

TAB 5



SPECIAL FUNCTION PERMIT APPLICATION

EVENT NAME: MLK PARADE EVENT DATE: 1-16-10
 APPLICANT: PALMETTO YOUTH CENTER EVENT TIME: 11:30AM - 2:30pm
 ADDRESS: 501 17TH ST W. (P.O. BOX 608) PALMETTO FL 34220 PHONE: 941-722-0783
 CONTACT: TONY STEPHENS PHONE: 941-713-3535

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: SEE ATTACHED MAP.

ANTICIPATED ATTENDANCE: _____

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: N/A # of days: N/A
 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
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EVENT: MLK PARADE

Event Date: 1-16-10

HOLD HARMLESS AGREEMENT

PALMETTO YOUTH CENTER, INC. 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 CITY OF PALMETTO's activities as indicated in the Special Function Application form.
(Name or Organization/Person)

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

Tony Stephens
Permittee TONY STEPHENS, ATHLETIC DIRECTOR

CITY APPROVAL:

Public Works Director _____	Date _____
Planning & Zoning _____	Date _____
Risk Management _____	Date _____
Parks Department _____	Date _____
Police Department _____	Date _____
North River Fire <u>[Signature]</u>	Date <u>11/03/09</u>
APPROVED BY COMMISSION: _____	Date _____

Internal use only
Date Received: 11/3/09
[Signature]

Special Function Permit Application
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Tony Stephens
Permittee TONY STEPHENS, ATHLETIC DIRECTOR

CITY APPROVAL:

Public Works Director _____	Date _____
Planning & Zoning _____	Date _____
Risk Management _____	Date _____
Parks Department _____	Date _____
Police Department _____	Date <u>1/15/10</u>
North River Fire _____	Date _____
APPROVED BY COMMISSION: _____	Date _____

Internal use only
Date Received: _____

Special Function Permit Application
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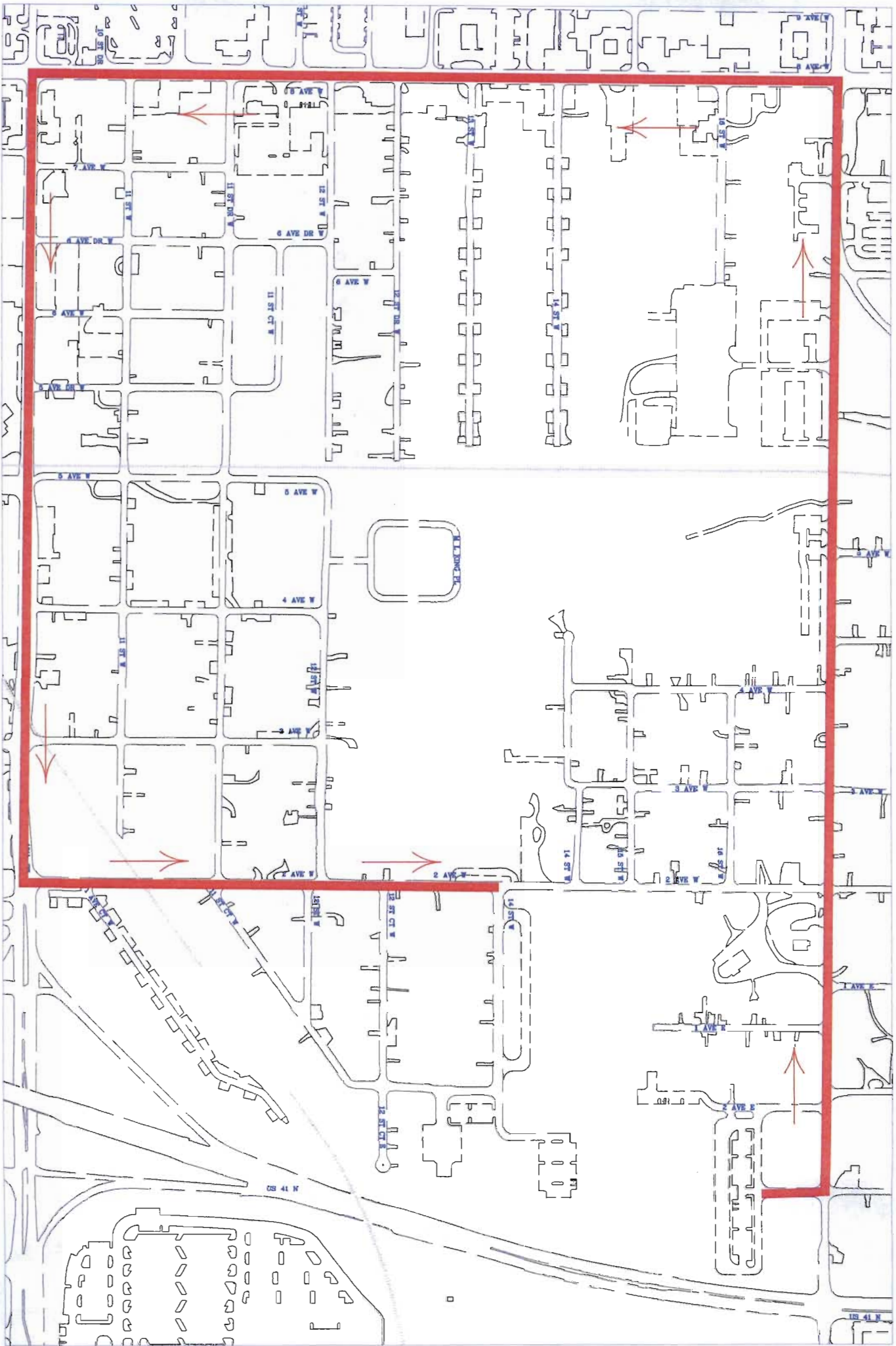
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Tony Stephens
Permittee TONY STEPHENS, ATHLETIC DIRECTOR

