

TAB 4



**SPECIAL FUNCTION PERMIT APPLICATION**

EVENT NAME: Memorial Day Church Picnic      EVENT DATE: May 25  
 APPLICANT: First Baptist Church      EVENT TIME: 9:00am - 3:00pm  
 ADDRESS: 1020 4 st W Palmetto      PHONE: 722-7795  
 CONTACT: Terry Wells      PHONE: 737-8684

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: Church service + picnic  
Will reserve all of Sutton Park. We would like to  
close 6<sup>th</sup> Street between 10<sup>th</sup> + 11<sup>th</sup> Avenue (rental agreement attached)

**CITY SERVICES REQUIRED:**

POLICE: Streets Blocked: X      Traffic Control: \_\_\_\_\_      Security: \_\_\_\_\_      Other: \_\_\_\_\_  
 PUBLIC WORKS: Barricades: X      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  
Page 2

EVENT: Memorial Day Church/Picnic Event Date: May 25

INDEMNITY

First Baptist Church (Permittee) agree 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.

[Signature]  
Permittee

CITY APPROVAL:

Public Works Director

[Signature]

Date 2-29-08

Planning & Zoning

Date \_\_\_\_\_

Risk Management

[Signature]

Date 2-29-08

Parks Department

[Signature]

Date 2/20/08

Police Department

[Signature]

Date 3/24/08

North River Fire

Date \_\_\_\_\_

APPROVED BY COMMISSION: \_\_\_\_\_

Date \_\_\_\_\_

Internal use only  
Date Received: \_\_\_\_\_



**SPECIAL FUNCTION PERMIT APPLICATION**

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 ADDRESS: 1020 4 St W Palmetto      PHONE: 732-7795  
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close 6th Street between 10th + 11th Avenue (rental agreement attached)

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 PUBLIC WORKS: Barricades: X      Clean-up: \_\_\_\_\_      Set-up: \_\_\_\_\_      Other: \_\_\_\_\_

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- North River Fire

# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/22/2008

PRODUCER (813) 708-0001  
The Harless Agency, Inc.  
2004 W. Thonotosassa Rd #102

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.

Plant City FL 33563-

INSURERS AFFORDING COVERAGE

NAIC #

INSURED  
FIRST BAPTIST CHURCH OF PALMETTO, INC.  
1020 4TH STREET WEST.

INSURER A: GUIDEONE INSURANCE

INSURER B:

INSURER C:

INSURER D:

INSURER E:

PALMETTO FL 34221-

## COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L LTR	INSRND	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	X		GENERAL LIABILITY		/ /	/ /	EACH OCCURRENCE \$ 1,000,000
			<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 1,000,000
			<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	1184-144	10/01/2007	10/01/2008	MED EXP (Any one person) \$ 5,000
					/ /	/ /	PERSONAL & ADV INJURY \$ 1,000,000
			GEN'L AGGREGATE LIMIT APPLIES PER:		/ /	/ /	GENERAL AGGREGATE \$ 2,000,000
			POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		/ /	/ /	PRODUCTS - COMP/OP AGG \$ 2,000,000
			AUTOMOBILE LIABILITY		/ /	/ /	COMBINED SINGLE LIMIT (EA accident) \$
			<input type="checkbox"/> ANY AUTO		/ /	/ /	BODILY INJURY (Per person) \$
			<input type="checkbox"/> ALL OWNED AUTOS		/ /	/ /	BODILY INJURY (Per accident) \$
			<input type="checkbox"/> SCHEDULED AUTOS		/ /	/ /	PROPERTY DAMAGE (Per accident) \$
			<input type="checkbox"/> HIRED AUTOS		/ /	/ /	
			<input type="checkbox"/> NON-OWNED AUTOS		/ /	/ /	
			GARAGE LIABILITY		/ /	/ /	AUTO ONLY - EA ACCIDENT \$
			<input type="checkbox"/> ANY AUTO		/ /	/ /	OTHER THAN EA ACC \$
					/ /	/ /	AUTO ONLY: AGG \$
			EXCESSUMBRELLA LIABILITY		/ /	/ /	EACH OCCURRENCE \$
			<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE		/ /	/ /	AGGREGATE \$
			<input type="checkbox"/> DEDUCTIBLE		/ /	/ /	\$
			RETENTION \$		/ /	/ /	\$
			WORKERS COMPENSATION AND EMPLOYERS LIABILITY		/ /	/ /	<input type="checkbox"/> DIS-ABLED <input type="checkbox"/> OTHER
			ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?		/ /	/ /	E.L. EACH ACCIDENT \$
			If yes, describe under SPECIAL PROVISIONS below		/ /	/ /	E.L. DISEASE - EA EMPLOYEE \$
			OTHER		/ /	/ /	E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS/LOCATION/VEHICLE/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS  
The church is holding church service and picnic in the park. They will be blocking 5th Avenue between 10th and 11th Avenues and using Sutton Park on May 25, 2008 from 8:00am to 2:00pm. The City of Palmetto will be listed as an additional insured for this event.

