

## MEMORANDUM

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**DATE:** May 26, 2015

**TO:** Honorable Mayor and City Commission

**VIA:** Kenneth Fields, City Manager

**FROM:** Jennifer Nanek, Assistant to the City Manager

**RE:** Revision of the Heritage Fest Special Event Permit

**SYNOPSIS:** This is a request to revise the Special Event Permit from the Green and Gold Foundation and Black Entrepreneurs and Leaders Coalition for the previously approved Heritage Fest event to be held on Saturday February 13<sup>th</sup> 2016, instead of February 20, 2016, from 10am-8pm in downtown Lake Wales.

### RECOMMENDATION

It is recommended that the City Commission approve the revision to the Special Event Permit for the Heritage Fest event to be held Saturday February 13, 2016 instead of February 20, 2016.

### BACKGROUND

On April 21, 2015 the City Commission approved a Special Event Application for the Heritage Fest event to be held February 20, 2016 from 10am-8pm in downtown Lake Wales.

Since then it has been discovered that a similar event has been planned for the same weekend in a neighboring city. The sponsors are requesting a permit change to hold the event on February 13<sup>th</sup> instead. This does not conflict with another event.

Heritage Fest is being sponsored by the Green and Gold Foundation and the Black Entrepreneurs and Leaders Coalition as a Black History Month Celebration. The event will include entertainment, vendors, and other activities. Set up will begin at 10am and the event will start at noon and continue to 6pm.

Sponsors will be responsible for the cost of 3 off-duty police officers for the duration of the event, for sanitary facilities, and for site set-up and clean-up.

Sponsors will also be required to provide a copy of their liability insurance, get tent permits for tents larger than 10x20, and they will need to distribute flyers 1 week before the event to downtown business owners advising parking lot closure on Stuart & Park all day Friday.

### OTHER OPTIONS

Do not approve the Special Event Permit Revision.

## **FISCAL IMPACT**

There is no cost associated with the revision.

## **ATTACHMENTS**

Special Event Permit



## **City of Lake Wales SPECIAL EVENT PERMIT**

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**DATE:** February 20, 2016

**SPONSOR:** Green and Gold Foundation  
Black Leaders and Entrepreneurs Coalition

**NAME OF EVENT:** Heritage Fest

**CONTACT PERSON:** Albert Hawkins, Jr., Past President, Green and Gold Foundation  
Carlos Williams & Calvin Marion, Black Leaders and Entrepreneurs Coalition

**DESCRIPTION:** Black History Month Celebration in downtown Lake Wales

**LOCATION:** Downtown Lake Wales: Stuart, Park & Central Avenues

**DATE:** Saturday, February 20, 2016

**TIME OF THE EVENTS:** Saturday 10:00am - 8:00pm. Set up begins Friday 4pm

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**The Lake Wales City Commission approved the special event permit application at their meeting on April 21, 2015 as follows:**

- Approved the Special Event Permit application for the Heritage Fest to take place on Saturday, February 20, 2016.
- Approved the temporary closing of the Marketplace parking lot beginning on Friday, February 19, 2016 at 4:00 p.m. for vendor set up.
- Approved the request for the temporary closing on Saturday, February 20, 2016 of the following:
  - S. Market Street from Stuart Avenue to Central Avenue
  - The Marketplace and Marketplace Parking lot
  - The alley between Stuart Avenue and Park Avenue
  - Central Avenue between 1<sup>st</sup> and 2<sup>nd</sup> Streets
  - 2 City lots at the east end of Stuart Avenue at Scenic HWY (SR 17)

- Approved the request for the temporary closing of the two city lots located on East Stuart Avenue on Friday, February 19, 2016 at 4:00 p.m. for additional vendors and kids activities.

The permit is issued providing that all conditions are met as follows:

1. Certificate of liability Insurance must be submitted to the City Manager's office no later than February 15, 2016.
2. All tent permits must be obtained from the Building and Planning Department as required. Inspections must be completed by the Fire Marshall and approved tent permit posted at the tent site.
3. Electrical permits must be obtained if needed. Any use of the power supplies downtown must be coordinated by the City. Contact Bev Pennington at 678-4154 or 978-7468 and Cliff Smith, Building Official at 678-4182.
4. Sanitary facilities and dumpsters are the responsibility of the Green and Gold Foundation and the Black Leaders and Entrepreneurs Coalition. Placement of facilities and dumpsters must be coordinated with Bev Pennington.
5. The City will place trash cans in the downtown area and pick them up after the event is concluded. In-Kind services will be provided for trash clean up in Downtown following the event.
6. In-kind services for Saturday's activities will be provided by the Lake Wales Police Department and the Streets Department. The City will invoice the Green and Gold Foundation and the Black Leaders and Entrepreneurs Coalition at the conclusion of the event. Police contact is David Black. 678-4223,ext 277. Streets contact is Bev Pennington at 863-678-4154.

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 Fields, City Manager**



**Date**

APR 28 2015