

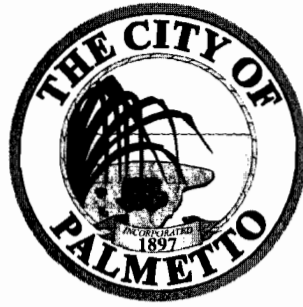
TAB 3

SPECIAL FUNCTION PERMIT CHECKLIST	
<b>EVENT:</b>	<b>Annual Great Palmetto Clean Up/Multi Cultural Festival</b>
<b>REASONS FOR SPECIAL FUNCTION PERMIT:</b>	
<b>PARK RENTAL:</b>	<b>Sutton Park</b>
<b>CITY SERVICES:</b>	<b>City Personnel and Equipment</b>
<b>USE OF CITY PROPERTY:</b>	<b>Closure of 10th Ave. between 6th &amp; 7th Streets</b>
<b>CITY EXPENSES:</b>	<b>\$2,157.50</b>
<b>WAIVER OF CITY FEES:</b>	<b>\$2,157.50 (Budgeted through CRA for \$3,500)</b>
<b>INSURANCE REQUIRED:</b>	<b>City insurance covers event</b>

**REASONS FOR SPECIAL FUNCTION PERMIT:**

**CITY EXPENSES: \$2,157.50**

**INSURANCE REQUIRED:** City insurance covers event



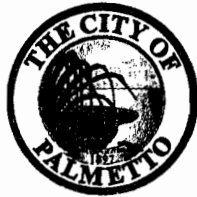
**DEPARTMENT OF PUBLIC WORKS  
POINT PAPER**

**SPECIAL FUNCTION PERMIT FOR THE GREAT PALMETTO CLEANUP  
AND MULTICULTURAL FESTIVAL**

**Background:** This is an annual event sponsored by the City of Palmetto which brings the community together to remove debris, old furniture, appliances, etc from the city and provides a more attractive Palmetto for our residence and visitors. It also includes an appreciation lunch for those volunteers that participated in the cleanup and a gathering of all ethnic groups along with entertainment for the remainder of the afternoon.

**Recommendation:** Approve the special function permit to allow the event to continue.

**Budget Impact:** Funds for this event have been budgeted through the CRA for \$3,500.00 with estimated expenses at \$2,157.50.



### SPECIAL FUNCTION PERMIT APPLICATION

EVENT NAME: Great Palmetto Cleanup/Multi-Cultural Festival EVENT DATE: 4/18/09  
APPLICANT: City of Palmetto EVENT TIME: 7:00 am - 3:00 pm  
ADDRESS: 600 17<sup>th</sup> Street West, Palmetto, FL 34221 PHONE: 721-4580  
CONTACT: Groff Seger PHONE: 721-2138

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: The Great Palmetto Cleanup (part of Great American Cleanup) and Fifth Annual Multi-Cultural Festival. Use of Sutton Park - close 10<sup>th</sup> Avenue between 6<sup>th</sup> & 7<sup>th</sup> Streets - Safety 15542.

#### CITY SERVICES REQUIRED:

POLICE: Streets Blocked:    Traffic Control:    Security:    Other:     
PUBLIC WORKS: Barricades: ✓ Clean-up: ✓ Set-up: ✓ Other: Cooking/Entertainment

*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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**PLEASE CONTINUE TO PAGE 2.**

Special Function Permit Application  
Page 2

EVENT: Great Palmetto Clean-Up / Multi-Cultural Festival Event Date: 4/18/08

INDEMNITY

City of Palmetto (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.

Robert R. Jerning  
Permittee on behalf of

CITY APPROVAL:

Public Works Director <u>Robert R. Jerning</u>	Date <u>2-8-09</u>
Planning & Zoning <u>N/A</u>	Date _____
Risk Management <u>[Signature]</u>	Date <u>1/22/09</u>
Parks Department <u>Geoff Senger (see attachments)</u>	Date <u>1/22/09</u>
Police Department <u>[Signature]</u>	Date _____
North River Fire <u>[Signature]</u>	Date <u>2/11/09</u>
APPROVED BY COMMISSION: _____	Date _____

\_\_\_\_\_

Special Function Permit Application  
Form 1

Event: City of Palmetto - 1/21/09 - 1/22/09 - 1/23/09 - 1/24/09 - 1/25/09 - 1/26/09 - 1/27/09 - 1/28/09 - 1/29/09 - 1/30/09 - 1/31/09 - 2/1/09 - 2/2/09 - 2/3/09 - 2/4/09 - 2/5/09 - 2/6/09 - 2/7/09 - 2/8/09 - 2/9/09 - 2/10/09 - 2/11/09 - 2/12/09 - 2/13/09 - 2/14/09 - 2/15/09 - 2/16/09 - 2/17/09 - 2/18/09 - 2/19/09 - 2/20/09 - 2/21/09 - 2/22/09 - 2/23/09 - 2/24/09 - 2/25/09 - 2/26/09 - 2/27/09 - 2/28/09 - 2/29/09 - 2/30/09 - 3/1/09 - 3/2/09 - 3/3/09 - 3/4/09 - 3/5/09 - 3/6/09 - 3/7/09 - 3/8/09 - 3/9/09 - 3/10/09 - 3/11/09 - 3/12/09 - 3/13/09 - 3/14/09 - 3/15/09 - 3/16/09 - 3/17/09 - 3/18/09 - 3/19/09 - 3/20/09 - 3/21/09 - 3/22/09 - 3/23/09 - 3/24/09 - 3/25/09 - 3/26/09 - 3/27/09 - 3/28/09 - 3/29/09 - 3/30/09 - 3/31/09 - 4/1/09 - 4/2/09 - 4/3/09 - 4/4/09 - 4/5/09 - 4/6/09 - 4/7/09 - 4/8/09 - 4/9/09 - 4/10/09 - 4/11/09 - 4/12/09 - 4/13/09 - 4/14/09 - 4/15/09 - 4/16/09 - 4/17/09 - 4/18/09 - 4/19/09 - 4/20/09 - 4/21/09 - 4/22/09 - 4/23/09 - 4/24/09 - 4/25/09 - 4/26/09 - 4/27/09 - 4/28/09 - 4/29/09 - 4/30/09 - 5/1/09 - 5/2/09 - 5/3/09 - 5/4/09 - 5/5/09 - 5/6/09 - 5/7/09 - 5/8/09 - 5/9/09 - 5/10/09 - 5/11/09 - 5/12/09 - 5/13/09 - 5/14/09 - 5/15/09 - 5/16/09 - 5/17/09 - 5/18/09 - 5/19/09 - 5/20/09 - 5/21/09 - 5/22/09 - 5/23/09 - 5/24/09 - 5/25/09 - 5/26/09 - 5/27/09 - 5/28/09 - 5/29/09 - 5/30/09 - 5/31/09 - 6/1/09 - 6/2/09 - 6/3/09 - 6/4/09 - 6/5/09 - 6/6/09 - 6/7/09 - 6/8/09 - 6/9/09 - 6/10/09 - 6/11/09 - 6/12/09 - 6/13/09 - 6/14/09 - 6/15/09 - 6/16/09 - 6/17/09 - 6/18/09 - 6/19/09 - 6/20/09 - 6/21/09 - 6/22/09 - 6/23/09 - 6/24/09 - 6/25/09 - 6/26/09 - 6/27/09 - 6/28/09 - 6/29/09 - 6/30/09 - 7/1/09 - 7/2/09 - 7/3/09 - 7/4/09 - 7/5/09 - 7/6/09 - 7/7/09 - 7/8/09 - 7/9/09 - 7/10/09 - 7/11/09 - 7/12/09 - 7/13/09 - 7/14/09 - 7/15/09 - 7/16/09 - 7/17/09 - 7/18/09 - 7/19/09 - 7/20/09 - 7/21/09 - 7/22/09 - 7/23/09 - 7/24/09 - 7/25/09 - 7/26/09 - 7/27/09 - 7/28/09 - 7/29/09 - 7/30/09 - 7/31/09 - 8/1/09 - 8/2/09 - 8/3/09 - 8/4/09 - 8/5/09 - 8/6/09 - 8/7/09 - 8/8/09 - 8/9/09 - 8/10/09 - 8/11/09 - 8/12/09 - 8/13/09 - 8/14/09 - 8/15/09 - 8/16/09 - 8/17/09 - 8/18/09 - 8/19/09 - 8/20/09 - 8/21/09 - 8/22/09 - 8/23/09 - 8/24/09 - 8/25/09 - 8/26/09 - 8/27/09 - 8/28/09 - 8/29/09 - 8/30/09 - 8/31/09 - 9/1/09 - 9/2/09 - 9/3/09 - 9/4/09 - 9/5/09 - 9/6/09 - 9/7/09 - 9/8/09 - 9/9/09 - 9/10/09 - 9/11/09 - 9/12/09 - 9/13/09 - 9/14/09 - 9/15/09 - 9/16/09 - 9/17/09 - 9/18/09 - 9/19/09 - 9/20/09 - 9/21/09 - 9/22/09 - 9/23/09 - 9/24/09 - 9/25/09 - 9/26/09 - 9/27/09 - 9/28/09 - 9/29/09 - 9/30/09 - 10/1/09 - 10/2/09 - 10/3/09 - 10/4/09 - 10/5/09 - 10/6/09 - 10/7/09 - 10/8/09 - 10/9/09 - 10/10/09 - 10/11/09 - 10/12/09 - 10/13/09 - 10/14/09 - 10/15/09 - 10/16/09 - 10/17/09 - 10/18/09 - 10/19/09 - 10/20/09 - 10/21/09 - 10/22/09 - 10/23/09 - 10/24/09 - 10/25/09 - 10/26/09 - 10/27/09 - 10/28/09 - 10/29/09 - 10/30/09 - 10/31/09 - 11/1/09 - 11/2/09 - 11/3/09 - 11/4/09 - 11/5/09 - 11/6/09 - 11/7/09 - 11/8/09 - 11/9/09 - 11/10/09 - 11/11/09 - 11/12/09 - 11/13/09 - 11/14/09 - 11/15/09 - 11/16/09 - 11/17/09 - 11/18/09 - 11/19/09 - 11/20/09 - 11/21/09 - 11/22/09 - 11/23/09 - 11/24/09 - 11/25/09 - 11/26/09 - 11/27/09 - 11/28/09 - 11/29/09 - 11/30/09 - 12/1/09 - 12/2/09 - 12/3/09 - 12/4/09 - 12/5/09 - 12/6/09 - 12/7/09 - 12/8/09 - 12/9/09 - 12/10/09 - 12/11/09 - 12/12/09 - 12/13/09 - 12/14/09 - 12/15/09 - 12/16/09 - 12/17/09 - 12/18/09 - 12/19/09 - 12/20/09 - 12/21/09 - 12/22/09 - 12/23/09 - 12/24/09 - 12/25/09 - 12/26/09 - 12/27/09 - 12/28/09 - 12/29/09 - 12/30/09 - 12/31/09 Event Date: 4/14/06

INDEMNITY

City of Palmetto (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 in which 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.

