

TAB 3



USING RESERVE P.D. COSTS

CAIT

SPECIAL FUNCTION PERMIT APPLICATION

EVENT NAME: De Soto Heritage Festival Grand Parade
APPLICANT: Hernando de Soto Historical Society, Inc.
ADDRESS: 910 Third Ave W., Bradenton, FL 34205
CONTACT: Sharon McGlynn - Executive Director

EVENT DATE: Saturday, April 26, 2008
EVENT TIME: 6:30 - 11:00 PM
PHONE: 747-1998
PHONE: 747-1998

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: Starts at Hawkins Stadium, proceeds east on Manatee Ave., ends at 9th St. Disburses on Manatee Ave. between 9th St. and 1st St.
See attached map of the Parade route.

CITY SERVICES REQUIRED:

POLICE: Streets Blocked: _____ Traffic Control: X Security: _____ Other: _____
PUBLIC WORKS: Barricades: _____ Clean-up: _____ Set-up: _____ Other: _____

If a temporary restroom is utilized for a period greater than five (5) days, a Temporary Use Permit is required. Application is available at City Hall.

TEMPORARY RESTROOM FACILITIES: # of units: _____ # of days: _____
Proposed location(s): _____

INSURANCE REQUIREMENT: Organized events open to the public require insurance naming the City of Palmetto as an "Additional Insured" and the insurance policy must be provided to the City Clerk ten (10) days prior to the event. If you have entered into a rental agreement for a City facility for a private event, no insurance is required. Please review Exhibit A for insurance coverage requirements.

The Special Function Permit Application must be submitted to City Commission for approval at least 30 days prior to the event. Sale or consumption of alcoholic beverages on City property is strictly prohibited. If your event will include the use of loudspeakers, you may be required to apply for a Special Permit Exception to the City's Noise Ordinance (See Chapter 5-Amusements, of the City of Palmetto Code of Ordinances).

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Nov 21 07 04:52p

City of Palmetto

9417234576

P.5

Special Function Permit Application
Page 3

EVENT: De Soto Heritage Festival Grand Parade

Event Date: Saturday, April 26, 2008

INDEMNITY

[Signature] (Permittee) agrees to defend, indemnify, and hold harmless the CITY OF PALMETTO, its officers, agents, employees, and volunteers from all loss, cost, and expense arising out of any liability or claim or liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained arising out of activities of the Permittee or those of any of its officers, agents, employees, licensees, or invitees, whether such act is authorized by this permit or not; and Permittee shall pay for any and all damage to the property of the CITY OF PALMETTO, or loss or part of such property, done or caused by such persons. CITY OF PALMETTO assumes no responsibility whatsoever for any property placed on the premises. Permittee further agrees to waive all rights of subrogation against CITY OF PALMETTO. The provisions of this paragraph clause do not apply to any damage or loss caused solely by the negligence of the CITY OF PALMETTO or any of its agents or employees.

I HAVE READ AND UNDERSTAND THE ABOVE SPECIAL FUNCTION PERMIT APPLICATION CONDITIONS AND INDEMNITY.

[Signature] President 11/28/07
Permittee Jeff Name Title Date

CITY APPROVAL:

Public Works Director

Risk Management

Parks Department

Police Department

North River Fire

APPROVED BY COMMISSION:

Date _____
Date 12/6/07
Date 12/2/07
Date 12/10/07
Date 12-21-07
Date _____

Internal use only
Date Received: _____

Special Function Permit/Temporary Use Permit Application

DeSoto Heritage Festival Grand Parade
Hernando de Soto Historical Society, Inc.

Saturday, April 26, 1008
6:30 p.m. – 11:00 p.m.

