

TAB 3

**SPECIAL FUNCTION PERMIT
NOISE EXCEPTION PERMIT
CHECKLIST**

EVENT: **Cinco de Mayo Festival
Alvarez Mexican Restaurant**

REASONS FOR SPECIAL FUNCTION PERMIT:

CITY SERVICES: **In-kind services (Supply 40 cones)**
USE OF CITY PROPERTY: **Closure 15th Street between 8th Aven & 9th Ave.**

CITY EXPENSES: **None**

WAIVER OF CITY FEES: **None**

INSURANCE REQUIRED: **Insurance will be provided prior to the event**

NOISE EXCEPTION PERMIT: **D.J. providing music; music accompanying the
dancers**



SPECIAL FUNCTION PERMIT APPLICATION

EVENT NAME: Cinco de Mayo Festival
APPLICANT: Alvarez Mexican Restaurant
ADDRESS: 1431-8th Ave. W. Palmetto
CONTACT: Marie Alvarez

EVENT DATE: 5-9-09
EVENT TIME: 5-10 pm
PHONE: 941-722-3259
PHONE: 941-729-2232

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: Festival will be held on 1431 8th Ave W (Alvarez Restaurant) There will be food, contest, music, dancing, and dancers. Closure of 15th Street.

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: 4 # of days:
Proposed location(s): BACK NORTHWEST CORNER OF PROPERTY

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: Cinco de Mayo

Event Date: 5-9-09

Marie Alvarez (Alvarez Mexican Restaurant)
INDEMNITY

(Permittee) agrees to defend, indemnify, and hold harmless the CITY OF PALMETTO, its officers, agents, employees, and volunteers from all loss, cost, and expense arising out of any liability or claim or liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained arising out of activities of the Permittee or those of any of its officers, agents, employees, licensees, or invitees, whether such act is authorized by this permit or not; and Permittee shall pay for any and all damage to the property of the CITY OF PALMETTO, or loss or theft of such property, done or caused by such persons. CITY OF PALMETTO assumes no responsibility whatsoever for any property placed on the premises. Permittee further agrees to waive all rights of subrogation against CITY OF PALMETTO. The provisions of this paragraph clause do not apply to any damage or loss caused solely by the negligence of the CITY OF PALMETTO or any of its agents or employees.

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

Marie Alvarez
Permittee

CITY APPROVAL:

Public Works Director <u>Alvin Insing</u>	Date <u>4-7-09</u>
Planning & Zoning _____	Date _____
Risk Management <u>[Signature]</u> <u>PENDING INS.</u>	Date <u>4-6-09</u>
Parks Department <u>[Signature]</u>	Date <u>4/6/09</u>
Police Department _____	Date _____
North River Fire _____	Date _____
APPROVED BY COMMISSION: _____	Date _____

Internal use only
Date Received: _____

Special Function Permit Application
Page 2

EVENT: Cinco de Mayo

Event Date: 5-9-09

Marie Alvarez (Alvarez Mexican Restaurant)
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Marie Alvarez
Permittee

CITY APPROVAL:

Public Works Director _____	Date _____
Planning & Zoning _____	Date _____
Risk Management _____	Date _____
Parks Department _____	Date _____
Police Department <u><i>mmg</i></u> _____	Date <u>04/06/09</u>
North River Fire _____	Date _____
APPROVED BY COMMISSION: _____	Date _____

Internal use only
Date Received: _____

Special Function Permit Application
Page 2

EVENT: Cinco de Mayo

Event Date: 5-9-09

Marie Alvarez (Alvarez Mexican Restaurant)
INDEMNITY

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Marie Alvarez
Permittee

CITY APPROVAL:

Public Works Director _____

Date _____

Planning & Zoning _____

Date _____

Risk Management _____

Date _____

Parks Department _____

Date _____

Police Department _____

Date _____

North River Fire _____

Date 4/16/09

APPROVED BY COMMISSION: _____

Date _____

Internal use only

Special Function Permit/Temporary Use Permit Application

Cinco de Mayo Festival
Alvarez Mexican Restaurant

Saturday, May 9, 2009
5:00 p.m. – 11:00 p.m.