Antoinette Kilgore  
Permittee or Agent of

CITY APPROVAL

Public Works Director: <u>Antoinette Kilgore</u>	Date: <u>2-8-09</u>
Planning & Zoning <u>Antoinette Kilgore</u>	Date: <u>2-8-09</u>
Risk Management: <u>Antoinette Kilgore</u>	Date: <u>1/22/09</u>
Parks Department: <u>Antoinette Kilgore (see network map)</u>	Date: <u>1/22/09</u>
Public Department: <u>Antoinette Kilgore</u>	Date: <u>2/10/09</u>
North River Fire: <u>Antoinette Kilgore</u>	Date: <u>2-8-09</u>
APPROVED BY COMMISSION: <u>Antoinette Kilgore</u>	Date: <u>2-8-09</u>

Internal use only  
Date Received: 2-8-09

**The Great Palmetto Clean Up 2009:**  
**9:00 a.m. – 12:00 noon**

This is a one-day event in cooperation with Keep Manatee Beautiful and Manatee County to help clean up Palmetto. Dumpsters will be located in all three Wards within the City.

- 1. The Northeast corner of 17<sup>th</sup> Street & 8<sup>th</sup> Avenue
- 2. The Northeast corner of 5<sup>th</sup> Avenue & 10<sup>th</sup> Street
- 3. The Southeast corner of 6<sup>th</sup> Street & 11<sup>th</sup> Avenue

Public Works staff will monitor all three locations during the event to make sure no hazardous materials, white goods or tires are dropped off. One employee is needed to monitor each dumpster location. The hours worked by staff for the clean up is 7:00 a.m. – 1:00 p.m. (until dumpster is picked up).

Would like to hold a participation contest with Palmetto Elementary School with a first (\$100), second (\$75) and third (\$50) place cash prize being give to the three classrooms with the largest number of participants.

Community Service Hours offered to Palmetto High and Lincoln Middle School students.

Costs:

7:00 a.m. – 12:00 noon at dumpsters (one man at each dumpster)	
Labor	540.00 (average \$30.00/hour (time and one half plus benefits) (3 employees/6 hours each)
Salaried Staff	N/C (coordinate volunteer sign in/supplies)
City Trucks	112.50 (3 city trucks – 15 hours)
Contest	<u>225.00</u>
Total	877.50

**Fifth Annual Multi-Cultural Festival 2009:**  
**12:00 noon – 2:00 p.m.**

After the clean up is over, the 5<sup>th</sup> Annual Palmetto Multi-Cultural Festival will begin at Sutton Park for everyone that participated in the Great Palmetto Clean Up and the County-wide Clean Up. There will be free food for everyone and live entertainment from 12:00 noon – 2:00 p.m.

Park staff will cook and serve food from 12:00 noon – 2:00 p.m. Additional volunteers needed for serving.

Entertainment by the Shaman Band will be from 12:00 p.m. – 2:00 p.m. – Free of Charge  
Multi-cultural entertainment groups will be contacted to participate.

Costs:

Labor (3)	630.00 (8:00 am – 3:00 pm – average \$30.00 hour time and one half plus benefits 3 employees/7 hours each)
Salaried Staff (4)	N/C
Food & Drink	650.00
City Bounce House	N/C (volunteers needed)
Entertainment	<u>N/C</u> (Shaman Band/local groups)
Total	1,280.00

Total Cost: \$2,157.50  
Total budget: \$3,500 (CRA)

MULTI CULTURAL FESTIVAL  
SUTTON PARK  
April 18, 2009

MENU:

Hamburgers  
Hot Dogs  
Condiments  
Chips  
Soda  
Cake

Suncoast Beef & Provisions

Hot Dogs (160)	2	20.90	41.80 (80 per box)
Hamburgers (200)	5	22.90	114.50 (40 per box - 4 to 1)

Sams Club

Cake (full sheet)	1	35.00	35.00
Foam Plates	2	9.62	19.24
Picnic Pack Utensils	1	20.31	20.31
Steam Pan (small - 30)	1	8.87	8.87
Steam Pan (large) 15)	2	12.48	24.96
Foil (500" roll)	3	24.62	73.86
Ketchup		0.00	0.00
Mustard		0.00	0.00
Chips	4	11.22	44.88
Hot Dog Buns (160)	10	2.12	21.20
Hamburger Buns (200)	9	3.16	28.44
Water (480)	15	4.88	73.20
Capri Sun (80)	2	7.13	14.26
Coke (64)	2	9.08	18.16
Diet Coke (64)	2	9.08	18.16
Sprite (64)	2	9.08	18.16
Charcoal (2pack)	3	14.88	44.64
Lighter Fluid (2-pack)	1	6.49	6.49

Miscellaneous

Tomatoes	1	10.00	10.00
Lettuce	1	5.00	5.00
Onions	1	5.00	5.00

TOTAL			646.13
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**SPECIAL FUNCTION PERMIT  
CHECKLIST**

**EVENT:**           **Annual Spring Classic  
St. Pete Bicycle Club**

**REASONS FOR SPECIAL FUNCTION PERMIT:**

<b>CITY SERVICES:</b>	<b>Street Closure: 3rd Ave. between 7th &amp; 8th Street; Cones provided by Public Works (placed by applicant for the start of the event and then removed by applicant) Off duty police officers will be hired for security</b>
<b>USE OF CITY PROPERTY:</b>	<b>City roadways for bicycle ride</b>
<b>CITY EXPENSES:</b>	<b>None</b>
<b>WAIVER OF CITY FEES:</b>	<b>None</b>
<b>INSURANCE REQUIRED:</b>	<b>Will be provided 1st week of March (last year's policy attached)</b>

**Applicant informed a Club representative would have to be present at the Commission meeting when application presented for approval.**

# ST.PETERSBURG BICLYCLE CLUB

## COVER SHEET

To: Diane Ponder From: Tim Butts

Company: City of Palmetto Date: 2-06-09

Fax Number: \_\_\_\_\_ Number of pages (including this sheet): \_\_\_\_\_

RE: Special Function Permit - St. Petersburg Bicycle Club's SPRING CLASSIC

### *Comments:*

Diane:

I have attached the completed Special Function Permit for the St. Petersburg Bicycle Club's annual SPRING CLASSIC. Also attached is the supporting information noted in the application.

Please note, we will provide the renewed insurance binder the first week in March.

Let me know if you need any additional information or have any questions.



Tim Butts  
(727) 510-9098  
Timcycling@earthlink.net

Confidentiality Notice: This facsimile is for the sole use of the recipient(s). Any unauthorized review, use, disclosure or distribution is prohibited.



### SPECIAL FUNCTION PERMIT APPLICATION

EVENT NAME: Spring Classic  
APPLICANT: St Petersburg Bicycle Club  
ADDRESS: 304 7<sup>th</sup> St. West  
CONTACT: TIM Butts

EVENT DATE: April 19, 2009  
EVENT TIME: 8am - 1pm  
PHONE: 727-510-9098  
PHONE: 813-282-3855

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: See attached description & maps for details.

CITY SERVICES REQUIRED: 3<sup>rd</sup> Ave W., between 7<sup>th</sup> St. & 8<sup>th</sup> St., 7:30-8:20  
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: 2 # of days: 3  
Proposed location(s): 304 7<sup>th</sup> St. West, Tony O's restaurant - SPBC will provide

**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: Spring Classic

Event Date: April 19, 2009

INDEMNITY

St. Petersburg Bicyclist Club (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.

Tim Butts - President SPBC  
Permittee

CITY APPROVAL:

Public Works Director Allen R. Insuing

Date 2-12-09

Planning & Zoning Not Required

Date \_\_\_\_\_

Risk Management Office Pending Ins

Date 2/10/09

Parks Department Keith Sear

Date 2/10/09

Police Department \_\_\_\_\_

Date \_\_\_\_\_

North River Fire \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_

Internal use only

Date Received: \_\_\_\_\_

Special Function Permit Application  
Page 1

EVENT: Spring Classic

Event Date: April 19, 2009

INDemnITY:

Ed. Petersburg, Director (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 (actual and/or claimed to have been suffered or lost, in whole or in part, by the Permittee or done or caused by its officers, agents, employees, its done or invited, who are not authorized by this permit or act, 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 person. 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.

