

MEMORANDUM

May 8, 2015

TO: Honorable Mayor and City Commissioners

VIA: Kenneth Fields, City Manager

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

SUBJECT: Special Event Permit Application from the House of Prayer Pentecostal Holiness Church for a Church and Family Fun Day and Street closing

SYNOPSIS: The approval of the special event permit application will allow the House of Prayer Pentecostal Holiness Church to hold their annual Church and Family Fun Day on May 30, 2015 and allow for the temporary closing of Seminole Avenue.

RECOMMENDATION

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

1. Approve the special event permit application from the House of Prayer Pentecostal Holiness Church for their Church and Family Fun Day event to be held Saturday May 30, 2015;
2. Approve the temporary street closing of Seminole Avenue from First Street to Scenic Highway between the hours of 11:00 p.m. and 2:00 p.m.

BACKGROUND

The House of Prayer Church submitted a special event permit application for their annual Church and Family Fun Day to be held May 30, 2015 at 506 North First Street. This application also includes a request for the temporary closing of Seminole Avenue from Scenic Highway (SR17) to First Street between the hours of 11:00 a.m. and 2:00 p.m. The House of Prayer will be having a Bounce House, carnival booths, kids games, hot dogs, hamburgers, chips, desserts and sodas at their Activity Center located across the street on Seminole Avenue.

In the past the church has requested from the City Commission the temporary closing of Seminole Avenue for this event held each year. This prevented vehicular traffic from entering this area and presenting a serious safety issue for the children and parents crossing Seminole to reach the Activity Center. The closure of Seminole Avenue for this event will eliminate this possibility.

Staff has reviewed the application and has no issues with the street closing. The church is handling all site set ups, sanitary facilities, trash receptacles and trash clean up. Insurance is being provided as required.

OTHER OPTIONS

Do not approve the event or street closing.

FISCAL IMPACT

There is no cost to the City for this event.

ATTACHMENTS

Special Event Permit Application

Notarized Agreement to Assume Financial Responsibility

Location map



SPECIAL EVENT APPLICATION

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

Applicant Information:

Organization Name: House of Prayer Pentecostal Holiness

Is this organization classified a 501c3 status by the IRS? yes no

Address: 506 First Street North Phone: 863-4849
Lake Wales, Fla 33853

Event Contact Information:

Name: (First & Last): ⁸⁶³⁻⁸⁷⁷⁻⁷¹³⁹ Asst Pastor Andrea Mose / Ruby Taylor ⁸⁶³⁻⁴⁵⁵⁻⁶⁷⁴⁹

Mailing Address: 675 Carver Drive

City, ST, ZIP: Lake Wales Fla 33853

Phone#: 863-877-7139 Email: _____

Event Information:

Name of Event: Fun Day

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 i.e. 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 Fun Day Bounce House etc,

Event Description: Church family event FUNDAY

Event Start Date: Sat May 30 Time: 11-2 pm AM Event End Date: SAT MAY 30 Time: 2:00 pm

Set up Date: 30 Time: 11 am Take Down Date: 30 Time: 2 pm

Gated/Ticketed Open to the Public Private Other: Free

Location of Event:

Lake Wailes Park Downtown Market Place Kiwanis Park

Stuart Park Crystal Lake Park Other 506 First Street North

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 checked="" 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 checked="" 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: from the House of Prayer to pass
the activity center - Seminole - 1st St - scenic Hwy

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: _____

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 new or 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? NO

Any additional information: NO

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.

Ruby Taylor 4-30-15
Signature of Sponsor or Authorized Representative of Sponsor Date
Ruby Taylor
Printed Name

