

MEMORANDUM

May 11, 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 Justice and Remembrance for Latandra Ellington Association for Latandra Ellington Life of Justice Event.

SYNOPSIS: Approval of the special event permit application will allow the Justice and Remembrance for Latandra Ellington Association to hold the Latandra Ellington Life of Justice Event at Stuart Park on Saturday June 13, 2015.

RECOMMENDATION

It is recommended that the City Commission approve the special event permit application to allow the Justice and Remembrance for Latandra Ellington Association to hold the Latandra Ellington Life of Justice Event at Stuart Park on Saturday June 13, 2015 from 3pm -8pm with setup beginning at 10am.

BACKGROUND

The Justice and Remembrance for Latandra Ellington Association has submitted a special event permit application for the Latandra Ellington Life of Justice Event to be held in Stuart Park on Saturday June 13th from 3pm -8pm. Set up will begin at 10am. Parking for the event will be along 1st Street. The event will include music and dance performances, DJ, political speakers, food vendors, exhibitors, and inflatable bounce houses. There will be no alcohol.

The applicant originally requested Lincoln Avenue but due to its current use as a detour for the work on Scenic HWY/SR 17, the applicant agreed to hold the event at Stuart Park instead.

OTHER OPTIONS

Do not approve the event.

FISCAL IMPACT

There is no cost to the City for this event. All costs from Public Services and Police Department will be reimbursed at 100% by the sponsor.

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: Justice & Remembrance for Isadora Ellington Assoc
Address: 401 Winston Ave Apt C-4 Phone: 863-605-5429
Lake Wales FL, 33853

Event Contact Information:

Name: (First & Last): President Kawana Robinson Vice Pres. Algerene Manning
Mailing Address: 401 Winston Ave Apt C-4
City, ST, ZIP: Lake Wales FL, 33853
Phone#: 863-605-5429 Email: Kawana.Robinson07@gmail
863-608-3628

Event Information:

Name of Event: Isadora Ellington's Life of Justice!

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 Celebrate the Birth & Life of Lake Wales native

Isadora Ellington

Event Description: Octavia E. Kington Justice for Life!

Event Start Date: 6-13-15 Time: 3:00 pm Event End Date: 6-13-15 Time: 8:30

Set up Date: 6-13-15 Time: 10:00 am Take Down Date: 6-13-15 Time: 8:00

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 London Ave

Sat. June 13, 2015

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 checked="" type="checkbox"/> Amplified Sound |
| <input type="checkbox"/> Portolets | <input checked="" 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 checked="" type="checkbox"/> DJ | <input type="checkbox"/> Amusement rides |

Other I am trying to put together a no-prohibition event for my sister Octavia's life and also I will have speakers and also vendors displays such as State Farm, BK Works and more

*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 Central District

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 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: In also I will have ~~entertainers~~

that have been advise of no cursing and Rapping about drugs they have been email the rules and contracts

Insurance Requirements:

Dancers, stage the Radio Station 98.7 will be playin the music

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.