Ed. Petersburg, Director  
Permittee

CITY APPROVAL:

Public Works Director	_____	Date	_____
Planning & Zoning	_____	Date	_____
Risk Management	_____	Date	_____
Parks Department	_____	Date	_____
Police Department	<u>[Signature]</u>	Date	<u>2/11/09</u>
Non-Resident Fire	_____	Date	_____
APPROVED BY COMMISSIONER	_____	Date	_____

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

Special Function Permit Application  
 Page 2

EVENT: Spring Classic

Event Date: April 19, 2009

INDEMNITY

St. Petersburg Bicycle Club (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.

Tim Petty - President SPBC  
 Permittee

CITY APPROVAL:

Public Works Director \_\_\_\_\_

Date \_\_\_\_\_

Planning & Zoning \_\_\_\_\_

Date \_\_\_\_\_

Risk Management \_\_\_\_\_

Date \_\_\_\_\_

Parks Department \_\_\_\_\_

Date \_\_\_\_\_

Police Department \_\_\_\_\_

Date \_\_\_\_\_

North River Fire [Signature]

Date 2/9/09

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

Date \_\_\_\_\_

Internal use only

Date Received: \_\_\_\_\_

**St. Petersburg Bicycle Club**

**Spring Classic 2009**

**City of Palmetto - Permit Application**

**Information Sheet**

For the 21<sup>th</sup> year, the St. Petersburg Bicycle Club will hold its annual Spring Classic bicycle ride in the City of Palmetto and Manatee County.

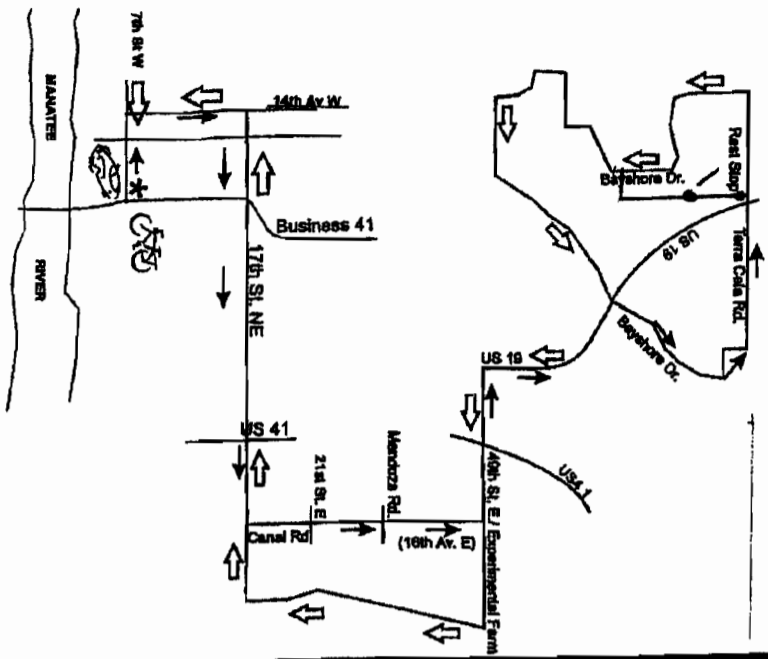
On April 19<sup>th</sup>, 2008, we will be starting the ride at Tony D's Restaurant at 304 7<sup>th</sup> Street West in the City of Palmetto. From there we will ride westward (see attached maps) on 7<sup>th</sup>, cross Business 41, take a right on 14<sup>th</sup> Ave W, another right on 17<sup>th</sup> Street West, cross back over Business 41, take a left at 16<sup>th</sup> Avenue/Canal Road and proceed into the County. The return route will be the reverse.

We anticipate 300-350 riders. The three different ride-distances (25, 35 and 60 miles) will leave 10 minutes apart between 8:00 and 8:20. We will hire off-duty City of Palmetto Police Officers (typically 4) for the start area and the outbound crossings of Business 41 and US 41 to ensure safety.

We request the closing of 3<sup>rd</sup> Avenue between 7<sup>th</sup> Street and 8<sup>th</sup> Street for no more than 50 minutes between 7:30 and 8:20 to allow upwards of 350 bicyclists to gather safely before the ride.

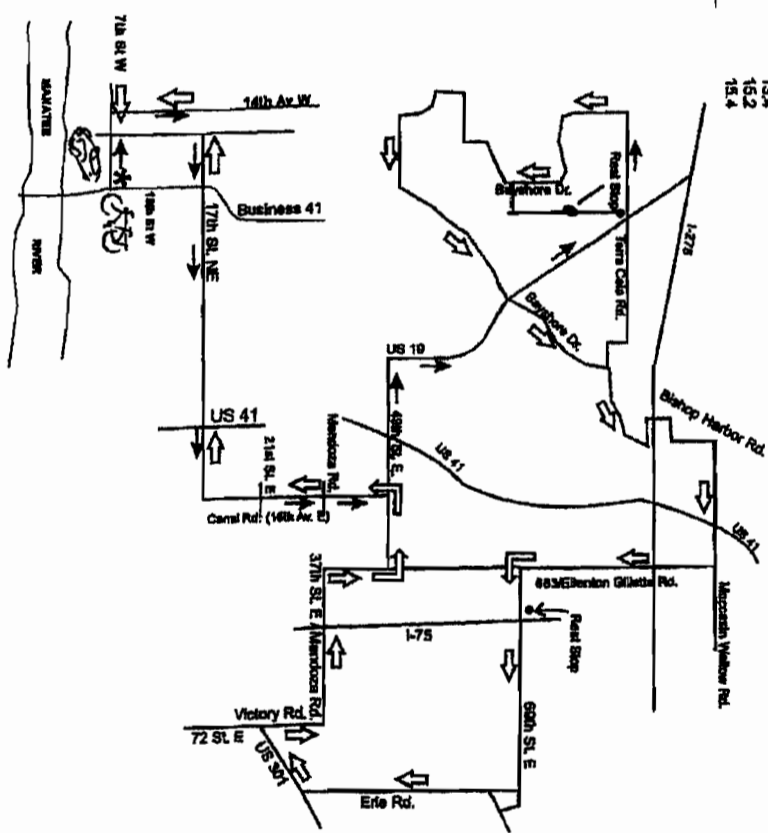


22+ Mile Ride Directions		
3 <sup>rd</sup> Ave, R on 7 <sup>th</sup> St.	Miles	
Cross US 41 Bus.	0.4	L
14 <sup>th</sup> Ave	0.9	R
17 <sup>th</sup> St	1.6	R
Canal/16 <sup>th</sup> Ave	3.6	L
40 <sup>th</sup> St. E/Exp. Farm	5.7	L
Cross US 41	6.1	R
U.S. 19	8.5	R
Bayshore Dr.	8.9	R
Terra Ceia Road	7.1	L
Cross US 19	7.9	L
Cross Center Road	8.1	L
Look for 1 <sup>st</sup> SAG Stop	8.1	
Bayshore Drive (curves)	8.6	
Cross Sunset Lane	9.4	
US 19	11.6	
40 <sup>th</sup> St. Exp. Farm Rd	12	
Cross US 41	12.4	
Cross 16 <sup>th</sup> St./Canal Rd	14.5	
Ellenton/Gillette	16.7	
17 <sup>th</sup> St.	17.8	
Cross 16 <sup>th</sup> St./Canal Rd.	19	
14 <sup>th</sup> Ave.	21	
7 <sup>th</sup> St.	21.7	
Cross US 41 Bus	22.2	
Tony D's 3 <sup>rd</sup> Ave, 7 <sup>th</sup> St.	22.6	



25 Mile - follow red arrows

30+ Mile Ride Directions		
3 <sup>rd</sup> Ave, R on 7 <sup>th</sup> St.	Miles	
Cross US 41 Bus.	0.4	R
14 <sup>th</sup> Ave	0.9	L
17 <sup>th</sup> St	1.6	R
Canal/16 <sup>th</sup> Ave	3.6	R
40 <sup>th</sup> St. E/Exp. Farm	5.7	R
Cross US 41	6.1	R
U.S. 19	8.5	L
Terra Ceia Road	7.3	L
Cross Center Rd.	7.5	L
Look for 1 <sup>st</sup> SAG		
Bayshore Drive	8	R
(curves)		
Cross Sunset Lane	8.8	L
Cross US 19	11	L
Terra Ceia Road/7 <sup>th</sup> St.	11.8	L
Bayshore Road/Old 41	12.8	L
1-278 Underpass	12.9	L
7 <sup>th</sup> St. E.	13	L
Blair Harbor Rd.	13.4	L
(curves)		
Cross RR tracks	15.2	L
Cross US 41	15.4	L
Ellenton/Gillette	18.1	R
1-278 Overpass	17	L
2nd SAG Stop of Left	17.7	L
1-75 Overpass	18.2	L
Erie Road	18.5	R
US 301	20.8	R
Victory Road/22nd Ave	22.8	R
Mendota Road	23.6	L
1-75 Overpass	24.6	L
Ellenton/Gillette	25.8	L
40 <sup>th</sup> St. Exp. Farm	28.9	R
16 <sup>th</sup> St./Canal Road	27.7	L
17 <sup>th</sup> St.	26.9	L
14 <sup>th</sup> Ave.	31	R
7 <sup>th</sup> St.	33	R
Cross US 41 Bus	33.7	L
Tony D's 3 <sup>rd</sup> Ave, 7 <sup>th</sup> St.	34.2	L
	34.6	L