CITY APPROVAL:

Public Works Director <u>[Signature]</u>	Date <u>11-9-09</u>
Planning & Zoning <u>[Signature]</u>	Date _____
Risk Management <u>[Signature] PENDING INS</u>	Date <u>11-4-09</u>
Parks Department <u>Geoff Seeger (SEE ATTACHMENT)</u>	Date <u>11/3/09</u>
Police Department _____	Date _____
North River Fire _____	Date _____
APPROVED BY COMMISSION: _____	Date _____

Internal use only
Date Received: _____



To: City Commission
Through: Allen Tusing, Director of Public Works
From: Geoff Seger, Parks Director
Date: November 3, 2009
Re: Special Function Permit/Temporary Use Permit Application

Martin Luther King Parade
Palmetto Youth Center.

Date of Event: Monday, January 16, 2010
Event times: 11:45 a.m. – 2:30 p.m.

Associated Costs for the City of Palmetto

The Public Works Department would be responsible for closing and opening all roads along the parade route and all clean up after the event.

Labor:

Director of Parks
3 – Public Works Supervisors
11 – Service Works (8 hours @ \$30.00/hour) average OT rate plus 38% - \$2,640
12 – Police Officers should be on site.

Equipment:

5 – Public Works trucks
250 – 36” safety cones

Sign #1	3 – Merge Left
Sign #2	4 – Detour 1,000 feet
Sign #3	4 – Detour 500 feet
Sign #4	4 – Detour Ahead
Sign #5	4 – Detour Left
Sign #6	7 – Detour Strait
Sign #7	2 – End Detour
Sign #8	7 – Detour Right
Sign #9	1 – Merge Right
Sign #10	2 – End Detour

The above signage will be used for detouring traffic around the City of Palmetto while the Parade is on route.

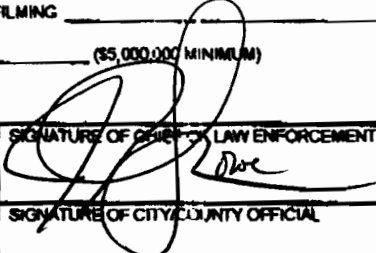
Rule 14-65, F.A.C.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

REQUEST FOR TEMPORARY CLOSING/SPECIAL USE OF STATE ROAD

850-040-85
M/MAINTENANCE
0308

- Instructions: 1. Obtain signatures of local law enforcement and city/county officials.
- 2. This form must be submitted by the local governmental authority to FDOT to obtain written approval. Allow adequate time for the review.
- 3. Attach any necessary maps or supporting documents.

