

TAB 4



SPECIAL FUNCTION PERMIT APPLICATION

EVENT NAME: July 4th Celebration
APPLICANT: City of Palmetto
ADDRESS: _____
CONTACT: Geoff Seger

EVENT DATE: 7/4/08
EVENT TIME: 11:00 am - midnight
PHONE: 721-2138
PHONE: _____

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: Riverside Drive and Riverside Park West.

CITY SERVICES REQUIRED:

POLICE: Streets Blocked: Traffic Control: 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: 16 Reg, 6 HC # of days: 1
Proposed location(s): Riverside Drive and Riverside Park West.

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).

THIS PORTION OF THE PAGE INTENTIONALLY LEFT BLANK.

PLEASE CONTINUE TO PAGE 2.

Special Function Permit Application
Page 2

EVENT: July 4th Calc b/c 109

Event Date: 7/4/08

INDEMNITY

(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 theft 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.

Permittee

CITY APPROVAL:

Public Works Director

Risk Management

Parks Department

Police Department

North River Fire

APPROVED BY COMMISSION:

Date	<u>1-9-08</u>
Date	<u>1-9-08</u>
Date	<u>1/9/08</u>
Date	
Date	<u>2/13/08</u>
Date	

Internal use only
Date Received: _____

**INTEROFFICE
MEMORANDUM**

To: City Commission
Through: Chris Lukowiak, Public Works Director
From: Geoff Seger, Event Coordinator
Subject: July 4th Tentative Schedule

Notification to the Public two weeks before the event that the Palmetto Boat Ramp and the City Parking Lot will be closed from 12:00 midnight July 3, 2008 through 12:00 midnight July 4, 2008.

Park employees will close roads starting at 7:00 a.m. and monitor parking in Riverside Park West to insure that all of the elderly and handicapped citizens have access to the Event.

Park employees will close Riverside Drive from 8th Avenue to 10th Avenue, and 9th Avenue and 4th Street and the City Parking Lot at the corner of 10th Avenue and Riverside Drive, staff will monitor 4th Street and 9th Avenue to insure homeowners can get in and out as needed.

Event will start at 11:00 a.m. along Riverside Drive and at Riverside Park West.

Adequate parking will be available at Sutton Park and the Fairgrounds with shuttle service to the Festival from 10:00 a.m. – 11:00 p.m.

There will be 12 to 15 food vendors along Riverside Drive to provide refreshments to the public along with craft vendors.

Carnival rides and games as well as pony rides will be available. There will also be a Manatee Classic Cruiser Car Show.

Entertainment - We are looking into a feature act along with local bands and a Karaoke contest. We will also schedule various circus acts for children.

Palmetto Police Department will be on site from 11:00 a.m. until the event is over. Officers will monitor traffic on 8th Avenue to insure safe traffic flow throughout the day. The Green Bridge fishing Pier will be closed to the general public. The EMS unit will be within Riverside West Park for emergencies.

North River Fire Department will have the large ladder truck on 9th Avenue facing north in case of an emergency. They will be able to get out fast. While on site they will have the American Flag flying from the ladder.

CITY OF PALMETTO			
JULY 4TH 2008 FESTIVAL			
BUDGET			
	PROPOSED	ACTUAL	COMMENTS
REVENUE			
Parks Department Budget	\$ 25,000.00	\$ 25,000.00	(to be reimbursed with anticipated sponsorship)
CRA Budget	\$ 40,000.00	\$ 40,000.00	(to be offset with anticipated sponsorship)
Manatee County Contribution	\$ 8,167.00	\$ 8,167.00	fireworks
City of Bradenton Contribution	\$ 8,167.00	\$ 8,167.00	fireworks
\$5,000 Sponsors (4)	\$ 20,000.00		
\$2,500 Sponsors (3)	\$ 7,500.00		
\$1,000 Sponsors (4)	\$ 4,000.00		
\$500 Sponsors (5)	\$ 2,500.00		
Miscellaneous Sponsors			
Vendor Fees (20)	\$ 3,000.00		
Pepsi Sponsorship	\$ 600.00		based on selling 600 cases
Pepsi Sales (water)	\$ 11,664.00		based on profit from 300 cases of water
Pepsi Sales (soda)	\$ 16,560.00		based on profit from 300 case of soda
TOTAL REVENUE	\$ 147,158.00	\$ 81,334.00	
EXPENSES			
Fireworks	\$ 24,500.00	\$ 24,500.00	
Entertainment (Main Stage)	\$ 25,000.00		
Entertainment Expenses	\$ 18,000.00		
Entertainment (Children)	\$ 3,000.00		
Portable Toilets	\$ 2,200.00		16 deluxe, 6 handicapped
Tents, Tables & Chairs	\$ 2,500.00		1-30x60/13-10x10/30 tables/400 chairs, 10 cocktail
Ice	\$ 250.00		60 - 20 lbs. bags
Generators	\$ 600.00		2 generators/1 light tower
Advertising			program printing
Trophies (Car Show)	\$ 300.00		
VIP Reception/Entertainers	\$ 1,000.00		
Staff Overtime	\$ 6,000.00		actual (CRA)
City Vehicles	\$ 1,250.00		5 trucks(7.50)/1 tractor (25.00)/gator/garbage
TOTAL EXPENSES	\$ 84,600.00	\$ 24,500.00	
BALANCE	\$ 62,558.00	\$ 56,834.00	Anticipated funds available to offset city expense

Diane Ponder

From: Craig Himes
Sent: Monday, February 25, 2008 2:25 PM
To: Diane Ponder
Cc: Garry Lowe
Subject: July 4th Police Dept. Overtime

Diane

Based on July 4, 2007 we had approximately 170 man hours associated with the festivities. The City of Palmetto spent approximately \$3,900.00 for this event for the P.D.

Lt. Himes