

TAB 6



SPECIAL FUNCTION PERMIT APPLICATION

EVENT NAME: Easter Egg Hunt for Palmetto Elem. School
APPLICANT: VFW 2488
ADDRESS: 810 6th St. W. Palmetto
CONTACT: Eddie Rigby

EVENT DATE: 3-20-08
EVENT TIME: 11:30 AM to 3 PM
PHONE: 722-9588
PHONE: 755-7706

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: NA (see attached)

CITY SERVICES REQUIRED: NONE
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: _____ # 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

EVENT NAME: Palmetto Egg Hunt on Palmetto Elementary School
APPLICANT: USCIS 2482
ADDRESS: 510 W. 31st St., Palmetto
CONTACT: Ed. R. R. R.

EVENT DATE: 2-22-08
EVENT TIME: 11:30 AM to 3:00 PM
PHONE: 723-9128
PHONE: 202-723-1128

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: CL

CITY SERVICES REQUIRED: None
POLICE: Streets Blocked: _____ Traffic Control: _____ Security: _____ Other: _____
PUBLIC WORKS: Barriers: _____ 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-Announcements, of the City of Palmetto Code of Ordinances).

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*No officers Required
for the event.*

*Chief Louie
2/23/08*

Special Function Permit Application
Page 2

EVENT: Easter Egg Hunt for Palmetto Elem.

Event Date: 3-20-08

INDEMNITY

VFW 2488 (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.

Carl Patton CDR.

Eddie Rigby for VFW 2488
Permittee

CITY APPROVAL:

Public Works Director _____

Date 2-26-08

Risk Management _____

Date 2-25-08

Parks Department Geoff Seger

Date 2/21/2008

Police Department _____

Date _____

North River Fire _____

Date _____

APPROVED BY COMMISSION: _____

Date _____

Internal use only
Date Received: _____

Special Function Permit Application
Page 2

NO 3072

EVENT: Easter Egg Hunt in Palmetto Elem.

Event Date: 3-22-08

INDEMNITY

11/11/2008 (Permitter) 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 shall 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.

Carl F. Homan CDR.

Earle R. Rigby in 11/11/2008
Permitter

CITY APPROVAL:

Public Works Director _____

Date: _____

Risk Management _____

Date: _____

Parks Department Debra Spivey

Date: 2/24/2008

Police Department [Signature]

Date: 2/22/08

North River Fire [Signature]

Date: 2/20/08

APPROVED BY COMMISSION: _____

Date: _____

Internal use only
Date Received: _____

Special Function Permit/Temporary Use Permit Application

Easter Egg Hunt – Palmetto Elementary School
VFW 2488 – 722-9588
Eddie Rigsby – 755-7706

Location: Sutton and Lamb Parks

Thursday, March 20, 2008
1:30 pm – 3:00 pm

This will be the 6th Annual Easter Egg Hunt to be held at Sutton and Lamb Parks sponsored by VFW 2488 for Palmetto Elementary kindergarten students. An estimated 140 students are expected to participate this year. Ms. Courtney Good is the school contact for the event. Teachers are responsible for the children.

VFW members would like to reserve the parks from 11:30 a.m. – 3:00 p.m. to allow them time to set up before the Easter Egg Hunt and clean up afterwards. Plastic eggs filled with candy will be scattered throughout the parks – there will also be a stuffed toy giveaway.

No City services are required for this event.

Costs to rent the grounds at Sutton and Lamb Parks for the four hour event would be \$70.00 (\$35.00 for each park). It has been requested that the City waive the park rental fees for this event.

City of Palmetto Parks & Recreation Department 600 17 th Street West Palmetto, Florida 34221	Phone: (941) 721-2188 Fax: (941) 721-2199 E-Mail: pmartin@palmettofl.org
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CITY FACILITY RENTAL APPLICATION / AGREEMENT

Please complete this application with as much detail as possible. Return completed application with ALL appropriate rental fees via mail to the address above or in person at 910 16th Street West.

Name of Applicant: <i>Eddie Rigsby</i>		Name of Organization <i>VFW 2488</i>	
<input type="checkbox"/> For Profit		<input checked="" type="checkbox"/> Not For Profit	
Address: <i>810 6th St. W</i>	City: <i>Palmetto</i>	Zip Code: <i>34221</i>	
Phone (daytime): <i>722-9588</i>	Phone (evening): <i>722-9588</i>	Phone (cell):	E-Mail Address:
Contact 1 (if other than applicant):	Phone (daytime): <i>755-7706</i>	Phone (evening):	
Contact 2 (if other than applicant):	Phone (daytime):	Phone (evening):	
Anticipated attendance:	Minimum	Maximum <i>140</i>	
Date(s) of Use: <i>3-20-08</i>	Day(s) of week: <i>Thursday</i>		
Start time (include decorating/setup time): <i>11:30 AM</i>	End time (include cleanup time): <i>3 PM</i>		
Is this a fundraising event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Is an entry fee, ticket or registration fee required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Are any other fees associated with this event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes to any of the above, please explain how funds will be used.			

Please check all that apply to this event:

- Baby/Bridal Shower
- Birthday Party
- Church Function/Social
- Family Gathering/Reunion
- Field Use (Games or Practices)
- Field Use (Recreational)
- Meeting
- Picnic
- Clinic
- Political Function
- Tournament
- Wedding or Reception
- Youth League Meeting
- Electric (if available)
- Water (if available)
- Other (describe): *Easter Egg Hunt for Palmetto Elem.*

Building/Facilities & Rental Fees

Please check ALL facilities being requested for use and circle the application fees.