Road closures for parade (map attached)

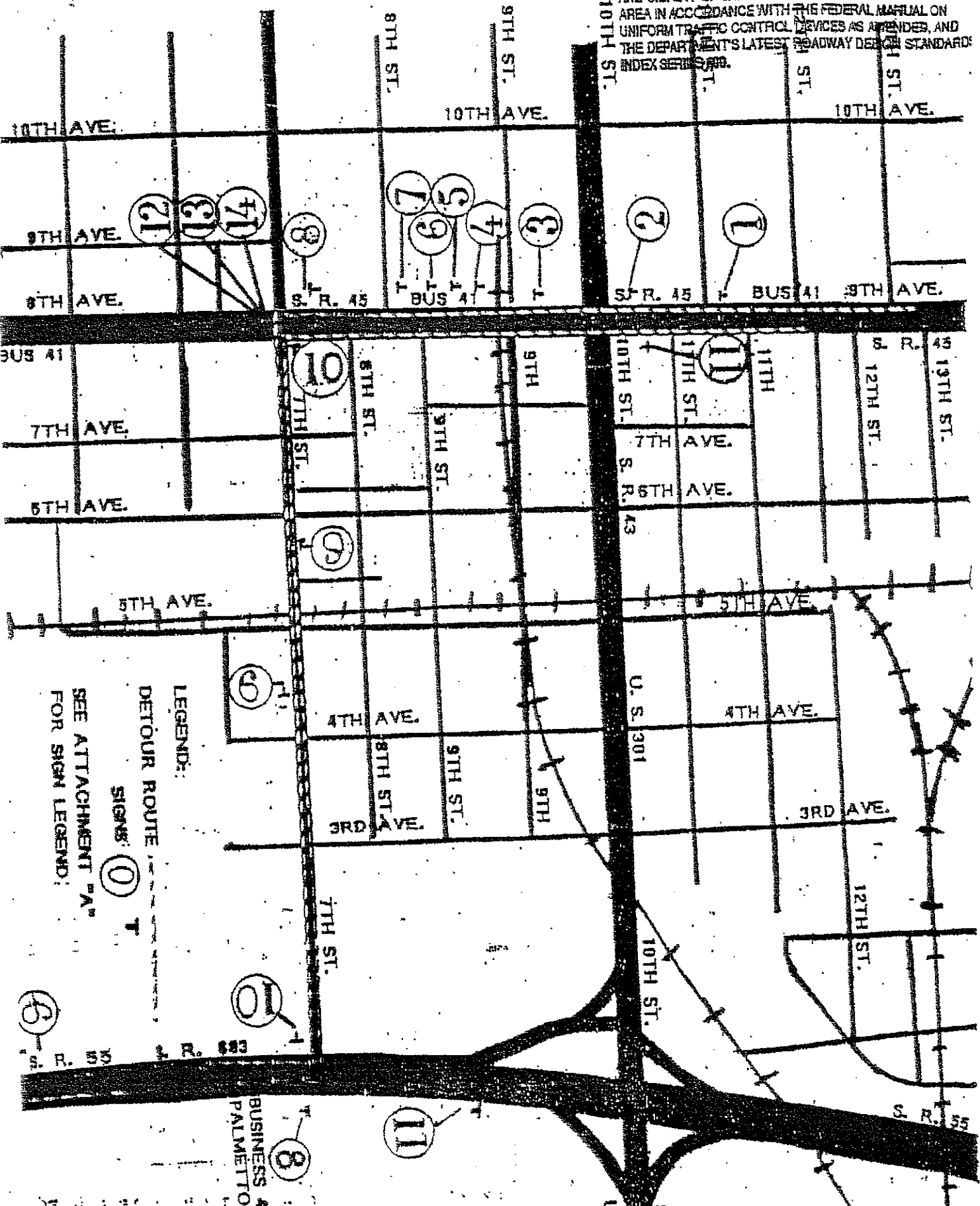
COSTS associated with setting up and taking down traffic control signage:

2 men @ \$28.00/hour (5 hours each)	\$280.00
City truck (5 hours)	37.50
19 traffic control signs	in kind
200 cones	in kind

No other costs associated with this event.

TOTAL \$ 317.50

THE PERMITTEE IS RESPONSIBLE FOR THE PLACEMENT AND DISPLAY OF SAFETY DEVICES THROUGH THE EVENT AREA IN ACCORDANCE WITH THE FEDERAL MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES AS AMENDED, AND THE DEPARTMENT'S LATEST ROADWAY DESIGN STANDARDS INDEX SERIES 200B.