CERTIFICATE HOLDER  
( ) - ( ) -  
CITY OF PALMETTO  
516 18TH AVENUE WEST  
PALMETTO FL 34221-

CANCELLATION  
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.  
AUTHORIZED REPRESENTATIVE: *Calvin M. Alvey*

## IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

## DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

City of Palmetto Parks & Recreation Department 600 17 <sup>th</sup> Street West Palmetto, Florida 34221	Phone: (941) 721-2138 Fax: (941) 721-2139 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 16<sup>th</sup> Street West.

Name of Applicant: <b>Terry Wells</b>	Name of Organization: <b>First Baptist Church</b> <input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Not For Profit
--	--

Address: <b>1020 - 4<sup>th</sup> St. W.</b>	City: <b>Palmetto</b>	Zip Code: <b>34221</b>
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Phone (daytime): <b>941 722-7795</b>	Phone (evening): <b>941 722-9344</b>	Phone (cell): <b>941 737-8604</b>	E-Mail Address: <b>Terry Wells @ fbc palmetto.com</b>
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Contact 1 (if other than applicant):	Phone (daytime):	Phone (evening):
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Contact 2 (if other than applicant):	Phone (daytime):	Phone (evening):
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Anticipated attendance:	Minimum <b>500</b>	Maximum <b>600</b>
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Date(s) of Use: <b>May 25, 2008</b>	Day(s) of week: <b>Sunday</b>
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Start time (include decorating/setup time): <b>9:00 AM</b>	End time (include cleanup time): <b>3:00 PM</b>
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Is this a fundraising event?  Yes  No  
 Is an entry fee, ticket or registration fee required?  Yes  No  
 Are any other fees associated with this event?  Yes  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):

**Building/Facilities & Rental Fees**

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

**Sutton Park**

<input type="checkbox"/> Pavilion	FEES: \$65.00 First 3 Hours/ \$20.00 each additional hour
<input type="checkbox"/> Pavilion Per Day	FEES: \$175.00 First Day/\$100.00 each additional day
<input type="checkbox"/> Ball Field	FEES: \$90.00 First 3 Hours/ \$ 5.00 each additional hour
<input type="checkbox"/> Ball Field Per Day	FEES: \$55.00 All Day/\$45.00 each additional day
<input checked="" type="checkbox"/> Pavilion & Ball Field per Day	FEES: \$200.00 First Day/\$100.00 each additional day

**Lamb Park**

<input type="checkbox"/> Tennis Courts	FEES: \$20.00 First 3 Hours/ \$ 5.00 each additional hour
<input type="checkbox"/> Picnic Grounds	FEES: \$30.00 First 3 Hours/ \$ 5.00 each additional hour
<input type="checkbox"/> Celebration Center	FEES: \$90.00 First 3 Hours/ \$20.00 each additional hour
<input type="checkbox"/> Celebration Center	FEES: \$225.00 All Day/ \$150.00 each additional day

**17<sup>th</sup> Street Park**

<input type="checkbox"/> Pavilion	FEES: \$65.00 First 3 Hours/ \$15.00 each additional hour
<input type="checkbox"/> Pavilion	FEES: \$150.00 All Day/\$100.00 each additional day

**Palmetto Historical Park**

Carnegie Library

- Basement Floor Only
- Basement Floor & Grounds
- Chapel \$100.00 Security deposit

FEES: \$150.00 First 3 Hours/ \$40.00 each additional hour  
 FEES: \$140.00 First 3 Hours/ \$45.00 each additional hour  
 FEES: \$60.00 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. RENTAL OF CITY FACILITIES FOR MORE THAN FIVE (5) DAYS IN ANY THIRTY (30) DAY PERIOD SHALL REQUIRE CITY COMMISSION APPROVAL. FEES FOR LONG TERM RENTAL OF CITY FACILITIES SHALL BE BASED ON THE ADDITIONAL OPERATION AND MAINTENANCE COSTS INCURRED BY THE CITY IN CONNECTION WITH SUCH LONG TERM USE.**

**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: *Tony A. Mills* Date: 2/27/08

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, First Baptist Church, 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 it's guests for any damage or theft sustained by the City (premises, landscaping, equipment, furniture) 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 of 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 overages.

By: Terry A. Wells

Print name: Terry A. Wells

Date: 2-27-08