35 Mile - follow yellow arrows

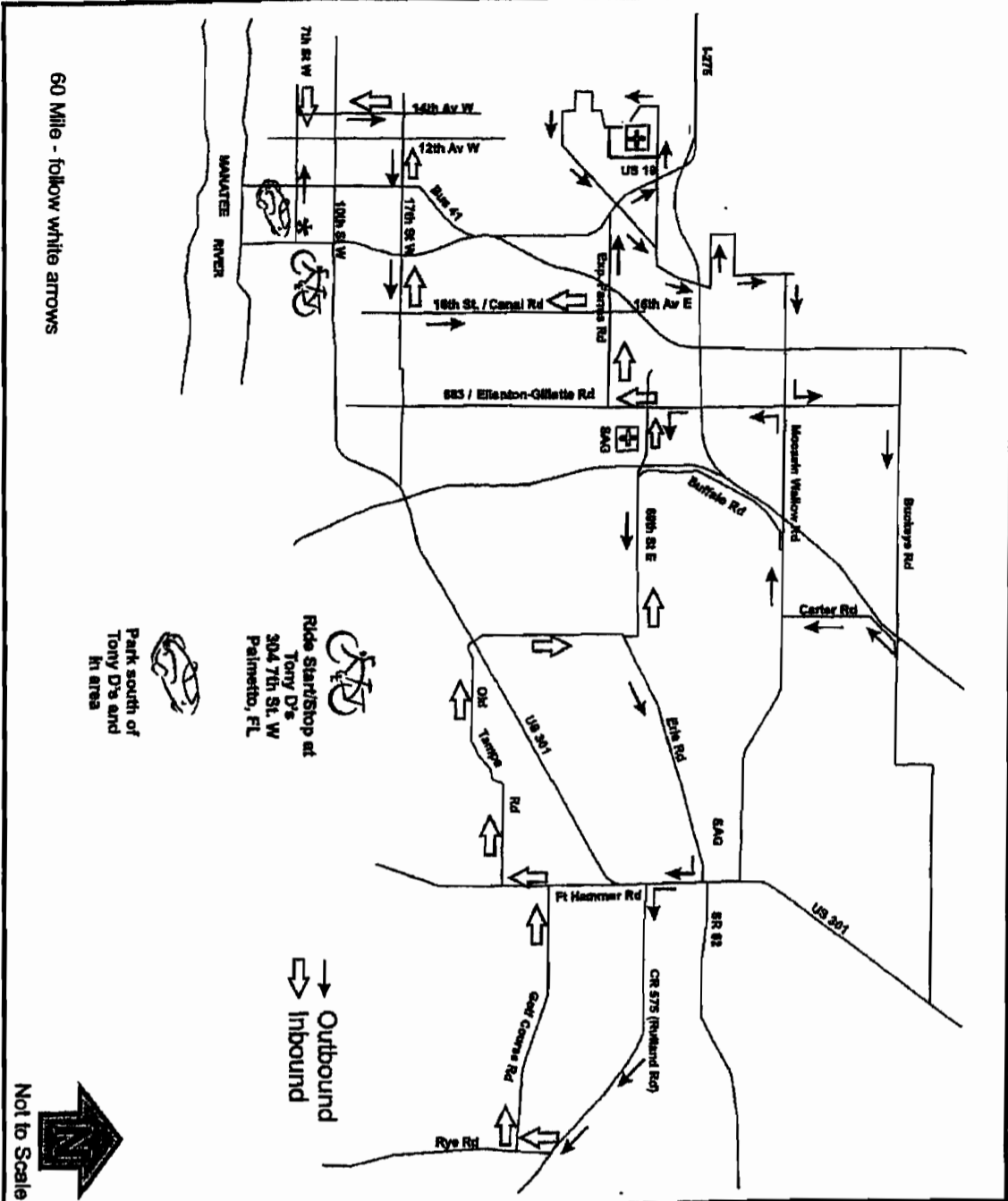
St Petersburg Bicycle Club  
Spring Classic 2009



# St Petersburg Bicycle Club

## Spring Classic 2009

60 Mile - follow white arrows



→ Outbound  
← Inbound



Ride Start/Stop at  
Tony D's  
304 7th St. W  
Palmetto, FL



Park south of  
Tony D's and  
in area

### 60+ Mile Ride Direction

	Miles
3 <sup>rd</sup> Ave, R on 7 <sup>th</sup> St.	0.4
Cross US 41 Bus.	0.9
R 14 <sup>th</sup> Ave	1.8
R 17 <sup>th</sup> St	3.8
L Canal/16 <sup>th</sup> Ave	5.7
L 49 <sup>th</sup> St. E/Exp. Farm	6.1
Cross US 41	6.5
R U.S. 19	7.3
L Terra Ceia Road	7.5
Cross Center Rd.	8
Look for 1 <sup>st</sup> SAG	8.8
L Bayshore Drive (curves)	11
Cross Sunset Lane	11.8
Cross U.S. 19	12.8
R Terra Ceia Road/7 <sup>th</sup> St. E.	12.9
L Bayshore Road/Old 41	13
Cross I-275 Underpass	13.4
L 7 <sup>th</sup> St. E.	15.2
R Bishop Harbor Road (curves)	15.4
Cross RR tracks	16.1
Cross US 41	17.8
L Ellenton Gillette/CR 683	20.9
R Buckeye road	22.8
R Carter Road	25.5
R Moccasin Wallow	26.4
L Ellenton Gillette/CR 683	27.1
Cross I-275 Overpass	27.8
L 69 <sup>th</sup> St.	27.9
2nd SAG Stop of Left	30.3
Cross I-75 Overpass	32.7
L Erie Road	33.5
R US 301	37.4
L CR 575	37.8
R Rye Road	41.3
R Golf Course Road	42
L Old Tampa Road	45.3
R Ft. Hammer Road	47.7
Cross US 301 onto Erie Rd.	50.1
L 69 <sup>th</sup> St.	50.4
Cross I-75 Overpass	50.9
3 <sup>rd</sup> SAG on Right	52.1
L Ellenton Gillette/Bud Ruden	53.3
R Experimental Farms Road	55.4
L 16 <sup>th</sup> St./Canal Road	57.4
R 17 <sup>th</sup> St.	58.1
L 14 <sup>th</sup> Ave.	58.6
L 7 <sup>th</sup> St.	59
Cross US 41 Bus	
Tony D's 3 <sup>rd</sup> Ave, 7 <sup>th</sup> St.	

Mechanical SAG (727) 510-9098

<b>ACORD CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 3/11/08
<b>PRODUCER</b> Allied Specialty Insurance, Inc 10451 Gulf Blvd. Treasure Island, FL 33706 800/237-3355		<b>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.</b>
<b>INSURED</b> St Petersburg Bicycle Club, Inc P O Box 76023 St. Petersburg FL 33734		<b>INSURERS AFFORDING COVERAGE</b> INSURER A: T.H.E. Insurance Company INSURER B: INSURER C: INSURER D: INSURER E:
		<b>NAIC #</b>

**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 ADDL 1 2 3 4 5 6 7	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO- TECT <input type="checkbox"/> LOC <input type="checkbox"/>	M8LF6787	03/04/08	03/04/09	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 50,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>DAMAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				WC STATU- TORY LIMITS OTH- ER EL, EACH ACCIDENT \$ EL, DISEASE - EA EMPLOYEE \$ EL, DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**

Effective from 4/13/08 Additional Insured: CITY OF PALMETTO  
through 4/14/08 PALMETTO FL  
EVENT: THE SPRING CLASSIC  
AS RESPECTS TO THE OPERATION OF THE NAMED INSURED ONLY.

**CERTIFICATE HOLDER**

CITY OF PALMETTO  
PALMETTO FL

**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

*Robert W. A. Smith*

**SPECIAL FUNCTION PERMIT  
CHECKLIST**

**EVENT:**            **Baby Shower**  
                      **Shedonne Washington**

**REASONS FOR SPECIAL FUNCTION PERMIT:**

<b>PARK RENTAL:</b>	<b>Carnegie Library Rental (Attached)</b>
<b>CITY SERVICES:</b>	<b>None</b>
<b>USE OF CITY PROPERTY:</b>	<b>None</b>
<b>CITY EXPENSES:</b>	<b>None</b>
<b>WAIVER OF CITY FEES:</b>	<b>None</b> <b>\$50 Security deposit collected;</b> <b>Rental fee collected by Historical Society and</b> <b>reimbursed to the City on a monthly basis</b>
<b>INSURANCE REQUIRED:</b>	<b>None required because of execution of</b> <b>Palmetto Historical Park Rental</b> <b>Application/Agreement</b>



**SPECIAL FUNCTION PERMIT APPLICATION**

EVENT NAME: Baby Shower  
APPLICANT: Shedonne Washington  
ADDRESS: 11402 Walden Loop  
CONTACT: (941) 592-2572

EVENT DATE: 3-7-09  
EVENT TIME: 3:00 pm  
PHONE: (941) 592-2572  
PHONE: (941) 727-0313

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

Baby Shower - to be held in Carnegie Library  
basement - rental application attached. No City services.

**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: \_\_\_\_\_ # 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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**PLEASE CONTINUE TO PAGE 2.**

EVENT: Babypower

Event Date: 3-7-09

INDEMNITY

Shedonne Washington (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.

Shedonne Washington  
Permittee

CITY APPROVAL:

Public Works Director <u>Allen Lansing</u>	Date <u>2-16-09</u>
Planning & Zoning <u>N/A</u>	Date _____
Risk Management <u>[Signature]</u>	Date <u>2/16/09</u>
Parks Department <u>Geoff Selen</u>	Date <u>2/10/09</u>
Police Department _____	Date _____
North River Fire _____	Date _____
APPROVED BY COMMISSION: _____	Date _____

Internal use only  
Date Received:

Special Permit - Special Application  
Page 1

EVENT: Baby Shower Special Date: 3-7-09

INDEMNITY:

Shreck and Associates (hereinafter "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 and out of the Permittee or those of any of its officers, agents, employees, licensees, or volunteers, which said loss is authorized by this permit or not, and to reimburse the City 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 workplace places 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.