H. Robinson
Signature of Sponsor or Authorized Representative of Sponsor

4-23-15
Date

Hawana Robinson
Printed Name

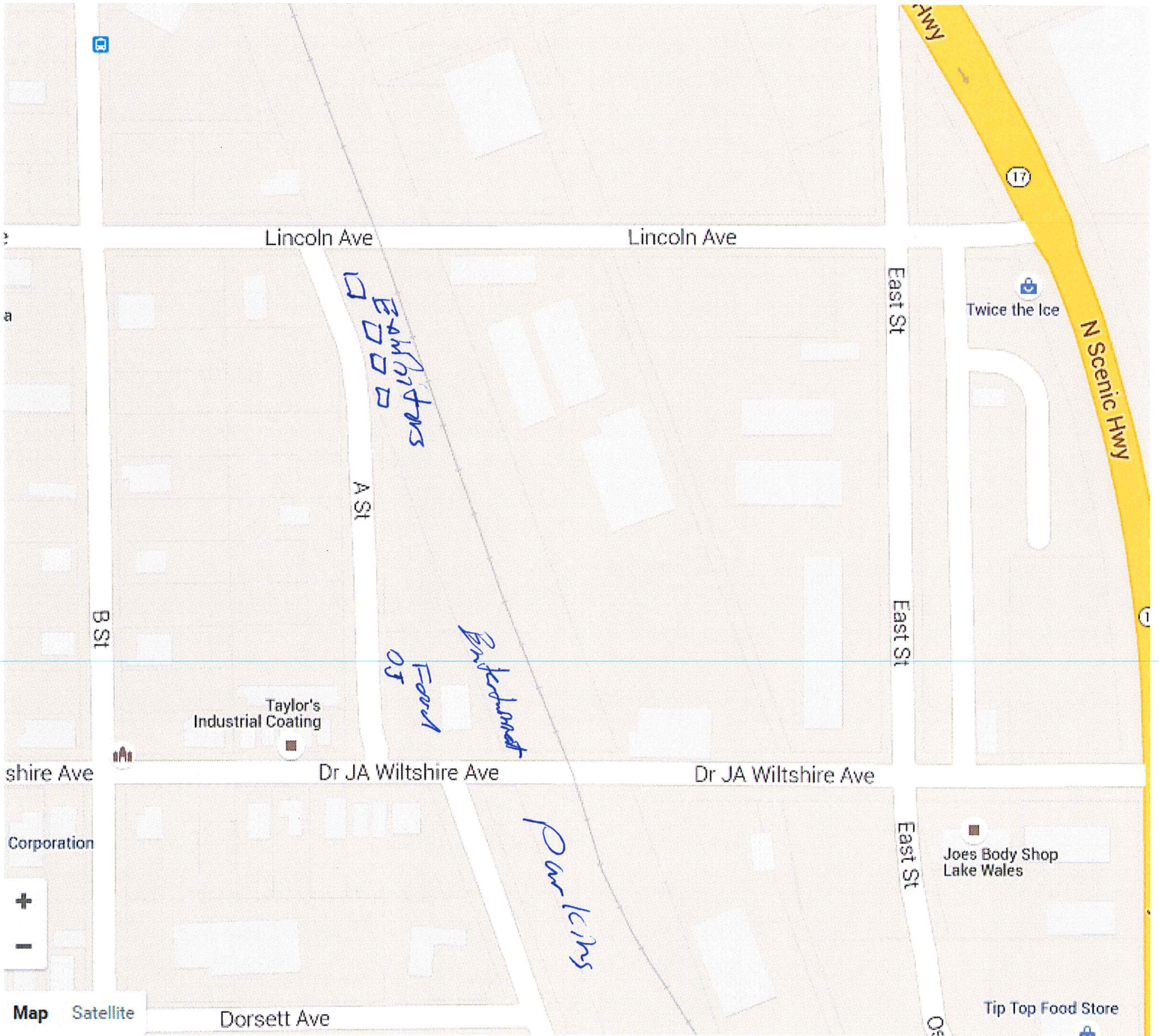
State of Florida
County of Polk

The forgoing instrument was acknowledged before me this 23rd day of April, 20 15 by
Hawana Robinson

Jennifer Noel
Signature of Notary Public - State of Florida
Name of Notary Typed, Printed, or Stamped

(NOTARY SEAL)
Personally Known _____ OR Produced Identification X
Type of Identification Produced: Driver's License

Latandra Ellington Life of Justice Event, Saturday June 13th 3pm - 8pm.



Date of this notice: 04-27-2015

Employer Identification Number:
47-3831361

Form: SS-4

Number of this notice: CP 575 E

JUSTICE & REMEMBRANCE FOR LATANDRA
ELLINGTON ASSOCIATION
2209 KAREN ST
LAKE WALES, FL 33898

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 47-3831361. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it's very important that you use your EIN along with your complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information shown above isn't correct, please send us the correction using the attached tear-off stub.

Annual filing requirements

Most organizations with an EIN have an annual filing requirement, even if they engage in minimal or no activity.

A. If you are tax exempt, you may be required to file one of the following returns or notices:

Form 990, Return of Organization Exempt From Income Tax
Form 990-EZ, Short Form Return of Organization Exempt From Income Tax
Form 990-PF, Return of Private Foundation
Form 990-N, e-Postcard (available online only)

Additionally, you may be required to file your annual return electronically.

If an organization required to file a Form 990, Form 990-PF, Form 990-EZ, or Form 990-N does not do so for three consecutive years, its tax-exempt status is automatically revoked as of the due date of the third return or notice.

Please refer to www.irs.gov/990filing for the most current information on your filing requirements.

B. If you are not tax-exempt, you may be required to file one of the following returns:

Form 1120, U.S. Corporation Income Tax Return
Form 1041, U.S. Income Tax Return for Estates and Trusts
Form 1065, U.S. Return of Partnership Income

Please refer to Publication 1635, Understanding Your EIN, for more information about which forms you may be required to file.