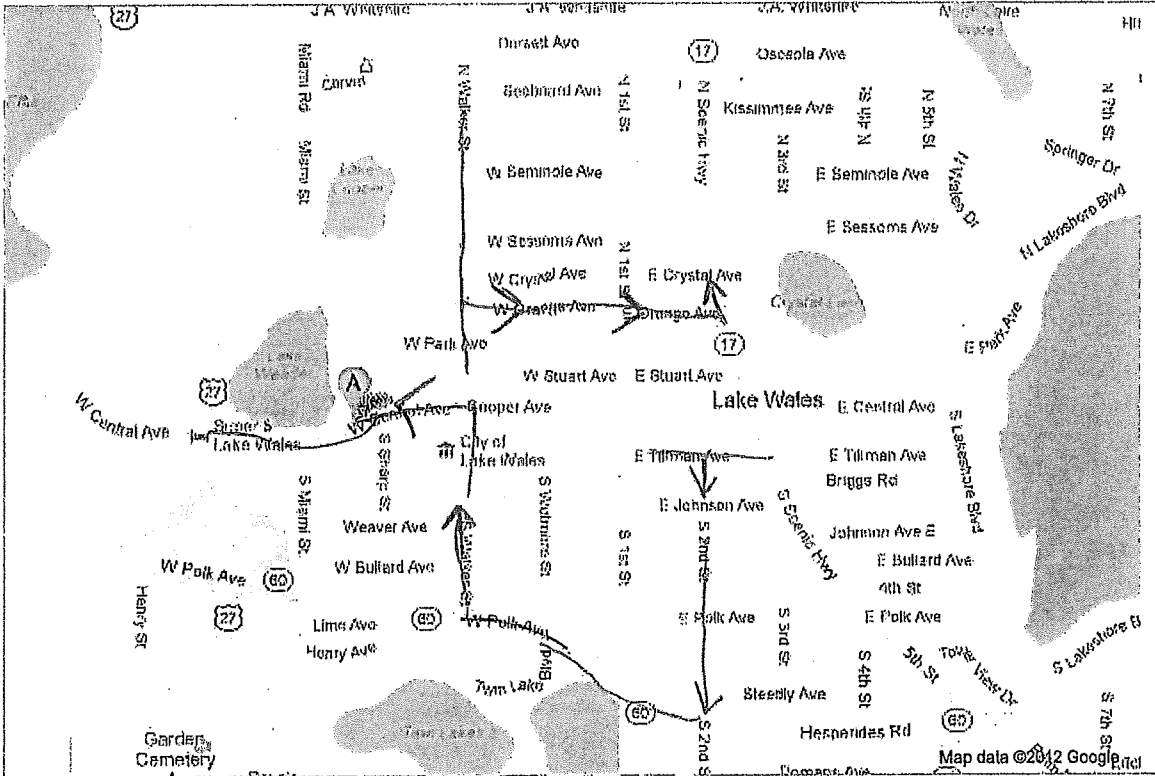
Name/Title _____	Signature _____	Date _____
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LWHS Homecoming Detour Routes



* To Hwy 27

SR17 heading Northbound - At SR17 and Tillman Avenue, go west on Tillman Avenue, south on 2nd Street, south to Hwy. 60

OR

At SR17 and Tillman Avenue, go east on Tillman Avenue to Lakeshore Blvd., go south on Lakeshore and reach Hwy. 60 from there

SR17 heading southbound - At SR17 and Orange Avenue, go west to Dr. Martin Luther King Jr. Blvd., go south to Central Avenue, At Central Avenue, go west to US Hwy. 27 or stay on MLK to Hwy. 60