Shreck and Associates  
Permittee

CITY APPROVAL:

Public Works Director	Date
Planning & Zoning	Date
Risk Management	Date
Public Department <u>Steve S. Smith</u>	Date <u>2/10/09</u>
Police Department <u>[Signature]</u>	Date <u>2/12/09</u>
Health & Fire	Date
APPROVED BY COMMISSIONER	Date

Internal use only  
Date Received

**Special Function Permit Application**  
**Page 2**

EVENT: Baby Shower

Event Date: 3-7-09

**INDEMNITY**

Shedonne Washington (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.

Shedonne Washington  
 Permittee

**CITY APPROVAL:**

Public Works Director \_\_\_\_\_

Date \_\_\_\_\_

Planning & Zoning \_\_\_\_\_

Date \_\_\_\_\_

Risk Management \_\_\_\_\_

Date \_\_\_\_\_

Parks Department Geoff Seuer

Date 2/10/09

Police Department [Signature]

Date \_\_\_\_\_

North River Fire [Signature]

Date 2/12/09

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

Date \_\_\_\_\_

Internal use only

Palmetto Historical Park P.O. Box 1192 Palmetto, Florida 34220-1192		Phone: (941) 723-4991 Fax: (941) 721-6828 E-Mail: lynn.pope@manateeclerk.com	
<b>PALMETTO HISTORICAL PARK RENTAL APPLICATION / AGREEMENT</b>			
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 to 515 10th Ave W. Palmetto			
Name of Applicant: <u>Shedonne Washington 3 Tawanda</u>		Name of Organization: <input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Not For Profit	
Address: <u>11402 L Alden Lane</u>		City: <u>Tarrish</u>	Zip Code: <u>34219</u>
Phone (daytime): <u>(941) 662-0820</u>	Phone (evening): <u>(941) 565-4223</u>	Phone (cell): <u>(941) 592-2572</u>	E-Mail Address:
Contact 1 (if other than applicant): <u>Shedonne</u>	Phone (daytime): <u>(941) 592-2572</u>	Phone (evening):	
Contact 2 (if other than applicant): <u>Tawanda</u>	Phone (daytime): <u>727-831-3938</u>	Phone (evening):	
Anticipated attendance:		Minimum <u>50</u>	Maximum <u>76</u>
Date(s) of Use: <u>3-7-09</u>		Day(s) of week: <u>Saturday</u>	
Start time (include decorating/setup time): <u>3pm</u>		End time (include cleanup time): <u>8pm</u>	
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: <input checked="" type="checkbox"/> Baby/Bridal Shower <input type="checkbox"/> Birthday Party <input type="checkbox"/> Church Function/Social <input type="checkbox"/> Family Gathering/Reunion <input type="checkbox"/> Field Use (Games or Practices) <input type="checkbox"/> Field Use (Recreational) <input type="checkbox"/> Meeting <input type="checkbox"/> Picnic <input type="checkbox"/> Clinic <input type="checkbox"/> Political Function <input type="checkbox"/> Tournament <input type="checkbox"/> Wedding or Reception <input type="checkbox"/> Youth League Meeting <input type="checkbox"/> Electric (if available) <input type="checkbox"/> Water (if available) <input type="checkbox"/> Other (describe):			
<b>Palmetto Historical Park &amp; Rental Fees</b>			
Please check ALL facilities being requested for use and circle the application fees.			
Carnegie Library		FEES: \$130.00 First 3 Hours/ \$40.00 each additional hour	
<input checked="" type="checkbox"/> Basement Floor Only		FEES: \$140.00 First 3 Hours/ \$45.00 each additional hour	
<input type="checkbox"/> Basement Floor & Grounds		FEES: \$50.00 an hour + Ground #60.00	
<input type="checkbox"/> Chapel \$100.00 Security deposit			
<b>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.</b>			
<b>Security Deposit:</b> \$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: \$ <u>50</u> <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Check # _____ for Rental Fees _____ for Deposit(s) <u>50.00</u>			
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:

*Shakira Washington*

Date:

*2-9-09*

Please make ALL checks payable to the Palmetto Historical Commission

FOR OFFICE USE ONLY

Date Rec'd:

*2-9-09*

Approved or Denied

Fees Collected:

Receipt #/s:

Palmetto Historical Commission

*Sign Pope*

Palmetto Parks and Recreation Department

**PALMETTO HISTORICAL PARK  
APPLICANT ACKNOWLEDGEMENT**

The Applicant, Shedonne Washington, 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 Palmetto Historical Park 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 Palmetto Historical Commission and the City of Palmetto, their 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 Palmetto Historical Park 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 Palmetto Historical Park (premises, landscaping, equipment, furniture) because of occupancy of the Palmetto Historical Park 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 Park 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 Palmetto Historical Commission of any overages.**

By: Shedonne Washington  
Print name: Shedonne Washington  
Date: 2-9-09

**SPECIAL FUNCTION PERMIT  
CHECKLIST**

**EVENT:**            **Palmetto Historical Commission  
Heritage Day**

**Pursuant to Commission’s request several years ago, the Historical Commission simultaneously submits the special function permit for each of its planned events.**

**REASONS FOR SPECIAL FUNCTION PERMIT:**

<b>CITY SERVICES:</b>	<b>None</b>
<b>USE OF CITY PROPERTY:</b>	<b>Use of the Historical Park</b>
<b>CITY EXPENSES:</b>	<b>None</b>
<b>WAIVER OF CITY FEES:</b>	<b>None</b>
<b>INSURANCE REQUIRED:</b>	<b>Historic Commission’s policy attached Participating vendors must submit an insurance policy prior to the date of the event.</b>

**Applicant informed a Historic Commission representative will have to be present at the Commission meeting when application presented for approval.**



sent to  
peggy  
2-10-09

**SPECIAL FUNCTION PERMIT APPLICATION**

EVENT NAME: Heritage Day EVENT DATE: 3-14-09  
APPLICANT: Palmetto Historical Commission EVENT TIME: 10AM-9pm  
ADDRESS: 515-10<sup>th</sup> Ave. W. - Palmetto PHONE: \_\_\_\_\_  
CONTACT: mandy Polson PHONE: 723-4991

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: Crafts, musical enter-  
tainment, Alex's Lemonade (Sponsored by PHC), Food Vendor  
to be announced (Good eats - Sylvia T.  
sock hop in evening within Palmetto Historical Park

**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: \_\_\_\_\_ # 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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**PLEASE CONTINUE TO PAGE 2.**

EVENT: Heritage Day

Event Date: 3-14-09

INDEMNITY

Palmetto Historical Commission (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.

Cio Pambon Pres PHC  
Permittee

CITY APPROVAL:

Public Works Director <u>Allen R. Tusing</u>	Date <u>2-16-09</u>
Planning & Zoning <u>N/A</u>	Date _____
Risk Management <u>[Signature]</u>	Date <u>2/16/09</u>
Parks Department <u>[Signature]</u>	Date _____
Police Department _____	Date _____
North River Fire _____	Date _____
APPROVED BY COMMISSION: _____	Date _____

Internal use only  
Date Received:

Special Function Permit Application  
Page 2

EVENT: Heritage Day Event Date: 3-14-09

INDEMNITY

Palmetto Historical Commission (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.

Cio Paulsen, Pres PHC  
Permittee

CITY APPROVAL:

Public Works Director	_____	Date	_____
Planning & Zoning	_____	Date	_____
Risk Management	_____	Date	_____
Parks Department	<u>EDOFF SEIER</u>	Date	<u>2/10/09</u>
Police Department	_____	Date	_____
North River Fire	<u>[Signature]</u>	Date	<u>2/12/09</u>
APPROVED BY COMMISSION:	_____	Date	_____

Internal use only

Special Function Permit Application

Page 2

Event: Heritage DayEvent Date: 3-14-09

## INDEMNITY

Antoinette Kilgore (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 or 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, goods or its processes. I further agree to waive all rights of indemnification 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.

Antoinette Kilgore  
Permittee

## CITY APPROVAL:

Public Works Director \_\_\_\_\_

Date: \_\_\_\_\_

Planning &amp; Zoning \_\_\_\_\_

Date: \_\_\_\_\_

Risk Management \_\_\_\_\_

Date: \_\_\_\_\_

Parks Department: Antoinette KilgoreDate: 2/12/09Police Department: Antoinette KilgoreDate: 2/12/09

North River Fire \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED BY COMMISSIONER: \_\_\_\_\_

Date: \_\_\_\_\_

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

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**MEMORANDUM**

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**TO:** CITY OF PALMETTO COMMISSION  
**FROM:** RON KOPER, RISK MANAGER/SAFETY DIRECTOR  
**SUBJECT:** PALMETTO HISTORICAL COMMISSION – HERITAGE DAY 3/14/2009  
**DATE:** 2/17/2009

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Insurance **IS** required for this event.

**\*\*NOTE:** Any vendors participating in this event will be required to provide a Certificate of Coverage**\*\***

RK

**SPECIAL FUNCTION PERMIT  
CHECKLIST**

**EVENT:**            **Palmetto Historical Commission  
Gospel & Games**

**Pursuant to Commission’s request several years ago, the Historical Commission simultaneously submits the special function permit for each of its planned events.**

**REASONS FOR SPECIAL FUNCTION PERMIT:**

<b>CITY SERVICES:</b>	<b>None</b>
<b>USE OF CITY PROPERTY:</b>	<b>Use of the Historical Park</b>
<b>CITY EXPENSES:</b>	<b>None</b>
<b>WAIVER OF CITY FEES:</b>	<b>None</b>
<b>INSURANCE REQUIRED:</b>	<b>Historic Commission’s policy attached Participating vendors must submit an insurance policy prior to the date of the event.</b>

**Applicant informed a Historic Commission representative will have to be present at the Commission meeting when application presented for approval.**



**SPECIAL FUNCTION PERMIT APPLICATION**

EVENT NAME: Gospel + Games EVENT DATE: 4-04-09  
APPLICANT: Palmetto Historical Commission EVENT TIME: 5pm-8pm  
ADDRESS: 515-10<sup>th</sup> Ave. W - Palmetto PHONE: \_\_\_\_\_  
CONTACT: Mandy Polson PHONE: 723-4991

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: Singing groups to perform within Palmetto Historical Park - Tables w/ games set up outside - Alex's Lemonade (sponsored by PHC) - Food vendor to be Announced - Word of Mouth Barbecue

**CITY SERVICES REQUIRED:**

POLICE: Streets Blocked: \_\_\_\_\_ Traffic Control: A Security: \_\_\_\_\_ Other: \_\_\_\_\_  
PUBLIC WORKS: Barricades: \_\_\_\_\_ Clean-up: A 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: NA # 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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**PLEASE CONTINUE TO PAGE 2.**

**Special Function Permit Application**  
**Page 2**EVENT: Gospel + GamesEvent Date: 4-04-09**INDEMNITY**

Palmetto Historical Commission (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.

