

TAB 4

**SPECIAL FUNCTION PERMIT  
CHECKLIST**

**EVENT:** Palmetto Art Center  
Spring Art Show

**REASONS FOR SPECIAL FUNCTION PERMIT:**

**CITY SERVICES:** None

**USE OF CITY PROPERTY:** Closure of 9th Ave. from 5th Street to  
Palmetto Plumbing; Public Works provides  
barricades free of charge and applicant places  
and removes the barricades

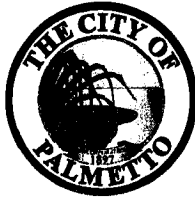
**NOISE EXCEPTION PERMIT:** Live band on 9th Avenue from 6pm to 9pm

**CITY EXPENSES:** None

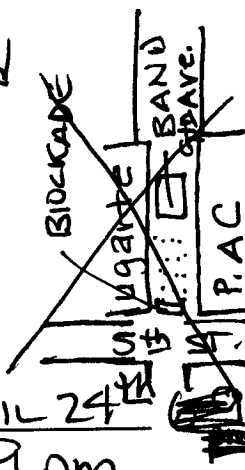
**WAIVER OF CITY FEES:** None

**INSURANCE REQUIRED:** Attached

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



Map Attached



**SPECIAL FUNCTION PERMIT APPLICATION**

EVENT NAME: PALMETTO ART Center: spring art show EVENT DATE: APRIL 24  
 APPLICANT: Gretchen Leclizio EVENT TIME: 6-9 pm  
 ADDRESS: 907 5th ST. WEST PHONE: (941) 518-2109  
 CONTACT: Gretchen Leclizio PHONE: (941) 723-9999

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: ART SHOW. 6-9pm.  
Winfield Davis band would like to play on east side of  
building. Between Ugarde Architects and Palmetto Art Center.  
Blocking of corner of 5th st. + 9th (brick road)  
 CITY SERVICES REQUIRED: to Palmetto Plumbing.  
 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  
2/17/09

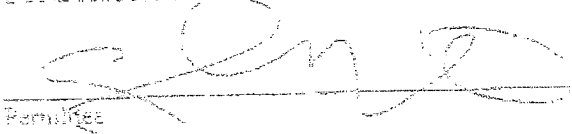
EVENT: Palmetto Art Center  
Spring Art Show

Event Date: April 24-25

INDEMNITY

Stetson Leticia (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 for liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained as a result 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, the Permittee shall pay for any and all damage to the property of the CITY OF PALMETTO or loss of use of said property, done or caused by such persons. CITY OF PALMETTO assumes no responsibility whatsoever for any accidents placed on the premises. Permittee hereby gives up all claims and rights of investigation to the CITY OF PALMETTO. The provisions of this paragraph shall not apply to any damage or loss which shall be the negligence of the CITY OF PALMETTO or any of its officers or employees.

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



Permittee

CITY APPROVAL:

Public Works Director [Signature]  
Planning & Zoning [Signature]  
Risk Management [Signature]  
Parks Department [Signature]  
Police Department [Signature]  
Highland Fire [Signature]  
APPROVED BY COMMISSION:

Date 2/17/09  
Date 2/17/09  
Date 2/18/09  
Date 2/19/09  
Date  
Date

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

Feb 20 09 05:07p

Antoinette Kilgore

(941) 723-4830

p.1

City of Palmetto

City of Palmetto

Palmetto

Palmetto

Special Use Permit Application

1/1/09

From: Palmetto Art Center  
3000 2nd Street

Re: Art Center

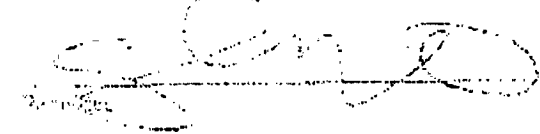
INDENTURE

I, Antoinette Kilgore (hereinafter referred to as the "City"), do hereby certify that the above-named party has been duly authorized by the City Council of the City of Palmetto, Florida, to execute and deliver this Indenture, and that the execution and delivery of this Indenture is in the best interests of the City of Palmetto, Florida. I further certify that the above-named party is duly qualified to execute and deliver this Indenture, and that the execution and delivery of this Indenture is in the best interests of the City of Palmetto, Florida.

The City of Palmetto, Florida, is a duly organized and existing municipal corporation under the laws of the State of Florida, and the City Council of the City of Palmetto, Florida, is the governing body of the City of Palmetto, Florida. The City Council of the City of Palmetto, Florida, has authorized the execution and delivery of this Indenture, and the City of Palmetto, Florida, is bound by the terms and conditions hereof.

WITNESSED my hand and the seal of the City of Palmetto, Florida, this 19th day of February, 2009.