NAME OF ORGANIZATION <i>PALMETTO YOUTH CENTER INC.</i>		PERSON IN CHARGE <i>CHRIS LUKOWIAK</i>	DATE <i>10-16-09</i>
ADDRESS OF ORGANIZATION <i>501 17TH ST. WEST PALMETTO FL. 34220</i>		TELEPHONE NUMBER <i>(941) 722-0283</i>	
TITLE OF EVENT <i>MLK PARADE</i>			
DATE OF EVENT <i>1-16-10</i>	STARTING TIME OF EVENT <i>11:45 AM</i>	DURATION OF EVENT (APPROX.) <i>4</i>	ACTUAL CLOSING TIME (INCLUDING SETTING UP BARRIERS, ETC.) <i>10:30AM - 2:30PM</i>
PROPOSED ROUTE (INCLUDE STATE ROAD NUMBER, SPECIFIC LOCATION, ETC. - INCLUDE MAPS) <i>MAP INCLUDED</i>			
DETOUR ROUTE (INCLUDE ALTERNATE ROUTES - INCLUDE MAPS) <i>PALMETTO CITY POLICE MAP INCLUDED</i>			
NAME OF DEPT. RESPONSIBLE FOR TRAFFIC CONTROL, ETC. (CITY POLICE, SHERIFF'S DEPT., FLORIDA HWY. PATROL, ETC.) (INCLUDE PRECINCT NO.) <i>PALMETTO POLICE DEPARTMENT</i>			
SPECIAL CONDITIONS <i>The Permittee is responsible for the placement & display of safety devices throughout the entire route in accordance with the Federal Manual on Uniform Traffic Control Devices as amended, & the department's latest roadway design standards - index series.</i>			
THIS SECTION IS TO BE COMPLETED WHEN PERMITTING SPECIAL USE OF A STATE ROAD FOR FILMING			
LICENSED PYROTECHNICS OPERATOR _____		LICENSE NO. _____	
APPROVAL OF LOCAL FIRE DEPARTMENT _____			
LIABILITY INSURANCE CARRIER _____		POLICY EFFECTIVE DATE _____	
COVERAGE AMOUNT _____ (\$1,000,000 MINIMUM)			
LENGTH OF COVERAGE _____ DAYS			
FEDERAL AVIATION ADMINISTRATION APPROVAL FOR LOW FLYING FILMING _____			
ADDITIONAL LIABILITY INSURANCE AMOUNT _____		(\$5,000,000 MINIMUM)	
TYPED NAME AND TITLE (INCLUDE BADGE NO. IF APPROPRIATE) <i>CARRY LOWE - Chief of Police</i>		SIGNATURE OF CHIEF OF LAW ENFORCEMENT AGENCY 	DATE SIGNED <i>11/3/09</i>
TYPED NAME AND TITLE OF CITY/COUNTY OFFICIAL		SIGNATURE OF CITY/COUNTY OFFICIAL	DATE SIGNED

AUTHORITIES: CHAPTER 14-65, FLORIDA ADMINISTRATIVE CODE; RULES OF THE DEPARTMENT OF TRANSPORTATION - TEMPORARY CLOSING AND SPECIAL USE OF STATE ROADS, SECTIONS 337.408(1), 498.08 AND 316.008, FLORIDA STATUTES.

The Permittee, shall indemnify, defend, and hold harmless the Department and all of its officers, agents, and employees from any claim, loss, damage, cost, charge, or expense arising out of any acts, actions, neglect, or omission by the Permittee, its agents, employees, or subcontractors during the performance of the Contract, whether direct or indirect, and whether to any person or property to which the Department or said parties may be subject, except that neither the Permittee nor any of its subcontractors will be liable under this Article for damages arising out of the Injury or damage to persons or property directly caused or resulting from the SOLE negligence of the Department or any of its officers, agents or employees.

Contractor's obligation to indemnify, defend, and pay for the defense or at the Department's option, to participate and associate with the Department in the defense and trial of any damage claim or suit and any related settlement negotiations, shall be triggered by the Department's notice of claim for indemnification to Contractor. Contractor's inability to evaluate liability or its evaluation of liability shall not excuse Contractor's duty to defend and indemnify within seven days after such notice by the Department is given by registered mail. Only an adjudication or judgment after highest appeal is exhausted specifically finding the Department SOLELY negligent shall excuse performance of this provision by Contractor. Contractor shall pay all costs and fees related to this obligation and its enforcement by the Department. Department's failure to notify Contractor of a claim shall not release Contractor of the above duty to defend.

It is understood and agreed that the rights and privileges herein set out are granted only to the extent of the State's right, title, and interest in the land to be entered upon and used by the Permittee, and the Permittee will, at all times, assume all risk of and indemnify, defend and save harmless the State of Florida and the Department from and against any and all loss, damage, cost, or expense arising in any manner on account of the exercise or attempted exercises by said Permittee of the aforesaid rights and privileges.

During the event, all safety regulations of the Department shall be observed and the holder must take measures, including placing and display of safety devices, that may be necessary in order to safely conduct the public through the project area in accordance with the Federal Manual on Uniform Traffic Control Devices (MUTCD), as amended, and the Department's latest Roadway and Traffic Design Standards.

In case of non-compliance with the Department's requirements in effect as of the approved date of this permit, this permit is void and the facility will have to be brought into compliance or removed from the R/W at no cost to the Department.