In-Kind Services:
Cones (40)

No other costs associated with this event.

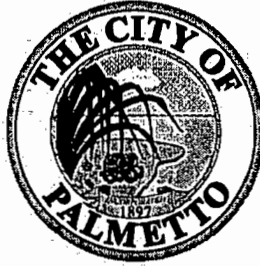
MEMORANDUM

TO: CITY OF PALMETTO COMMISSION
FROM: RON KOPER, RISK MANAGER/SAFETY DIRECTOR
SUBJECT: CINCO DE MAYO FESTIVAL
DATE: 4/6/2009

Insurance IS required for this event.

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

RK



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.

Alvarez Mexican Restraunt

Applicant's Name

1431 8th Ave W

Palmetto, FL 34221

Address

Eric Braun

Applicant's Authorized Representative

5-9-09

Event Date

722-3259

Telephone

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:

Cinco de Mayo Festival at Alvarez Mexican Restaurant. There will be food, music, dancing, dancers and contests.

2. ESTIMATED ATTENDANCE: 500

3. PROJECTED OR PROPOSED HOURS OF EVENT: From 5 pm To 11 pm

4. STATEMENT OF GENERAL COMMUNITY IMPORTANCE OR BENEFIT:

Community getting together to enjoy music
and have fun

5. IDENTIFY PROPOSED EFFECTIVE MITIGATION MECHANISMS:

Placement of speakers to more closely control
direction of noise. D.J. to provide music.

6. ANY ALTERNATIVE LOCATIONS FOR EVENT/ACTIVITY:

N/A

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

MARIE ALVAREZ 722-3259
729-2232

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:

Marie Alvarez
Applicant

CITY COMMISSION APPROVAL: _____

**SPECIAL FUNCTION PERMIT
CHECKLIST**

EVENT: College Graduation Party
Winifred D. Mitchell

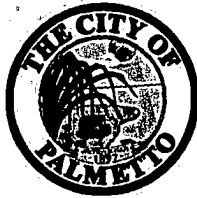
REASONS FOR SPECIAL FUNCTION PERMIT:

PARK RENTAL: Carnegie Library Rental (Attached)
CITY SERVICES: None
USE OF CITY PROPERTY: None

CITY EXPENSES: None

WAIVER OF CITY FEES: None
\$50 Security deposit collected;
Rental fee collected by Historical Society and
reimbursed to the City on a monthly basis

INSURANCE REQUIRED: None required because of execution of
Palmetto Historical Park Rental
Application/Agreement



SPECIAL FUNCTION PERMIT APPLICATION

EVENT NAME: College Graduation Party
APPLICANT: Winifred D. Mitchell
ADDRESS: 955 53rd St. E Apt. 1426
Bradenton FL 34208
CONTACT: Sabrina Huggins

EVENT DATE: May 2, 09
EVENT TIME: 4pm - 10pm
PHONE: (941) 539-6856
PHONE: (941) 713-1872

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: Graduation Party
at Palmetto Historical Park (515 10th Ave W Pal, FL 34221).

CITY SERVICES REQUIRED:

POLICE: Streets Blocked: N/A Traffic Control: N/A Security: N/A Other: N/A
PUBLIC WORKS: Barricades: NA Clean-up: N/A Set-up: N/A Other: N/A

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: N/A # of days: _____

Proposed location(s): _____

INSURANCE REQUIREMENT: Organized events open to the public require insurance naming the City of Palmetto as an "Additional Insured" and the insurance policy must be provided to the City Clerk ten (10) days prior to the event. If you have entered into a rental agreement for a City facility for a private event, no insurance is required. Please review Exhibit A for insurance coverage requirements.

The Special Function Permit Application must be submitted to City Commission for approval at least 30 days prior to the event. Sale or consumption of alcoholic beverages on City property is strictly prohibited. If your event will include the use of loudspeakers, you may be required to apply for a Special Permit Exception to the City's Noise Ordinance (See Chapter 5-Amusements, of the City of Palmetto Code of Ordinances).