ANTOINETTE KILGORE, Mayor



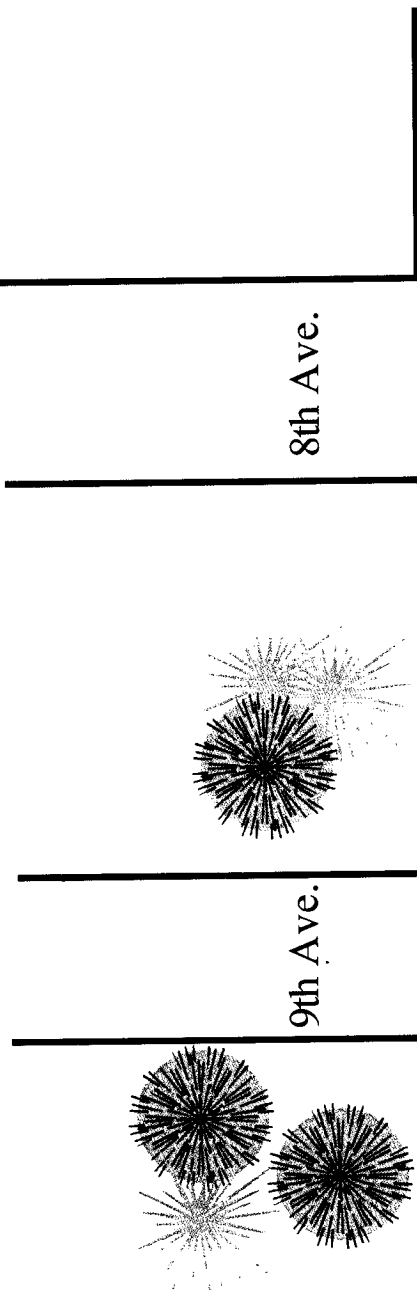
CITY APPROVAL:

City Manager: [Signature]  
City Clerk: [Signature]  
City Attorney: [Signature]  
City Engineer: [Signature]  
City Planner: [Signature]  
City Auditor: [Signature]  
City Treasurer: [Signature]  
City Director of Public Works: [Signature]  
City Director of Parks and Recreation: [Signature]  
City Director of Community Development: [Signature]  
City Director of Economic Development: [Signature]  
City Director of Information Technology: [Signature]  
City Director of Intergovernmental Affairs: [Signature]  
City Director of Legal Affairs: [Signature]  
City Director of Public Safety: [Signature]  
City Director of Transportation: [Signature]  
City Director of Utilities: [Signature]  
City Director of Water and Sewer: [Signature]  
City Director of Zoning and Planning: [Signature]

Date: 2/19/09  
Date: 2/19/09  
Date: 2/19/09  
Date: 2/19/09  
Date: 2/19/09  
Date: 3/2/09

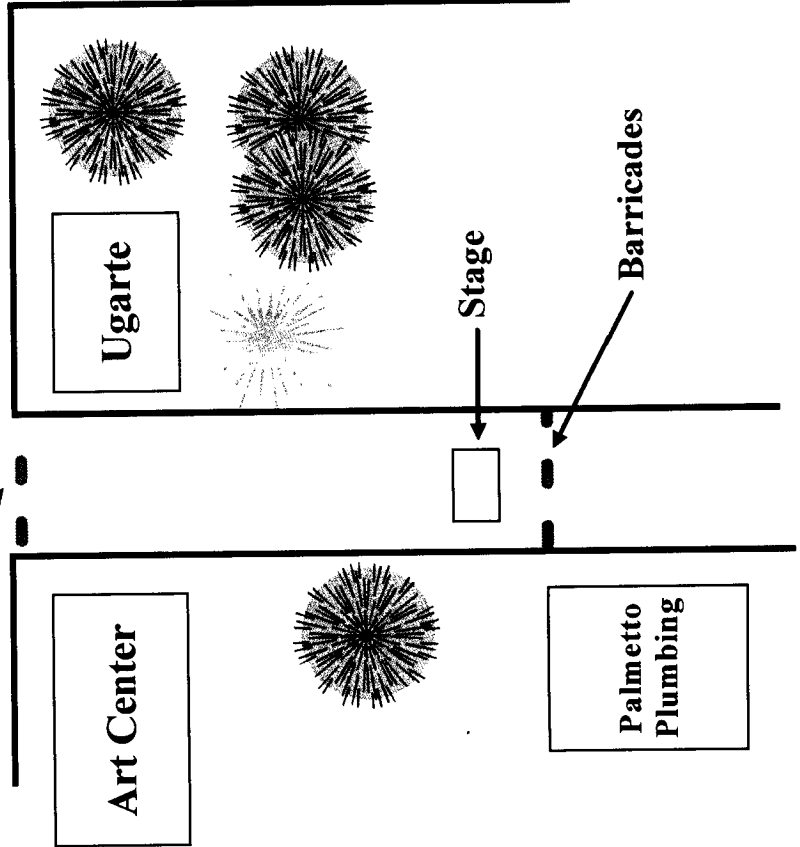
In witness whereof, I have hereunto set my hand and the seal of the City of Palmetto, Florida, this 19th day of February, 2009.