Submitted by: PALMETTO YOUTH CENTER, INC
Permittee

Place Corporate Seal **PALMETTO YOUTH CENTER**
P. O. BOX 608
PALMETTO, FL 34220

[Signature]
Signature and Title
CHRIS LUKOWIAK, EXECUTIVE DIRECTOR

[Signature]
Attested

Department of Transportation Approval: This Request is Hereby Approved

Recommended for approval _____ Title _____ Date _____

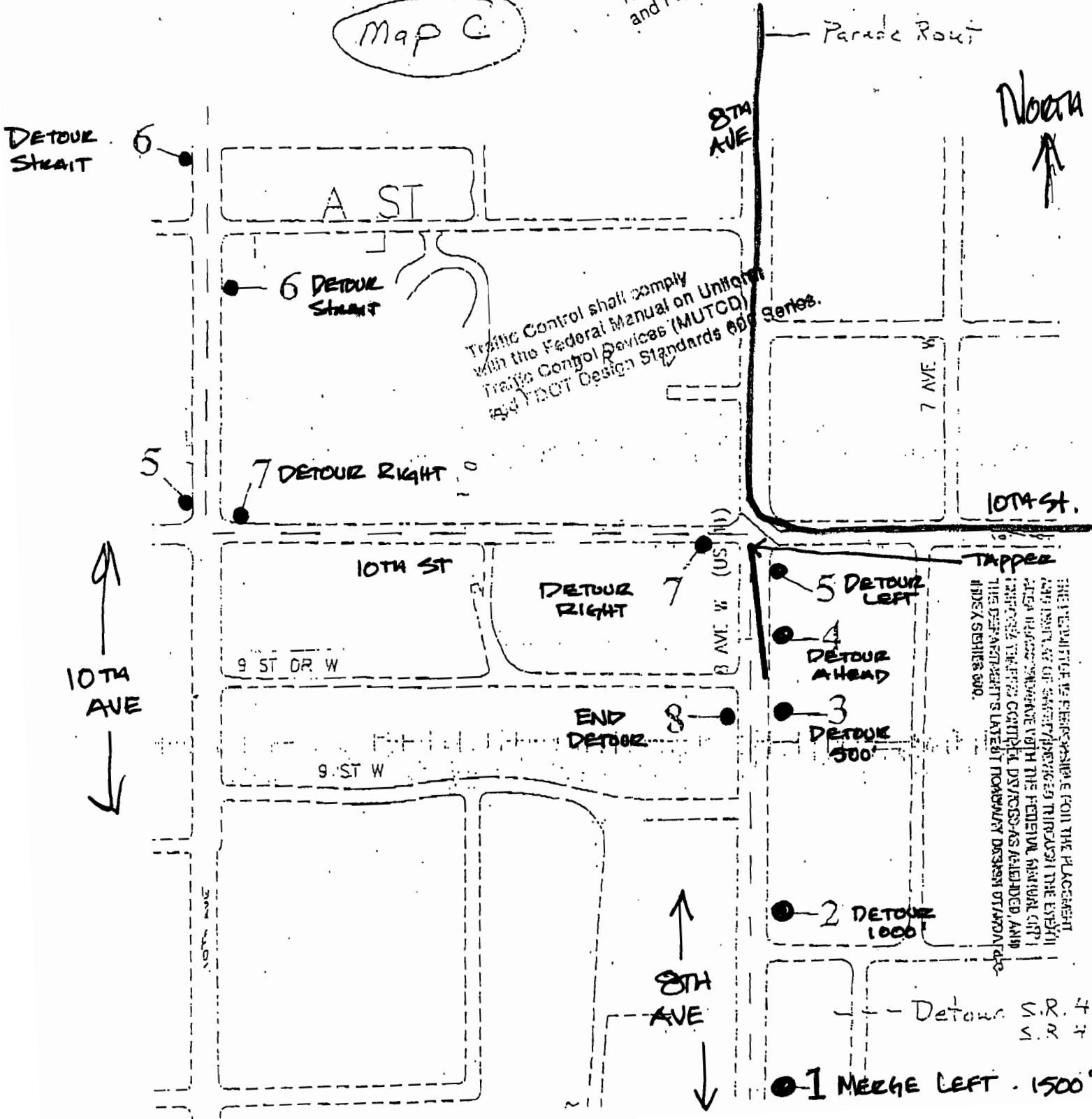
Approved by: _____ Date _____
District Secretary or Designee

DISTRIBUTION: Original – Permittee
1st copy – District Maintenance Office
2nd copy – Local Maintenance Engineer

City of Palmetto, FL.

Traffic Control shall comply with the Federal Manual on Uniform Traffic Control Devices (MUTCD) and FDOT Design Standards 600 Series.

Map C



MEMORANDUM

TO: CITY OF PALMETTO COMMISSION
FROM: RON KOPER, RISK MANAGER/SAFETY DIRECTOR
SUBJECT: MARTIN LUTHER KING PARADE 1-16-2010
DATE: 11/4/2009

Insurance **IS** required for this event.

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

RK