Sutton Park

- Pavilion FEES: \$65.00 First 3 Hours/ \$20.00 each additional hour
- Pavilion Per Day FEES: \$175.00 First Day/\$100.00 each additional day
- Ball Field FEES: \$30.00 First 3 Hours/ \$ 5.00 each additional hour
- Ball Field Per Day FEES: \$55.00 All Day/\$45.00 each additional day
- Pavilion & Ball Field per Day FEES: \$200.00 First Day/\$100.00 each additional day

Lamb Park

- Tennis Courts FEES: \$20.00 First 3 Hours/ \$ 5.00 each additional hour
- Picnic Grounds FEES: \$30.00 First 3 Hours/ \$ 5.00 each additional hour
- Celebration Center FEES: \$90.00 First 3 Hours/ \$20.00 each additional hour
- Celebration Center FEES: \$225.00 All Day/ \$150.00 each additional day

17th Street Park

- Pavilion FEES: \$55.00 First 3 Hours/ \$15.00 each additional hour
- Pavilion FEES: \$150.00 All Day/\$100.00 each additional day

Palmetto Historical Park

Carnegie Library

Basement Floor Only

FEES: \$130.00 First 3 Hours/ \$40.00 each additional hour

Basement Floor & Grounds

FEES: \$140.00 First 3 Hours/ \$45.00 each additional hour

Chapel \$100.00 Security deposit

FEES: \$50.00 an hour

Soccer Field

FEES: \$45.00 First 3 Hours/\$15.00 each additional hour

Riverside Park West

Pavilion

FEES: \$60.00 First 3 Hours/\$20.00 each additional hour

Green Bridge Fishing Pier (Tournaments)

FEES: \$150.00 Per day

FEES: \$200.00 Security deposit

NOTE: A SPECIAL FUNCTION PERMIT AND ADDITIONAL SECURITY DEPOSIT ALSO MAY BE REQUIRED PURSUANT TO CHAPTER 19, ARTICLE VI. OF THE CITY CODE OF ORDINANCES.

Security Deposit: \$50.00 per facility unless a different amount is specified above. This amount is payable at time of reservation and is refundable upon the Completion of a favorable inspection. Up to 100% of the security deposit may be retained for damage and/or clean up if deemed necessary by management. In addition, the applicant shall be responsible for payment of cleaning/damage charges in excess of the security deposit.

Total Fees Enclosed: \$ _____ Cash or Check # _____ for Rental Fees _____ for Deposit(s) _____

A Drivers License # is required for ALL checks for the person whose name is on the check:

State _____ # _____

Applicant fully understands that submittal of this application does not confirm my/our request and that **ALL Rental Fees and Taxes Must Be Included With This Application.** I/We further understand that **ALL** requests are subject to staff approval and are processed on a first come first served basis. Upon review, a designated staff member will notify me or one of my contacts regarding the status of this request and whether or not there is any additional information required, or if any rental fees and/or deposits still remain to be paid. I/We also acknowledge that I/We have received a copy, read, understand and fully agree to all of the items and terms outlined in the Facility Rental Agreement, including how to proceed in the event of any emergency needing immediate attention during the event. I/We further affirm that the information contained in this application is true and correct to the best of my/our knowledge.

Signature of Applicant: Eddie Rigby for VFW 2488 Date: 2-20-08

Carl Patton CAR.

Please make **ALL** checks payable to the City of Palmetto

FOR OFFICE USE ONLY

Date Rec'd:

Approved or Denied

Fees Collected:

Receipt #/s:

Palmetto Historical Commission

Palmetto Parks and Recreation Department

**CITY OF PALMETTO
FACILITY RENTAL APPLICATION
APPLICANT ACKNOWLEDGEMENT**

The Applicant, UFW 2488, hereby acknowledges and agrees to the following:

- All rental fees and taxes must be included with this application
- Submittal of the application does not confirm reservation dates
- Reservation requests are subject to City approval and are processed on a first come, first served basis
- Applicant has been provided with a copy of the City Facility Rental Rules and Regulations and agrees to abide by same

Applicant hereby affirms that the information contained in this application is true and correct, acknowledges receipt of a copy of the application, and agrees to all of the terms and conditions as outlined in the Facility Rental Agreement, including how to proceed in the event of an emergency during the event.

In the case of an emergency contact the Palmetto Police Department at 941-723-4587.

The applicant hereby agrees to indemnify and hold harmless the City of Palmetto ("City"), its agents and employees against any and all claims, demands, costs, expenses and liability of every kind, nature and description directly or indirectly arising from or related to the use of the City Facility permitted under this rental agreement. The undersigned applicant certifies that he or she accepts responsibility on behalf of his/her organization / group and its guests for any damage or loss sustained by the City employees, equipment, furnishings, materials or because of occupancy of the City Facility by the organization. I have read and agree to comply with the rules and regulations stated in or incorporated into this rental agreement. The cost of any special cleaning or damage to the City Facility, equipment or grounds due to the scheduled activity or event will be deducted from the security deposit provided for herein. In the event that such costs exceed the amount of the security deposit, the undersigned agrees to be personally responsible for the payment to the City of any overage.

Carl Patten CDR
By: Eddie Rigby for UFW 2488

Print name: Eddie Rigby

Date: 2-20-08