North



5th Street

Barricades



**Palmetto Art Center**  
**Spring Art Show**  
April 24, 2009  
6:00 p.m. - 9:00 p.m.  
Gretchen Lecelezio

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/03/2009

<b>PRODUCER</b> IDEAL INSURANCE, INC 6113-B CLARK CENTER AVE SARASOTA, FL 34238	941-921-2102	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>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
<b>INSURED</b> PALMETTO ART CENTER INC 907 5TH STREET WEST PALMETTO, FL 34221	INSURER A: SAFECO INSURANCE CO		
	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 ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	01-CI-12903-1	01/27/2009	01/27/2010	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
						MED EXP (Any one person)	\$ 10,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS - COMP/OP AGG	\$ 2,000,000
		AUTOMOBILE LIABILITY <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)	\$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN EA ACC	\$
						AUTO ONLY AGG	\$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
							\$
							\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS	OTHER
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
		OTHER					

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

RE: ONE DAY EVENT 4/24/2009  
CERTIFICATE HOLDER IS NAMED AS ADDITIONAL INSURED

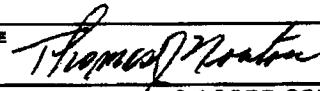
### CERTIFICATE HOLDER

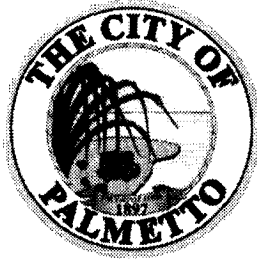
CITY OF PALMETTO  
600 17TH ST WEST  
PALMETTO, FL 34221

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 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





APPLICATION FOR SPECIAL PERMIT EXCEPTION  
TO THE CITY'S NOISE ORDINANCE

APPLICATION MUST BE FILED NO LESS THAN THIRTY (30) DAYS PRIOR TO  
THE DATE OF EVENT OR OCCURRENCE.

Gretchen Leclizio                      April 24<sup>th</sup>, 2009  
Applicant's Name                      Event Date

907 5<sup>th</sup> Street West  
Palmetto, FL 34221                      (941) 518-2109  
Address                                      Telephone

Applicant's Authorized Representative

The Applicant hereby applies for a Special Permit Exception (SPE) to certain provisions of the City of Palmetto's Code regarding the prohibition of and abatement of noise disturbances on private and public properties. The SPE is sought for:

1. DESCRIPTION OF ACTIVITY/EVENT FOR WHICH SPE IS REQUESTED:

Palmetto Art Center will host their  
Spring Seasonal art show. Smooth  
jazz musician, Winfield Davis, will  
play jazz from 6pm-9pm on the  
brick one-way road to the east  
of the Palmetto Art Center.

2. ESTIMATED ATTENDANCE: ±100

3. PROJECTED OR PROPOSED HOURS OF EVENT: From 6pm To 9pm



4. STATEMENT OF GENERAL COMMUNITY IMPORTANCE OR BENEFIT:

This free event will invite the community to view and support local art as well as listen to smooth jazz artist Winfield Davis.

5. IDENTIFY PROPOSED EFFECTIVE MITIGATION MECHANISMS:

Speakers for band will be in use from 6pm - 9pm. The speakers will be facing to the North.

6. ANY ALTERNATIVE LOCATIONS FOR EVENT/ACTIVITY:

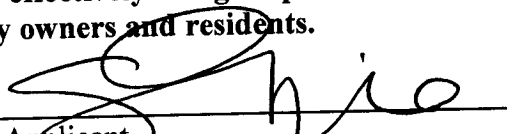
If problem should arise, we can move Winfield Davis inside the Palmetto Art Center.

7. NAME AND NUMBER OF RESPONSIBLE PARTY TO BE CONTACTED DURING EVENT/ACTIVITY:

Gretchen Leclizio: (941) 518-2109

I AM AWARE THAT in determining whether or not an SPE shall be issued, the City Commission shall, at a minimum, consider the nature of the event; its possible adverse effects; its importance to the general community and potential benefit the event may have upon the City and the general public; the number of participants at the event; the time of the event; proposed effective mitigation mechanisms; and the availability of alternative locations. Review of a denial of an SPE shall be to the Circuit Court in and for Manatee County and must be filed within thirty (30) days of the date of the City Commission decision relating to the SPE. Review shall be based solely upon the record generated before the City Commission. The burden is upon the applicant to establish by substantial, competent evidence that the activity for which the SPE is sought has the means to effectively mitigate potential adverse effects and impacts upon surrounding property owners and residents.

Internal Use Only  
Date Received:  
\_\_\_\_\_

  
Applicant

CITY COMMISSION APPROVAL: \_\_\_\_\_