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Special Function Permit Application
Page 2

EVENT: College Graduation Party

Event Date: May 2, 2009

INDEMNITY

Winifred D. Mitchell (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.

Winifred D. Mitchell
Permittee

CITY APPROVAL:

Public Works Director <u>[Signature]</u>	Date <u>3-25-09</u>
Planning & Zoning _____	Date _____
Risk Management <u>[Signature]</u> INS. REQUIRED	Date <u>3/25/09</u>
Parks Department <u>[Signature]</u>	Date <u>3/25/09</u>
Police Department <u>[Signature]</u>	Date <u>4/3/09</u>
North River Fire _____	Date _____
APPROVED BY COMMISSION: _____	Date _____

Internal use only
Date Received:

Special Function Permit Application
Page 2

EVENT: College Graduation Party

Event Date: May 2, 2009

INDEMNITY

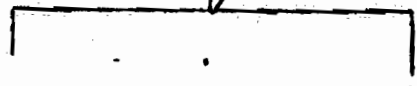
Winifred D. Mitchell (Permittee) agrees to defend, indemnify, and hold harmless the CITY OF PALMETTO, its officers, agents, employees, and volunteers from all loss, cost, and expense arising out of any liability or claim or liability for personal injury, bodily injury to persons, contractual liability 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.

Winifred D. Mitchell
Permittee

CITY APPROVAL:

Public Works Director <u>[Signature]</u>	Date <u>2-25-09</u>
Planning & Zoning _____	Date _____
Risk Management <u>[Signature]</u> INS. REQUIRED	Date <u>3/25/09</u>
Parks Department <u>[Signature]</u>	Date <u>3/2/09</u>
Police Department _____	Date _____
North River Fire <u>[Signature]</u>	Date <u>4/3/09</u>
APPROVED BY COMMISSION: _____	Date _____



MEMORANDUM

TO: CITY OF PALMETTO COMMISSION
FROM: RON KOPER, RISK MANAGER/SAFETY DIRECTOR
SUBJECT: COLLEGE GRADUATION PARTY 5/2/2009
DATE: 3/25/2009

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/Temporary Use Permit Application

College Graduation Party

Winifred d. Mitchell

May 2, 2009

4:00 p.m. – 10:00 p.m.

Location: Historic Park – Carnegie Library (estimated attendance 70)

Rental Application attached – deposit (\$50.00) paid – rental fee (\$250.00) due prior to event. Fees collected by Historic Commission and paid to City after event.

No costs associated with this event.

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

PALMETTO HISTORICAL PARK RENTAL APPLICATION / AGREEMENT

Please complete this application with as much detail as possible. Return completed application with ALL appropriate rental fees via mail to the address above, or in person to 515 10th Ave W. Palmetto

Name of Applicant: Winifred D. Mitchell Name of Organization: NA
 For Profit Not For Profit

Address: 955 53rd St. E Apt. 1426 City: Bradenton Zip Code: 34208

Phone (daytime): (941) 539-6856 Phone (evening): (941) 539-6856 Phone (cell): same E-Mail Address: Wdmitch3@mail.usf.edu

Contact 1 (if other than applicant): Sabrina Huggins Phone (daytime): (941) 713-1872 Phone (evening): same

Contact 2 (if other than applicant): Debra Barber Phone (daytime): (941) 462-9129 Phone (evening): same

Anticipated attendance: 70 Minimum Maximum

Date(s) of Use: May 2, 2009 Day(s) of week: Saturday

Start time (include decorating/setup time): 4:00PM End time (include cleanup time): 10:00PM

Is this a fundraising event? Yes No
Is an entry fee, ticket or registration fee required? Yes No
Are any other fees associated with this event? Yes No
If yes to any of the above, please explain how funds will be used.