Cis Paulsen, Pres. PHC  
Permittee

**CITY APPROVAL:**Public Works Director William R. InsingDate 2-16-09Planning & Zoning N/A

Date \_\_\_\_\_

Risk Management LBDate 2/16/09Parks Department JSDate 2/12/09

Police Department \_\_\_\_\_

Date \_\_\_\_\_

North River Fire 2/12/09 John AdamsDate 2/12/09

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

Date \_\_\_\_\_

Internal use only  
Date Received:

Special Function Permit Application  
Page 2EVENT: Gospel + GamesEvent Date: 4-04-09

## INDEMNITY

Palmetto Historical Commission

(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.

Cio Paubsen, Pres. PHC  
Permittee

## CITY APPROVAL:

Public Works Director Alvin R. LuningDate 2-16-09Planning & Zoning N/A

Date \_\_\_\_\_

Risk Management [Signature]Date 2/16/09Parks Department [Signature]Date 2/12/09Police Department [Signature]Date 02/17/09

North River Fire \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_

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

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**MEMORANDUM**

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**TO:** CITY OF PALMETTO COMMISSION  
**FROM:** RON KOPER, RISK MANAGER/SAFETY DIRECTOR  
**SUBJECT:** PALMETTO HISTORICAL COMMISSION – GOSPEL & GAMES 4/4/2009  
**DATE:** 2/17/2009

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Insurance **IS** required for this event.

**\*\*NOTE:** Any vendors participating in this event will be required to provide a Certificate of Coverage**\*\***

RK



Feb. 17. 2009 9:15AM

No. 7114 P. 1/1

<b>ACORD</b> <small>TM</small> <b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 02/17/2009
PRODUCER Phone: 941-722-3238 Fax: 941-723-1785 <b>MOORE &amp; MOORE INSURANCE AGENCY</b> 601 8TH AVE. WEST PALMETTO FL 34221-5115		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.
INSURERS AFFORDING COVERAGE		NAIC #
INSURER A: General Ins Co of America		24732
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		

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 LTR	ADD'L INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS			
A		<b>GENERAL LIABILITY</b>	01-OL-330563-2	02/06/09	02/06/10	EACH OCCURRENCE	\$ 1,000,000		
	<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 200,000		
	<input type="checkbox"/>	CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED. EXP (Any one person)	\$ 10,000		
	<input type="checkbox"/>					PERSONAL & ADV INJURY	\$ 1,000,000		
	<input type="checkbox"/>					GENERAL AGGREGATE	\$ 1,000,000		
	<input type="checkbox"/>					PRODUCTS-COMP/OP AGG.	\$ 1,000,000		
	GEN'L AGGREGATE LIMIT APPLIES PER:								
	<input type="checkbox"/>	POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							
		<b>AUTOMOBILE LIABILITY</b>						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								
	<b>GARAGE LIABILITY</b>								
	<input type="checkbox"/> ANY AUTO			AUTO ONLY - EA ACCIDENT	\$				
				OTHER THAN EA ACC	\$				
				AUTO ONLY: AGG	\$				
	<b>EXCESS / UMBRELLA LIABILITY</b>								
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE			EACH OCCURRENCE	\$				
				AGGREGATE	\$				
	<input type="checkbox"/> DEDUCTIBLE				\$				
	<input type="checkbox"/> RETENTION \$				\$				
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>								
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?			WC STATU-TORY LIMITS	OTHER				
	If yes, describe under SPECIAL PROVISIONS below			E.L. EACH ACCIDENT	\$				
				E.L. DISEASE-EA EMPLOYEE	\$				
				E.L. DISEASE-POLICY LIMIT	\$				
	<b>OTHER:</b>								

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/ SPECIAL PROVISIONS

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
CITY OF PALMETTO P O BOX 1209 PALMETTO FL 34221  941-721-2139 Attention: Peggy Martin	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   James C. Moore, Jr. Ext. 228

ACORD 25 (2001/08)

Certificate # 15440

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**SPECIAL FUNCTION PERMIT  
CHECKLIST**

**EVENT:** Palmetto Historical Commission  
Family Fun Day

Pursuant to Commission’s request several years ago, the Historical Commission simultaneously submits the special function permit for each of its planned events.

**REASONS FOR SPECIAL FUNCTION PERMIT:**

<b>CITY SERVICES:</b>	None
<b>USE OF CITY PROPERTY:</b>	Use of the Historical Park
<b>CITY EXPENSES:</b>	None
<b>WAIVER OF CITY FEES:</b>	None
<b>INSURANCE REQUIRED:</b>	Historic Commission’s policy attached Participating vendors must submit an insurance policy prior to the date of the event.

Applicant informed a Historic Commission representative will have to be present at the Commission meeting when application presented for approval.



**SPECIAL FUNCTION PERMIT APPLICATION**

EVENT NAME: Family Fun Day EVENT DATE: 4-10-09  
APPLICANT: Palmetto Historical Comm. EVENT TIME: 11am- 1pm  
ADDRESS: 515-10<sup>th</sup> Ave. W. - Palmetto PHONE: \_\_\_\_\_  
CONTACT: Mandy Polson PHONE: 723-4991

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: Craft + game tables to be set up within Palmetto Historical Park

**CITY SERVICES REQUIRED:**

POLICE: Streets Blocked: \_\_\_\_\_ Traffic Control: \_\_\_\_\_ Security: \_\_\_\_\_ Other: \_\_\_\_\_  
PUBLIC WORKS: Barricades: \_\_\_\_\_ Clean-up: A 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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**PLEASE CONTINUE TO PAGE 2.**

**Special Function Permit Application**  
**Page 2**EVENT: Family Fun DayEvent Date: 4-10-09**INDEMNITY**

Palmetto Historical Community (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.

C. Paulsen, Pres. PHC  
Permittee

**CITY APPROVAL:**Public Works Director Alan R. JanningDate 2-16-09Planning & Zoning MA

Date \_\_\_\_\_

Risk Management [Signature]Date 2/16/09Parks Department [Signature]Date 2/12/09

Police Department \_\_\_\_\_

Date \_\_\_\_\_

North River Fire [Signature]Date 2/17/09

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

Date \_\_\_\_\_

Internal use only  
Date Received:

## Special Function Permit Application

Page 2

EVENT: Family Fun DayEvent Date: 4-10-09

## INDEMNITY

Palm Beach Historical Commission (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.

Chris Paulsen, Pres. PHC  
Permittee

## CITY APPROVAL:

Public Works Director <u>Alan R. Lansing</u>	Date <u>2-16-09</u>
Planning & Zoning <u>Mr. [Signature]</u>	Date _____
Risk Management <u>[Signature]</u>	Date <u>2/16/09</u>
Parks Department <u>[Signature]</u>	Date <u>2/12/09</u>
Police Department <u>[Signature]</u>	Date <u>02/17/09</u>
North River Fire _____	Date _____
APPROVED BY COMMISSION: _____	Date _____

Internal use only  
Date Received

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**MEMORANDUM**

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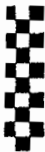
**TO:** CITY OF PALMETTO COMMISSION  
**FROM:** RON KOPER, RISK MANAGER/SAFETY DIRECTOR  
**SUBJECT:** PALMETTO HISTORICAL COMMISSION – FAMILY FUN DAY 4/10/2009  
**DATE:** 2/17/2009

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Insurance **IS** required for this event.

**\*\*NOTE:** Any vendors participating in this event will be required to provide a Certificate of Coverage**\*\***

RK



Feb. 17. 2009 9:15AM

No. 7114 P. 1/1

<b>ACORD</b> <small>TM.</small> <b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 02/17/2009
PRODUCER Phone: 941-722-3238 Fax: 941-723-1785 <b>MOORE &amp; MOORE INSURANCE AGENCY</b> 601 8TH AVE. WEST PALMETTO FL 34221-5115		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.
INSURERS AFFORDING COVERAGE		
INSURED <b>PALMETTO HISTORICAL COMMISSION, INC.</b> P. O. BOX 1192 PALMETTO FL 34220		NAIC # <b>24732</b>
Agency Lic#: A183018		INSURER A: <b>General Ins Co of America</b>
		INSURER B:
		INSURER C:
		INSURER D:
		INSURER E:

**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 LTR	ADD'L INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	01-OL-330563-2	02/06/09	02/06/10	EACH OCCURRENCE	\$ 1,000,000
		DAMAGE TO RENTED PREMISES (Ea occurrence)				\$ 200,000	
		MED. EXP (Any one person)				\$ 10,000	
		PERSONAL & ADV INJURY				\$ 1,000,000	
		GENERAL AGGREGATE				\$ 1,000,000	
		PRODUCTS-COMP/OP AGG.				\$ 1,000,000	
		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN EA ACC	\$
						AUTO ONLY: AGG	\$
		<b>EXCESS / UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  DEDUCTIBLE RETENTION \$				EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
							\$
							\$
		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS	OTHER
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE-EA EMPLOYEE	\$
						E.L. DISEASE-POLICY LIMIT	\$
		<b>OTHER:</b>					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/ SPECIAL PROVISIONS