State of Florida
County of Polk

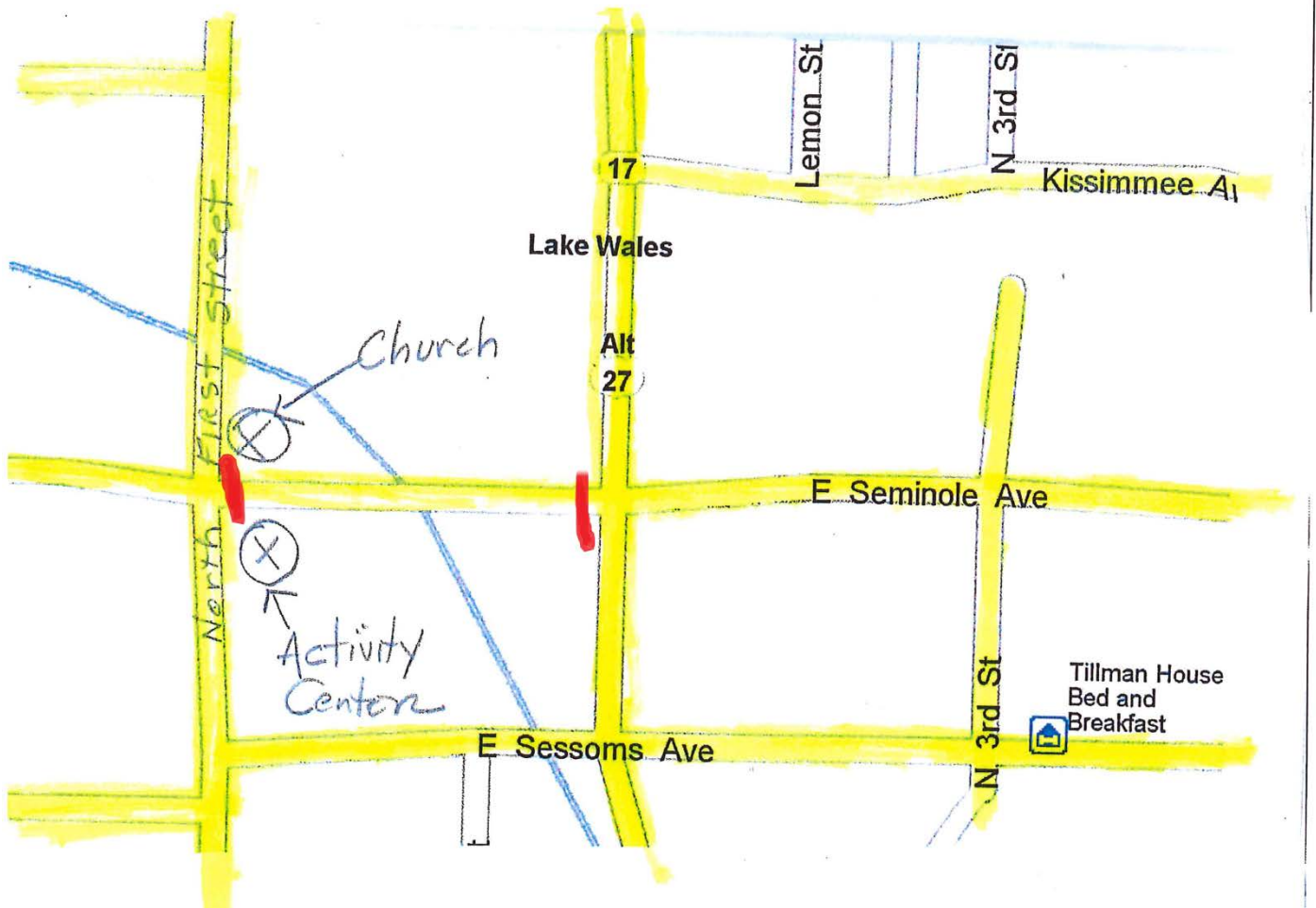
The forgoing instrument, was acknowledged before me this 30th day of April, 2015 by Ruby Taylor.



Zailet Suri
Signature of Notary Public, State of Florida
Zailet Suri
Name of Notary Typed, Printed, or Stamped

Personally Known OR Produced Identification
Type of Identification Produced: DL# T460 756 80 7190

May 30, 2015
House of Prayer Church - Fun Day
506 North First Street
Street Closing Location



The House of Prayer Church is requesting the closing of Seminole Avenue between First Street and Scenic Highway (SR17) on Saturday May 30, 2015 between the hours of 11:00 a.m. and 2:00 p.m. for their Church and Family Fun Day event.