Please check all that apply to this event:

Baby/Bridal Shower Birthday Party Church Function/Social Family Gathering/Reunion
 Field Use (Games or Practices) Field Use (Recreational) Meeting Picnic Clinic
 Political Function Tournament Wedding or Reception Youth League Meeting
 Electric (if available) Water (if available) Other (describe): Graduation Party (Course)

Palmetto Historical Park & Rental Fees

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

Carnegie Library

Basement Floor Only FEES: \$150.00 First 3 Hours/ \$40.00 each additional hour
 Basement Floor & Grounds FEES: \$140.00 First 3 Hours/ \$45.00 each additional hour
 Chapel \$100.00 Security deposit FEES: \$50.00 an hour + Ground \$60.00

NOTE: A SPECIAL FUNCTION PERMIT AND ADDITIONAL SECURITY DEPOSIT ALSO MAY BE REQUIRED PURSUANT TO CHAPTER 19, ARTICLE VI OF THE CITY CODE OF ORDINANCES. RENTAL OF CITY FACILITIES FOR MORE THAN FIVE (5) DAYS IN ANY THIRTY (30) DAY PERIOD SHALL REQUIRE CITY COMMISSION APPROVAL. FEES FOR LONG TERM RENTAL OF CITY FACILITIES SHALL BE BASED ON THE ADDITIONAL OPERATION AND MAINTENANCE COSTS INCURRED BY THE CITY IN CONNECTION WITH SUCH LONG TERM USE.

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

Total Fees Enclosed: \$ _____ Cash or Check # 50.00 for Rental Fees _____ for Deposit(s) _____
A Drivers License # is required for ALL checks for the person whose name is on the check:
State _____ # _____

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

Signature of Applicant: Winifred D. Mitchell Date: 3/20/09

Please make ALL checks payable to the Palmetto Historical Commission

FOR OFFICE USE ONLY

Date Rec'd:

Approved or Denied

Fees Collected:

Receipt #/s:

Palmetto Historical Commission

Signu Pope

Palmetto Parks and Recreation Department

**PALMETTO HISTORICAL PARK
APPLICANT ACKNOWLEDGEMENT**

The Applicant, Winifred D. Mitchell, 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: Winifred D. Mitchell

Print name: Winifred D. Mitchell

Date: March 20, 2009

**SPECIAL FUNCTION PERMIT
CHECKLIST**

EVENT: 3rd Annual Mopar Madness Car & Truck Show
Manasota Mopar Club, Inc.

REASONS FOR SPECIAL FUNCTION PERMIT:

PARK RENTAL:	Lamb & Sutton Parks Rental (Attached)
CITY SERVICES:	In-kind services (Supply 20 cones)
USE OF CITY PROPERTY:	Closure of 10th Ave. between Lamb & Sutton Parks

CITY EXPENSES: None

WAIVER OF CITY FEES: None
\$365 Rental and security deposit collected

INSURANCE REQUIRED: Insurance will be provided prior to the event



SPECIAL FUNCTION PERMIT APPLICATION

3rd Annual Mopar Madness Car +
EVENT NAME: TRUCK SHOW

EVENT DATE: Oct. 25, 2009

APPLICANT: Manasota Mopar Club, Inc.

EVENT TIME: 7:00am to 5:00 pm

ADDRESS: 2919 39th Street East, Bradenton

PHONE: (941) 747-6119

CONTACT: Wanda L. Dunlap

PHONE: (941) 524-9883

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: Lamb + Sutton Park,
car + truck show, kids pit stop area with pumpkin
patch, D.J., car vendors, food vendor
Close 10th Avenue between 6th + 7th Sts. b. * Sutton + Lamb Park Rented - see attached.

CITY SERVICES REQUIRED:

POLICE: Streets Blocked: _____ Traffic Control: _____ Security: _____ Other: _____
PUBLIC WORKS: Barricades: X Clean-up: _____ Set-up: _____ Other: _____
"Cones"

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: 0 # 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.**

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PLEASE CONTINUE TO PAGE 2.

EVENT: 3rd Annual Mopar Madness
Car + Truck Show

Event Date: Oct. 25, 2009

INDEMNITY

Wanda Dunlap (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.