LEGEND:
DETOUR ROUTE
SIGNS: (1) T
SEE ATTACHMENT "A"
FOR SIGN LEGEND;

BUSINESS &
PALMETTO















8

11

55

ATTACHMENT "A"

SIGN LEGEND:

- | | | |
|-----|---|---------|
| 1. |  | 1 SIGN |
| 2. |  | 1 SIGN |
| 3. |  | 1 SIGN |
| 4. |  | 1 SIGN |
| 5. |  | 1 SIGN |
| 6. |  | 2 SIGNS |
| 7. |  | 1 SIGN |
| 8. |  | 2 SIGNS |
| 9. |  | 2 SIGNS |
| 10. |  | 2 SIGNS |
| 11. |  | 2 SIGNS |
| 12. |  | 1 SIGN |
| 13. |  | 1 SIGN |
| 14. |  | 1 SIGN |

HERNANDO DE SOTO HISTORICAL SOCIETY, Inc.

THE SPANISH MANOR HOUSE
910 THIRD AVENUE WEST
BRADENTON, FL 34205



(941) 747-1998
FAX (941) 747-7953
www.desotohq.com

November 28, 2007

RECEIVED

DEC - 3 2007

PUBLIC WORKS
DEPARTMENT

Geoff Segar
Public Works Department
City of Palmetto
600 17th Street W
Palmetto, FL 34221

Dear Geoff,

The De Soto Heritage Festival requests permission to stage its annual Children's Parade on Friday, March 21, 2008 at 10 a.m. Also requested is police assistance for traffic control along the Parade route. Enclosed is the required Special Function Permit Application.

The Grand Parade date is Saturday, April 26, 2008 it will start a half hour earlier at 6:30 p.m. The route is anticipated to be the same as last year, with the Parade dispersing on Manatee Avenue between 9th Street and 1st Street. City of Palmetto Police assistance, coordinated with the City of Bradenton Police Department, is requested. Enclosed is the required Special Function Permit Application.

We also request permission to place De Soto banners at banner display locations in Palmetto during the Festival. The requested weeks are March 31 – April 7, 2008 for the SeaFood Fest and March 14 – March 21, 2008 for the Children's Parade. Payment in the amount of \$50 is enclosed. Also enclosed is a certificate of insurance naming the City of Palmetto additional insured. A new certificate will be sent to you when our policy renews in January 2008.

The City of Palmetto's continuing support is always greatly appreciated. As in previous years, a written statement confirming the City Council's approval will assist our office in planning the parades.

Please contact me at 747-1998 if additional information is required.

Sincerely,

Sharon McGlynn
Executive Director

Pc: Jeff Nance, President

hp officejet 4200 series 4215

Personal Printer/Fax/Copier/Scanner

Log for
Antoinette Kilgore
(941) 723-4830
12/10/2007 10:30AM

Last Transaction

Date	Time	Type	Identification	Duration	Pages	Result
12/10	10:29a	Fax Sent	97234576	0:31	1	OK



PLAD By GARRY

Using Reserve

P.D. Costs

Handwritten signature

SPECIAL FUNCTION PERMIT APPLICATION

EVENT NAME: De Soto Heritage Festival Children's Parade

EVENT DATE: March 21, 2018

APPLICANT: Hernando de Soto Historical Society, Inc.

EVENT TIME: 10:00 am - 3:00 pm

ADDRESS: 910 Third Avenue West

PHONE: 747-1998

CONTACT: Sharon McGlynn

PHONE: 747-1998

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: Use of Sutton & Lamb Parks
Children's activities. Use of Gazebo and no parking signs on 10th Ave.

CITY SERVICES REQUIRED:

POLICE: Streets Blocked: X Traffic Control: X Security: _____ Other: Fire
PUBLIC WORKS: Barricades: _____ Clean-up: _____ Set-up: _____ Other: _____

see attached map for streets blocked
If a temporary restroom is utilized for a period greater than five (5) days, a Temporary Use Permit is required. Application is available at City Hall.

TEMPORARY RESTROOM FACILITIES: # of units: _____ # of days: _____
Proposed location(s): _____

INSURANCE REQUIREMENT: Organized events open to the public require insurance naming the City of Palmetto as an "Additional Insured" and the insurance policy must be provided to the City Clerk ten (10) days prior to the event. If you have entered into a rental agreement for a City facility for a private event, no insurance is required. Please review Exhibit A for insurance coverage requirements.

