

TAB 3



SPECIAL FUNCTION PERMIT APPLICATION

EVENT NAME: Rio Wedding EVENT DATE: 7/11/09
APPLICANT: Michael F. Rio EVENT TIME: 3pm-10pm
ADDRESS: 4403 70th Ave. E Ellenton, FL 34222 PHONE: 941-812-0954
CONTACT: Michael F. Rio PHONE: 941-721-2140 x-201

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.:
rental of grounds, basement, and chapel, looking into horse carriage ride,

ANTICIPATED ATTENDANCE: 75-100

CITY SERVICES REQUIRED: No 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: Insurance naming the City of Palmetto as an "Additional Insured" must be provided to the City Clerk ten (10) days prior to any event that is part of the Special Function Permit. . **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: Rio Wedding

Event Date: 7-11-09

HOLD HARMLESS AGREEMENT

Michael F. Rio agrees to indemnify and hold harmless the City of Palmetto
(Name of Organization/Person)


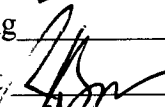
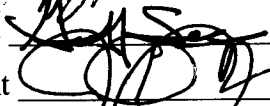
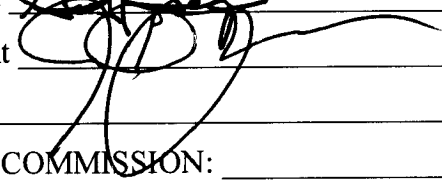
from any and all liability, defense costs, including other fees, loss or damage the City of Palmetto may suffer as a result of claims, demands, costs, or judgments against it arising from Michael F. Rio's activities as indicated in the Special Function Application form.
(Name of Organization/Person)

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



Permittee

CITY APPROVAL:

Public Works Director 	Date <u>6-9-09</u>
Planning & Zoning _____	Date _____
Risk Management  <u>PENDING INS</u>	Date <u>6/8/09</u>
Parks Department 	Date <u>6/5/09</u>
Police Department 	Date <u>6/10/09</u>
North River Fire _____	Date _____
APPROVED BY COMMISSION: _____	Date _____

Internal use only
Date
Received: _____

Special Function Permit Application
Page 2

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Event Date: 7-11-09

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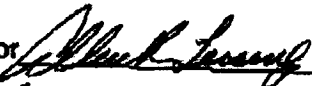
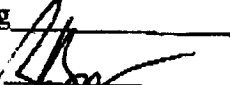


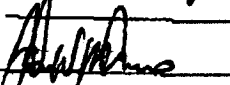

Michael E. Rio
(Name of Organization/Person) agrees to indemnify and hold harmless the City of Palmetto

from any and all liability, defense costs, including other fees, loss or damage the City of Palmetto may suffer as a result of claims, demands, costs, or judgments against it arising from Michael E. Rio's activities as indicated in the Special Function Application form.
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APPROVED BY COMMISSION:	_____	Date	_____

Internal use only
Date
Received: _____

Palmetto Historical Park
515 10th Ave West
Palmetto, Florida 34221

Phone: (941) 723-4991
Fax: (941) 721-6828
E-Mail: lynn.pope@manateeclerk.com

PALMETTO HISTORICAL PARK RENTAL AGREEMENT

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

Name of Applicant:

Michael F. Rio

Name of Organization

For Profit Not For Profit

Address:

4403 70th Ave. E.

City:

Ellenton

Zip Code:

34208

Phone (daytime):

941-721-2140

Phone (evening):

512-0954

Phone (cell):

same

E-Mail Address:

rlomf@verizon.net

Contact 1 (if other than applicant)

Phone (daytime):

Blayley McDonald - 737-9744

Phone (evening):

Contact 2 (if other than applicant)

Phone (daytime):

Phone (evening):

Anticipated attendance:

Minimum

Maximum

50 +

Date(s) of Use:

July 11, 2009

Day(s) of week:

Saturday

Start time (include decorating/setup time):

3 pm

End time (include cleanup time):

10 pm

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):

Palmetto Historical Park & Rental Fees

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

Carnegie Library

Basement Floor Only

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

Basement Floor & Grounds

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

Chapel \$100.00 Security deposit

FEES: \$50.00 an hour

NOTE: PURSUANT TO CHAPTER 19, ARTICLE VI OF THE CITY CODE OF ORDINANCES, SHOULD YOUR RENTAL AGREEMENT: 1. BE FOR MORE THAN 50 INDIVIDUALS, 2. BE FOR MORE THAN FIVE (5) DAYS IN ANY THIRTY(30) DAY PERIOD, OR 3. BE OPEN TO THE PUBLIC, A SPECIAL FUNCTION PERMIT, CERTIFICATE OF INSURANCE NAMING THE CITY OF PALMETTO AND THE PALMETTO HISTORICAL COMMISSION INC. AS ADDITIONAL INSURED, AND CITY COMMISSION APPROVAL IS REQUIRED. ADDITIONAL 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.

MEMORANDUM

TO: CITY OF PALMETTO COMMISSION
FROM: RON KOPER, RISK MANAGER/SAFETY DIRECTOR
SUBJECT: RIO WEDDING
DATE: 6/8/2009

Insurance **IS** required for this event.

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

RK

**PALMETTO HISTORICAL PARK
AGREEMENT ACKNOWLEDGEMENT**

The Applicant, Michael F. Rio, hereby acknowledges and agrees to the following:

- All rental fees which include taxes must be included with this agreement.
- Submittal of the agreement 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 agreement is true and correct, acknowledges receipt of a copy of the agreement, 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, Inc. and the City of Palmetto ("City"), its agents and employees from any and all liability, defense costs, including other fees, loss or damage the City of Palmetto may suffer as a result of claims, demands, costs, or judgments against it arising from applicant's activities listed in this City Facility Agreement.

The undersigned applicant certifies that he or she accepts responsibility on behalf of his/her organization / group and its guests for any damage or 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 or grounds due to the scheduled activity or event will be deducted from the security deposit provided for herein. In the event that such costs exceed the amount of the security deposit, the undersigned agrees to be personally responsible for the payment to the City of any overages.

By: _____



Print name: Michael F. Rio


Date: 6/4/09

Total Fees Enclosed: \$ 150 [] Cash of Check # 1101 for Rental Fees _____ for Deposit(s) 150.00

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

See attached

Applicant fully understands that submittal of this agreement does not confirm my/our request and that ALL Rental Fees which include Taxes Must Be Included With This Agreement. 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:  Date: 6/4/09

Please make ALL checks payable to the Palmetto Historical Commission

FOR OFFICE USE ONLY

Date Rec'd: 6-4-09

Approved or Denied

Fees Collected:

Receipt #/s:

Palmetto Historical Commission

Palmetto Parks and Recreation Department