Wanda Dunlap
Permittee

CITY APPROVAL:

Public Works Director <u>Allen J. [Signature]</u>	Date <u>4-7-09</u>
Planning & Zoning <u>NA</u>	Date _____
Risk Management <u>[Signature]</u> PENDING INVS.	Date <u>4/6/09</u>
Parks Department <u>[Signature]</u>	Date <u>4/6/09</u>
Police Department _____	Date _____
North River Fire _____	Date _____
APPROVED BY COMMISSION: _____	Date _____

Internal use only
Date Received: _____

Special Function Permit Application
Page 2

EVENT: 3rd Annual Mopar Madness
Car + Truck Show

Event Date: Oct. 25, 2009

INDEMNITY

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Wanda Dunlap
Permittee

CITY APPROVAL:

Public Works Director <u>[Signature]</u>	Date <u>4-7-09</u>
Planning & Zoning <u>[Signature]</u>	Date _____
Risk Management <u>[Signature]</u> PENDING INS.	Date <u>4/6/09</u>
Parks Department <u>[Signature]</u>	Date <u>4/6/09</u>
Police Department <u>[Signature]</u>	Date <u>4/14/09</u>
North River Fire <u>[Signature]</u>	Date _____
APPROVED BY COMMISSION: _____	Date _____

Internal use only
Date Received: _____

Special Function Permit Application
Page 2

EVENT: 3rd Annual Motor Madness
Car + Truck Show

Event Date: Oct. 25, 2009

INDEMNITY

Wanda Dunlap (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.

Wanda Dunlap
Permittee

CITY APPROVAL:

Public Works Director [Signature]
Planning & Zoning [Signature]
Risk Management [Signature] PENDING INS.
Parks Department [Signature]
Police Department _____
North River Fire [Signature]
APPROVED BY COMMISSION: _____

Date 4-7-09
Date _____
Date 4/6/09
Date 4/6/09
Date _____
Date 4/13/09
Date _____

Internal use only

**CITY OF PALMETTO
FACILITY RENTAL APPLICATION**

APPLICANT ACKNOWLEDGEMENT

The Applicant, Wanda Dunlap, hereby acknowledges and agrees to the following:

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

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

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

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

By: Wanda L. Dunlap

Print name: Wanda L. Dunlap

Date: April 1st, 2009

Special Function Permit/Temporary Use Permit Application

3rd Annual Mopar Madness Car & Truck Show
Manasota Mopar Club (Wanda Dunlap)

Sunday, October 25, 2009

7:00 a.m. – 5:00 p.m.

Sutton and Lamb Parks

Sutton/Lamb Park Rented (City Facility Rental Application attached).

Sutton Pavilion/Ballfield	\$200.00
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Lamb Picnic Grounds	65.00
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Deposit (refundable)	100.00
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Total	\$365.00 (pd ck # 1782 4/6/09)
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In-Kind Services:

Cones (20)

No other costs associated with this event.

City of Palmetto Parks & Recreation Department 600 17 th Street West Palmetto, Florida 34221	Phone: (941) 721-2138 Fax: (941) 721-2139 E-Mail: pmartin@palmettofl.org
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CITY FACILITY RENTAL APPLICATION / AGREEMENT

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

Name of Applicant: <u>Wanda Dunlap</u> <u>Marsata Mopar Club</u>	Name of Organization <input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Not For Profit
---------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------

Address: <u>2919 34th Street East</u>	City: <u>Bradenton</u>	Zip Code: <u>34208</u>
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Phone (daytime): (941) <u>747-6119</u>	Phone (evening): (941) <u>747-6119</u>	Phone (cell): (941) <u>534-9883</u>	E-Mail Address: <u>rdunlap3@tempabay.com</u>
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Contact 1 (if other than applicant): <u>Ø</u>	Phone (daytime): <u>Ø</u>	Phone (evening): <u>Ø</u>
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Contact 2 (if other than applicant): <u>Ø</u>	Phone (daytime): <u>Ø</u>	Phone (evening): <u>Ø</u>
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Anticipated attendance: <u>300</u>	Minimum <u>225</u>	Maximum <u>350</u>
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Date(s) of Use: <u>October 25th, 2009</u>	Day(s) of week: <u>Sunday</u>
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Start time (include decorating/setup time): <u>7:00 am - 5:00 pm</u>	End time (include cleanup time): <u>5:00 pm</u>
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Is this a fundraising event? Yes No
 Is an entry fee, ticket or registration fee required? Yes No
 Are any other fees associated with this event? Yes No
 If yes to any of the above, please explain how funds will be used.
A portion of proceeds to benefit the "Guardian Ad Litem Program"