The Special Function Permit Application must be submitted to City Commission for approval at least 30 days prior to the event. Sale or consumption of alcoholic beverages on City property is strictly prohibited. If your event will include the use of loudspeakers, you may be required to apply for a Special Permit Exception to the City's Noise Ordinance (See Chapter 5-Amusements, of the City of Palmetto Code of Ordinances).

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Special Function Permit Application
 Page 2

EVENT: De Soto Heritage Festival Children's Parade Event Date: March 21, 2008

INDEMNITY

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I HAVE READ AND UNDERSTAND THE ABOVE SPECIAL FUNCTION PERMIT APPLICATION CONDITIONS AND INDEMNITY.

[Signature] Resident 11/28/07
 Permittee Jeff Nankie Title Date

CITY APPROVAL:

Public Works Director	<u>[Signature]</u>	Date	
Risk Management	<u>[Signature]</u>	Date	12/14/07
Parks Department	<u>[Signature]</u>	Date	12/13/07
Police Department	<u>[Signature]</u>	Date	12/10/07
North River Fire	<u>[Signature]</u>	Date	12-21-07
APPROVED BY COMMISSION		Date	

Internal use only
 Date Received: _____

Special Function Permit/Temporary Use Permit Application

DeSoto Heritage Festival Children's Parade
Hernando de Soto Historical Society, Inc.

Friday, March 21, 1008
10:00 a.m. - 3:00 p.m.

Sutton & Lamb Parks
Road closures/traffic control for parade (map attached)

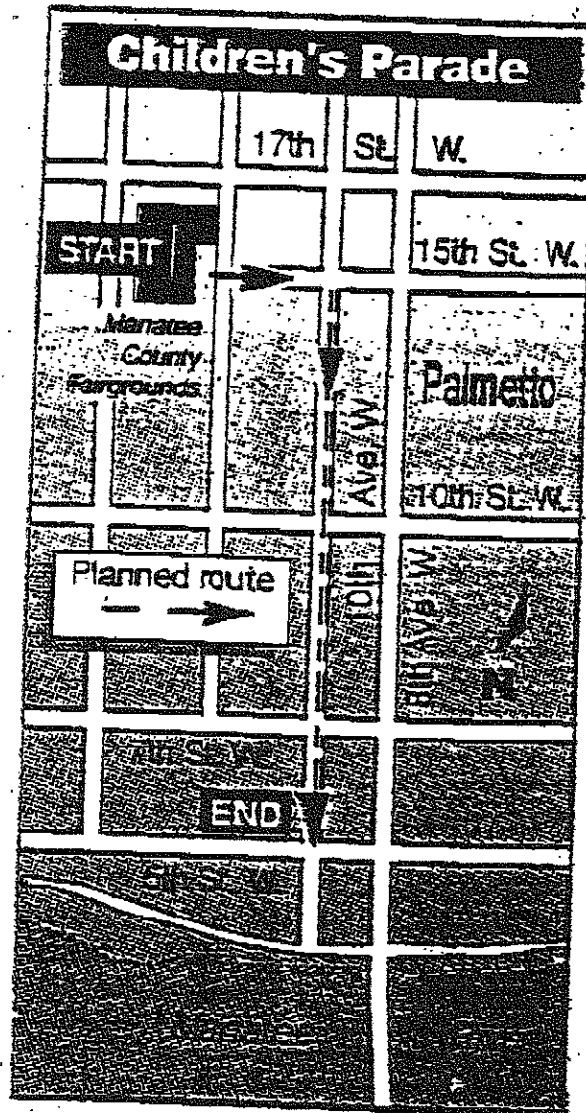
COSTS associated parade and event at Sutton/Lamb parks::

4 men @ \$28.00/hour (3 hours each)	\$336.00
2 City truck (3 hours each)	45.00
200 cones	in kind
Sutton/Lamb Park Rental	145.00

No other costs associated with this event.