**CERTIFICATE HOLDER**

**CANCELLATION**

CITY OF PALMETTO P O BOX 1209 PALMETTO FL 34221  941-721-2139 Attention: Peggy Martin	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, IT'S AGENTS OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE   James C. Moore, Jr. Ext. 228

**SPECIAL FUNCTION PERMIT  
CHECKLIST**

**EVENT:**            **Palmetto Historical Commission  
Jazz in the Afternoon**

**Pursuant to Commission’s request several years ago, the Historical Commission simultaneously submits the special function permit for each of its planned events.**

**REASONS FOR SPECIAL FUNCTION PERMIT:**

<b>CITY SERVICES:</b>	<b>None</b>
<b>USE OF CITY PROPERTY:</b>	<b>Use of the Historical Park</b>
<b>CITY EXPENSES:</b>	<b>None</b>
<b>WAIVER OF CITY FEES:</b>	<b>None</b>
<b>INSURANCE REQUIRED:</b>	<b>Historic Commission’s policy attached Participating vendors must submit an insurance policy prior to the date of the event.</b>

**Applicant informed a Historic Commission representative will have to be present at the Commission meeting when application presented for approval.**



**SPECIAL FUNCTION PERMIT APPLICATION**

EVENT NAME: Jazz in the Afternoon EVENT DATE: 4-18-09  
APPLICANT: Palmetto Historical Commission EVENT TIME: 1pm-2:30pm  
ADDRESS: 515-10<sup>th</sup> Ave. W. - Palmetto PHONE: \_\_\_\_\_  
CONTACT: Mandy Polson PHONE: 723-4991

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: Local high school Jazz band to be set up on porch of cottage & entertain, chairs to be set up in circle for people to sit - no food vendors  
at Palmetto Historical Park

**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: \_\_\_\_\_ # 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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**PLEASE CONTINUE TO PAGE 2.**

**Special Function Permit Application**  
**Page 2**EVENT: Jazz in the Afternoon Event Date: 4-18-09**INDEMNITY**

Palmetto Historical Commission (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.

Crista Paulsen, Pres PHC  
Permittee

**CITY APPROVAL:**

Public Works Director <u>Allen R. Lussing</u>	Date <u>2-16-09</u>
Planning & Zoning <u>W/A</u>	Date _____
Risk Management <u>[Signature]</u>	Date <u>2/16/09</u>
Parks Department <u>[Signature]</u>	Date <u>2/12/09</u>
Police Department <u>[Signature]</u>	Date _____
North River Fire <u>[Signature]</u>	Date <u>2/17/09</u>
APPROVED BY COMMISSION: _____	Date _____

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

## Special Function Permit Application

Page 2

EVENT: Jazz in the AfternoonEvent Date: 4-18-09

## INDEMNITY

Palmetto Historical Commission (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.

Cris Paulsen Pres PHC  
Permittee

## CITY APPROVAL:

Public Works Director Allen R. LussingDate 2-16-09Planning & Zoning 11/A

Date \_\_\_\_\_

Risk Management [Signature]Date 2/16/09Parks Department [Signature]Date 2/12/09Police Department [Signature]Date 2/12/09

North River Fire \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_

Internal use only  
Date Received

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**MEMORANDUM**

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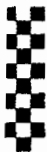
**TO:** CITY OF PALMETTO COMMISSION  
**FROM:** RON KOPER, RISK MANAGER/SAFETY DIRECTOR  
**SUBJECT:** PALMETTO HISTORICAL COMMISSION – JAZZ IN THE AFTERNOON 4/18/2009  
**DATE:** 2/17/2009

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Insurance **IS** required for this event.

**\*\*NOTE:** Any vendors participating in this event will be required to provide a Certificate of Coverage**\*\***

RK



Feb. 17. 2009 9:15AM

No. 7114 P. 1/1

<b>ACORD</b> <small>TM.</small> <b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 02/17/2009
PRODUCER Phone: 941-722-3238 Fax: 941-723-1785 <b>MOORE &amp; MOORE INSURANCE AGENCY</b> 601 8TH AVE. WEST PALMETTO FL 34221-5115		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.
INSURERS AFFORDING COVERAGE		
INSURED <b>PALMETTO HISTORICAL COMMISSION, INC.</b> P. O. BOX 1192 PALMETTO FL 34220		NAIC # <b>24732</b>
Agency Lic#: A183018		
INSURER A: <b>General Ins Co of America</b>		
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		

**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 LTR	ADD'L INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		GENERAL LIABILITY	01-OL-330563-2	02/06/09	02/06/10	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000
	<input type="checkbox"/>	CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED. EXP (Any one person) \$ 10,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 1,000,000
		GENTL AGGREGATE LIMIT APPLIES PER:				PRODUCTS-COMP/OP AGG. \$ 1,000,000
		<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				
		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 \$
		EXCESS / UMBRELLA LIABILITY				EACH OCCURRENCE \$
		<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$
						\$
		<input type="checkbox"/> DEDUCTIBLE				\$
		<input type="checkbox"/> RETENTION \$				\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU-TORY LIMITS OTHER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.I. EACH ACCIDENT \$
		If yes, describe under SPECIAL PROVISIONS below				E.I. DISEASE-EA EMPLOYEE \$
						E.I. DISEASE-POLICY LIMIT \$
		OTHER:				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/ SPECIAL PROVISIONS

**CERTIFICATE HOLDER**

**CANCELLATION**

CITY OF PALMETTO P O BOX 1209 PALMETTO FL 34221  941-721-2139  Attention: Peggy Martin	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, IT'S AGENTS OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE   James C. Moore, Jr. Ext. 228

ACORD 25 (2001/08)

Certificate # 15440

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**SPECIAL FUNCTION PERMIT  
CHECKLIST**

**EVENT:**            **Palmetto Historical Commission  
Summer Social/Book Fair**

**Pursuant to Commission’s request several years ago, the Historical Commission simultaneously submits the special function permit for each of its planned events.**

**REASONS FOR SPECIAL FUNCTION PERMIT:**

<b>CITY SERVICES:</b>	<b>None</b>
<b>USE OF CITY PROPERTY:</b>	<b>Use of the Historical Park</b>
<b>CITY EXPENSES:</b>	<b>None</b>
<b>WAIVER OF CITY FEES:</b>	<b>None</b>
<b>INSURANCE REQUIRED:</b>	<b>Historic Commission’s policy attached Participating vendors must submit an insurance policy prior to the date of the event.</b>

**Applicant informed a Historic Commission representative will have to be present at the Commission meeting when application presented for approval.**



**SPECIAL FUNCTION PERMIT APPLICATION**

EVENT NAME: Summer Social/Book fair  
APPLICANT: "Down on the farm" Palmetto Historical Commission  
ADDRESS: 515-10<sup>th</sup> Ave. W. - Palmetto  
CONTACT: Mandy Polson

EVENT DATE: 6-20-09  
EVENT TIME: 11AM - 3pm  
PHONE: \_\_\_\_\_  
PHONE: 723-4991

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: Crafts, games, sale - Alex's lemonade stand (sponsored by PHC), food vendor to be announced. at the Palmetto Historical Park

**CITY SERVICES REQUIRED:**

POLICE: Streets Blocked: \_\_\_\_\_ Traffic Control: \_\_\_\_\_ Security: \_\_\_\_\_ Other: \_\_\_\_\_  
PUBLIC WORKS: Barricades: \_\_\_\_\_ Clean-up: NA 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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**PLEASE CONTINUE TO PAGE 2.**

## Special Function Permit Application

Page 2

EVENT: Summer Social / Book Fair Event Date: 6-20-09  
"Down on the Farm"

## INDEMNITY

Palmetto Historical Commission (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.

Cio Pamban Pres PHC  
Permittee

## CITY APPROVAL:

Public Works Director [Signature]Date 2-16-09Planning & Zoning N/A

Date \_\_\_\_\_

Risk Management [Signature]Date 2/16/09Parks Department [Signature]Date 2/12/09Police Department [Signature]

Date \_\_\_\_\_

North River Fire [Signature]Date 2/17/09

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

Date \_\_\_\_\_

Internal use only  
Date Received:

## Special Function Permit Application

Page 2

EVENT: Summer Social / Book Fair Event Date: 6-20-09  
"Down on the Farm"

## INDEMNITY

Palmetto Historical Commission (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.

Cio Pambon Pres PHC  
Permittee

## CITY APPROVAL:

Public Works Director <u>Al Black Training</u>	Date <u>2-16-09</u>
Planning & Zoning <u>N/A</u>	Date _____
Risk Management <u>[Signature]</u>	Date <u>2/16/09</u>
Parks Department <u>[Signature]</u>	Date <u>2/12/09</u>
Police Department <u>[Signature]</u>	Date <u>02/17/09</u>
North River Fire _____	Date _____
APPROVED BY COMMISSION: _____	Date _____

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

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**MEMORANDUM**

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**TO:** CITY OF PALMETTO COMMISSION  
**FROM:** RON KOPER, RISK MANAGER/SAFETY DIRECTOR  
**SUBJECT:** PALMETTO HISTORICAL COMMISSION – SUMMER SOCIAL/BOOKE FAIR 6/20/2009  
**DATE:** 2/17/2009

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Insurance **IS** required for this event.