Please check all that apply to this event:

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

Building/Facilities & Rental Fees

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

Sutton Park

<input type="checkbox"/> Pavilion	FEE: \$65.00 First 3 Hours/ \$20.00 each additional hour
<input type="checkbox"/> Pavilion Per Day	FEE: \$175.00 First Day/\$100.00 each additional day
<input type="checkbox"/> Ball Field	FEE: \$30.00 First 3 Hours/ \$ 5.00 each additional hour
<input type="checkbox"/> Ball Field Per Day	FEE: \$55.00 All Day/\$45.00 each additional day
<input checked="" type="checkbox"/> Pavilion & Ball Field per Day	<input checked="" type="checkbox"/> FEE: \$200.00 First Day/\$100.00 each additional day <u>200</u>

Lamb Park

<input type="checkbox"/> Tennis Courts	FEE: \$20.00 First 3 Hours/ \$ 5.00 each additional hour
<input checked="" type="checkbox"/> Picnic Grounds	<input checked="" type="checkbox"/> FEE: \$30.00 First 3 Hours/ \$ 5.00 each additional hour <u>65.00</u>
<input type="checkbox"/> Celebration Center	FEE: \$90.00 First 3 Hours/ \$20.00 each additional hour
<input type="checkbox"/> Celebration Center	FEE: \$225.00 All Day/ \$150.00 each additional day

17th Street Park

<input type="checkbox"/> Pavilion	FEE: \$55.00 First 3 Hours/ \$15.00 each additional hour
<input type="checkbox"/> Pavilion	FEE: \$150.00 All Day/\$100.00 each additional day

Palmetto Historical Park

Carnegie Library

Basement Floor Only

Basement Floor & Grounds

Chapel \$100.00 Security deposit

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

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

FEES: \$50.00 an hour

Soccer Field

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

Riverside Park West

Pavilion

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

Green Bridge Fishing Pier (Tournaments)

FEES: \$150.00 Per day

FEES: \$200.00 Security deposit

NOTE: A SPECIAL FUNCTION PERMIT AND ADDITIONAL SECURITY DEPOSIT ALSO MAY BE REQUIRED PURSUANT TO CHAPTER 19, ARTICLE VI. OF THE CITY CODE OF ORDINANCES. RENTAL OF CITY FACILITIES FOR MORE THAN FIVE (5) DAYS IN ANY THIRTY (30) DAY PERIOD SHALL REQUIRE CITY COMMISSION APPROVAL. FEES FOR LONG TERM RENTAL OF CITY FACILITIES SHALL BE BASED ON THE ADDITIONAL OPERATION AND MAINTENANCE COSTS INCURRED BY THE CITY IN CONNECTION WITH SUCH LONG TERM USE.

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

Total Fees Enclosed: \$365⁰⁰ Cash or Check # 1782 for Rental Fees \$265⁰⁰ for Deposit(s) 100⁰⁰
A Drivers License # is required for ALL checks for the person whose name is on the check: 2 Facility's
State FL # D541-912-60-867-0

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: Marcia L. Dunlap Date: April 1st, 2009

Please make ALL checks payable to the City of Palmetto

FOR OFFICE USE ONLY

Date Rec'd:	Approved or Denied
Fees Collected:	Receipt #/s:
Palmetto Historical Commission	_____
Palmetto Parks and Recreation Department	_____

MEMORANDUM

TO: CITY OF PALMETTO COMMISSION
FROM: RON KOPER, RISK MANAGER/SAFETY DIRECTOR
SUBJECT: 3RD ANNUAL MOPAR MADNESS CAR & TRUCK SHOW
DATE: 4/6/2009

Insurance **IS** required for this event.

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

RK