TOTAL \$526.00

De Soto Heritage Festival Children's Parade Route



ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
2/06/06

PRODUCER
Haas & Wilkerson, Inc.
913-432-4400
PO Box 2946
Shawnee Mission, KS 66201-1346

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE:

- COMPANY A Ace American Insurance Company
- COMPANY B
- COMPANY C
- COMPANY D

INSURED
Desoto Heritage Festival/
Hernando DeSoto Historical Soc
910 Third Ave W
Bradenton FL 34205

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS																																																															
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT	G20661902	1/30/06	1/30/07	<table border="1"> <tr><td>GENERAL AGGREGATE</td><td>\$</td><td>5000000</td></tr> <tr><td>PRODUCTS - COMP/OP AGG</td><td>\$</td><td>5000000</td></tr> <tr><td>PERSONAL & ADV INJURY</td><td>\$</td><td>1000000</td></tr> <tr><td>EACH OCCURRENCE</td><td>\$</td><td>1000000</td></tr> <tr><td>FIRE DAMAGE (Any one fire)</td><td>\$</td><td>500000</td></tr> <tr><td>MED EXP (Any one person)</td><td>\$</td><td>EXCLUDED</td></tr> <tr><td>COMBINED SINGLE LIMIT</td><td>\$</td><td></td></tr> <tr><td>BODILY INJURY (Per person)</td><td>\$</td><td></td></tr> <tr><td>BODILY INJURY (Per accident)</td><td>\$</td><td></td></tr> <tr><td>PROPERTY DAMAGE</td><td>\$</td><td></td></tr> <tr><td>AUTO ONLY - EA ACCIDENT</td><td>\$</td><td></td></tr> <tr><td>OTHER THAN AUTO ONLY:</td><td></td><td></td></tr> <tr><td>EACH ACCIDENT</td><td>\$</td><td></td></tr> <tr><td>AGGREGATE</td><td>\$</td><td></td></tr> <tr><td>EACH OCCURRENCE</td><td>\$</td><td></td></tr> <tr><td>AGGREGATE</td><td>\$</td><td></td></tr> <tr><td>WC STATU- TORY LIMITS</td><td></td><td></td></tr> <tr><td>OTHR ER</td><td></td><td></td></tr> <tr><td>EL EACH ACCIDENT</td><td>\$</td><td></td></tr> <tr><td>EL DISEASE - POLICY LIMIT</td><td>\$</td><td></td></tr> <tr><td>EL DISEASE - EA EMPLOYEE</td><td>\$</td><td></td></tr> </table>	GENERAL AGGREGATE	\$	5000000	PRODUCTS - COMP/OP AGG	\$	5000000	PERSONAL & ADV INJURY	\$	1000000	EACH OCCURRENCE	\$	1000000	FIRE DAMAGE (Any one fire)	\$	500000	MED EXP (Any one person)	\$	EXCLUDED	COMBINED SINGLE LIMIT	\$		BODILY INJURY (Per person)	\$		BODILY INJURY (Per accident)	\$		PROPERTY DAMAGE	\$		AUTO ONLY - EA ACCIDENT	\$		OTHER THAN AUTO ONLY:			EACH ACCIDENT	\$		AGGREGATE	\$		EACH OCCURRENCE	\$		AGGREGATE	\$		WC STATU- TORY LIMITS			OTHR ER			EL EACH ACCIDENT	\$		EL DISEASE - POLICY LIMIT	\$		EL DISEASE - EA EMPLOYEE	\$	
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A	OTHER Liquor Liability	G20661902	1/30/06	1/30/07	\$1,000,000 Each Common Cause \$1,000,000 Aggregate																																																															

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS
 The Certificate Holder is named as Additional Insured on the Commercial General Liability Policy but only with respect to liability arising out of the named insured's operations or premises owned by or rented to the named insured per form CG2026.

CERTIFICATE HOLDER

City of Palmetto
516 8th Ave. W.
Palmetto, FL 34221

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL TO DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

William R. Wilkerson III

hp officejet 4200 series 4215

Personal Printer/Fax/Copier/Scanner

Log for
Antoinette Kilgore
(941) 723-4830
12/10/2007 11:56AM

Last Transaction

Date	Time	Type	Identification	Duration	Pages	Result
12/10	11:54a	Received	9417234576	2:13	6	OK