**\*\*NOTE:** Any vendors participating in this event will be required to provide a Certificate of Coverage**\*\***

RK



Feb. 17. 2009 9:15AM

No. 7114 P. 1/1

<b>ACORD</b> <small>TM.</small> <b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 02/17/2009
PRODUCER Phone: 941-722-3238 Fax: 941-723-1785 <b>MOORE &amp; MOORE INSURANCE AGENCY</b> 601 8TH AVE. WEST PALMETTO FL 34221-5115		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.
INSURERS AFFORDING COVERAGE		
INSURED <b>PALMETTO HISTORICAL COMMISSION, INC.</b> P. O. BOX 1192 PALMETTO FL 34220		NAIC # 24732
Agency Lic#: A183018		INSURER A: General Ins Co of America
		INSURER B:
		INSURER C:
		INSURER D:
		INSURER E:

**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 LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY	01-OL-330563-2	02/06/09	02/06/10	EACH OCCURRENCE \$ 1,000,000	
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000	
		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED. EXP (Any one person) \$ 10,000	
						PERSONAL & ADV INJURY \$ 1,000,000	
						GENERAL AGGREGATE \$ 1,000,000	
						PRODUCTS-COMP/OP AGG. \$ 1,000,000	
		GEN'L AGGREGATE LIMIT APPLIES PER:					
		<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
		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 \$			
	EXCESS / UMBRELLA LIABILITY				EACH OCCURRENCE \$		
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$		
					\$		
	<input type="checkbox"/> DEDUCTIBLE				\$		
	<input type="checkbox"/> RETENTION \$				\$		
	WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU-TORY LIMITS OTHER		
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT \$		
	If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE-EA EMPLOYEE \$		
					E.L. DISEASE-POLICY LIMIT \$		
	OTHER:						

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/ SPECIAL PROVISIONS

**CERTIFICATE HOLDER**

CITY OF PALMETTO P O BOX 1209 PALMETTO FL 34221  941-721-2139 Attention: Peggy Martin	<b>CANCELLATION</b> 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  James C. Moore, Jr. Ext. 228

ACORD 25 (2001/08)

Certificate # 15440

© ACORD CORPORATION 1988

**SPECIAL FUNCTION PERMIT  
CHECKLIST**

**EVENT:**            **Palmetto Historical Commission  
Summer Social**

**Pursuant to Commission’s request several years ago, the Historical Commission simultaneously submits the special function permit for each of its planned events.**

**REASONS FOR SPECIAL FUNCTION PERMIT:**

<b>CITY SERVICES:</b>	<b>None</b>
<b>USE OF CITY PROPERTY:</b>	<b>Use of the Historical Park</b>
<b>CITY EXPENSES:</b>	<b>None</b>
<b>WAIVER OF CITY FEES:</b>	<b>None</b>
<b>INSURANCE REQUIRED:</b>	<b>Historic Commission’s policy attached Participating vendors must submit an insurance policy prior to the date of the event.</b>

**Applicant informed a Historic Commission representative will have to be present at the Commission meeting when application presented for approval.**



**SPECIAL FUNCTION PERMIT APPLICATION**

EVENT NAME: Summer Social EVENT DATE: 8-01-09  
APPLICANT: Palmetto Historical Commission EVENT TIME: 11Am-2pm  
ADDRESS: 515-10<sup>th</sup> Ave W - Palmetto PHONE: \_\_\_\_\_  
CONTACT: Mandy Polson PHONE: 723-4991

Title to be announced

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: Crafts games,  
Alex's Lemonade Stand sponsored by PHP,  
Food Vendor to be announced,  
AT PALMETTO Historical Park

**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: \_\_\_\_\_ # 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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**PLEASE CONTINUE TO PAGE 2.**

**Special Function Permit Application**  
**Page 2**EVENT: Summer SocialEvent Date: 8-01-09**INDEMNITY**Palmetto Historical Commission

(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.

Ciobanescu PHC

Permittee

**CITY APPROVAL:**Public Works Director [Signature]Date 2-16-09Planning & Zoning [Signature]

Date \_\_\_\_\_

Risk Management [Signature]Date 2/16/09Parks Department [Signature]Date 2/12/09Police Department [Signature]

Date \_\_\_\_\_

North River Fire [Signature]Date 2/17/09

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

Date \_\_\_\_\_

Internal use only  
Date Received:

## Special Function Permit Application

Page 2

EVENT: Summer SocialEvent Date: 8-01-09

## INDEMNITY

Palmetto Historical Commission

(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.

CiO Pauten Res PHC  
Permittee

## CITY APPROVAL:

Public Works Director Colleen R. LewisDate 2-16-09Planning & Zoning W/A

Date \_\_\_\_\_

Risk Management W/ADate 2/16/09Parks Department W/ADate 2/12/09Police Department W/ADate 02/17/09

North River Fire \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_

Internal use only  
Date Received:

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**MEMORANDUM**

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**TO:** CITY OF PALMETTO COMMISSION  
**FROM:** RON KOPER, RISK MANAGER/SAFETY DIRECTOR  
**SUBJECT:** PALMETTO HISTORICAL COMMISSION – SUMMER SOCIAL 8/1/2009  
**DATE:** 2/17/2009

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Insurance **IS** required for this event.

**\*\*NOTE:** Any vendors participating in this event will be required to provide a Certificate of Coverage**\*\***

RK



Feb. 17, 2009 9:15AM

No. 7114 P. 1/1

<b>ACORD</b> <small>TM.</small> <b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 02/17/2009
PRODUCER Phone: 941-722-3238 Fax: 941-723-1785 <b>MOORE &amp; MOORE INSURANCE AGENCY</b> 601 8TH AVE. WEST PALMETTO FL 34221-5115		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.
INSURERS AFFORDING COVERAGE		
INSURED <b>PALMETTO HISTORICAL COMMISSION, INC.</b> P. O. BOX 1192 PALMETTO FL 34220		NAIC #
Agency Lic#: A183018		INSURER A: General Ins Co of America
		INSURER B:
		INSURER C:
		INSURER D:
		INSURER E:

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 LTR	ADD'L INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		GENERAL LIABILITY	01-OL-330563-2	02/06/09	02/06/10	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000
	<input type="checkbox"/>	CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED. EXP (Any one person) \$ 10,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 1,000,000
						PRODUCTS-COMP/OP AGG. \$ 1,000,000
		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 \$
		EXCESS / UMBRELLA LIABILITY				EACH OCCURRENCE \$
		<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$
						\$
		<input type="checkbox"/> DEDUCTIBLE				\$
		<input type="checkbox"/> RETENTION \$				\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS OTHER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT \$
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE-EA EMPLOYEE \$
						E.L. DISEASE-POLICY LIMIT \$
		OTHER:				
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/ SPECIAL PROVISIONS						

CERTIFICATE HOLDER	CANCELLATION
CITY OF PALMETTO P O BOX 1209 PALMETTO FL 34221  941-721-2139 Attention: Peggy Martin	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  James C. Moore, Jr. Ext. 228

**SPECIAL FUNCTION PERMIT  
CHECKLIST**

**EVENT:**            **Palmetto Historical Commission  
Yard Sale**

**Pursuant to Commission’s request several years ago, the Historical Commission  
simultaneously submits the special function permit for each of its planned events.**

**REASONS FOR SPECIAL FUNCTION PERMIT:**

<b>CITY SERVICES:</b>	<b>None</b>
<b>USE OF CITY PROPERTY:</b>	<b>Use of the Historical Park</b>
<b>CITY EXPENSES:</b>	<b>None</b>
<b>WAIVER OF CITY FEES:</b>	<b>None</b>
<b>INSURANCE REQUIRED:</b>	<b>Historic Commission’s policy attached Participating vendors must submit an insurance policy prior to the date of the event.</b>

**Applicant informed a Historic Commission representative will have to be present at the  
Commission meeting when application presented for approval.**



**SPECIAL FUNCTION PERMIT APPLICATION**

EVENT NAME: yard sale EVENT DATE: 10-03-09  
APPLICANT: Palmetto Historical Commission EVENT TIME: 9 AM - 1pm  
ADDRESS: 515-10<sup>th</sup> Ave. W - Palmetto PHONE: \_\_\_\_\_  
CONTACT: Shandy Polson PHONE: 723-4991

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: Community yard sale,  
Alex's Lemonade Stand: sponsored by PHC, food vendor  
to be announced Palmetto Historic Park

**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: \_\_\_\_\_ # 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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**PLEASE CONTINUE TO PAGE 2.**

Special Function Permit Application  
Page 1

Event: yard sale

Event Date: 10-03-03

PERMITTEE

Antoinette Kilgore (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 injury or death or damage 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 or due to 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 WAIVER.

Antoinette Kilgore  
Permittee

CITY APPROVAL:

Public Works Director Robert J. Weiss  
Planning & Zoning Alvin  
Risk Management Alvin  
Parks Department Alvin  
Police Department Alvin  
North River Fire Alvin  
APPROVED BY COMMISSIONER Alvin

Date 2/18/09  
Date 2/18/09  
Date 2/18/09  
Date 2/18/09  
Date 2/18/09  
Date 2/18/09  
Date 2/18/09

Internal Use only  
Date Received

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**MEMORANDUM**

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**TO:** CITY OF PALMETTO COMMISSION  
**FROM:** RON KOPER, RISK MANAGER/SAFETY DIRECTOR  
**SUBJECT:** PALMETTO HISTORICAL COMMISSION – YARD SALE 10/3/2009  
**DATE:** 2/17/2009

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Insurance **IS** required for this event.

**\*\*NOTE:** Any vendors participating in this event will be required to provide a Certificate of Coverage**\*\***

RK



Feb. 17. 2009 9:15AM

No. 7114 P. 1/1

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INSURERS AFFORDING COVERAGE		NAIC #
INSURER A: General Ins Co of America		24732
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		

#### COVERAGES

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		<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				PRODUCTS-COMP/OP AGG. \$ 1,000,000
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						AUTO ONLY: AGG \$
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		<input type="checkbox"/> RETENTION \$				\$
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ACORD 25 (2001/08)

Certificate # 15440

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