

TAB 4



SPECIAL FUNCTION PERMIT APPLICATION

EVENT NAME: The Main Event
APPLICANT: Eccentric Otter
ADDRESS: 421 10th Ave. W.
CONTACT: Stacey Stinton

EVENT DATE: 4/1/11, 5/6/11
EVENT TIME: 6/3/11
PHONE: 5-9
PHONE: 908-7463
PHONE: 449-3261

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: Street fair which includes food vendors, craft vendors, childrens' play area (bounce house) etc.

ANTICIPATED ATTENDANCE: 250

CITY SERVICES REQUIRED:

POLICE: Streets Blocked: _____ Traffic Control: _____ Security: _____ Other: _____
PUBLIC WORKS: Barricades: X Clean-up: _____ Set-up: _____ Other: _____
and cones dropped off & picked up - we will set them up.

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: 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. Insurance may also be obtained by event sponsors through personal or commercial insurance policies. If it is necessary to purchase an insurance policy for an event, please refer to Exhibit B, and follow the directions to obtain a quote or purchase a policy.

The Special Function Permit Application must be submitted to City Clerk's office 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).

Special Function Permit Application
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EVENT: Main Event

Event Date: 4/1/11, 5/6/11
6/3/11

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

Stacy Stinton
Permittee

CITY APPROVAL:

City Clerk Jan M. [Signature]

Date 3/2/11

Public Works Director [Signature]

Date 3-2-11

Police Department Charles R. Wells

Date 03/02/11

North River Fire _____

Date _____

APPROVED BY COMMISSION: _____

Date _____

Internal use only
Date Received: _____
By: _____

Diane Ponder

From: Geoff Seger
Sent: Monday, February 28, 2011 2:46 PM
To: Diane Ponder
Subject: FW: Special function Permit application

The Main Event Special Function, Ron's comments

-----Original Message-----

From: Ron Koper
Sent: Monday, February 28, 2011 1:40 PM
To: Geoff Seger
Subject: RE: Special function Permit application

G//

The application clearly indicates the City's position regarding the insurance requirement.

The applicant, along with each of its vendors, should provide the COP with evidence of insurance, naming the COP as an additional insured.

Ron Koper, MS,CAGS,CHSM
Risk Manager / Safety Director
City of Palmetto
Palmetto, FL 34221
Phone: 941.723.4580
Fax: 941.721.6736
E-Mail: rkoper@palmettofl.org

-----Original Message-----

From: Geoff Seger
Sent: Monday, February 28, 2011 12:35 PM
To: Ron Koper
Subject: FW: Special function Permit application

Ron, please give me some feed back, this is the same group that had six food vendors and a bungee jump ride in the middle of the street. Insurance was not provided for any of them.

Thoughts?

-----Original Message-----

From: Diane Ponder
Sent: Monday, February 28, 2011 10:23 AM
To: Geoff Seger; Rex Hannaford
Subject: Special function Permit application

FYI
Diane

The message is ready to be sent with the following file or link attachments:

20110228101928545.tif

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.



SPECIAL FUNCTION PERMIT APPLICATION

EVENT NAME: Jerry Hill Memorial Kids Fishing Tournament EVENT DATE: May 7, 2011
APPLICANT: Manatee-Sarasota Fish & Game Assoc. Inc. EVENT TIME: 6am - 2pm.
ADDRESS: * 1210 - 99th St. NW, Bradenton, FL 34209 PHONE: 792-8401*
CONTACT: * Nick Baden / Carol Kimball PHONE: _____

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: We use the Green Bridge Fish Pier yearly as proclaimed by the City of Palmetto for the tournament.

ANTICIPATED ATTENDANCE: 200

CITY SERVICES REQUIRED: SEE ATTACHED LIST
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: _____
Proposed location(s): Port-o-lets spaced accordingly on pier.

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. To purchase insurance policies of appropriate coverage through the City, please complete and submit the Special Events Application Quote Form (Exhibit B).

The Special Function Permit Application must be submitted to City Clerk's office 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.**

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EVENT: Jerry Hill Memorial Kids Fishing Tournament Event Date: May 7, 2011

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

X Earl W. Baden, Jr. for MSFGA
Permittee

CITY APPROVAL: City Clerk [Signature] 3/2/11
Public Works Director [Signature] Date 3-2-11
Police Department [Signature] Date 03/02/11
North River Fire [Signature] Date 2/25/11
APPROVED BY COMMISSION: _____ Date _____

Internal use only
Date Received: _____

Southern-Owners

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55039 (11-87)
Issued 09-09-2010

INSURANCE COMPANY
6101 ANACAPRI BLVD., LANSING, MI 48917-3999

TAILORED PROTECTION POLICY DECLARATIONS

Renewal Effective 10-26-2010

AGENCY BOYD INSURANCE & INVESTMENT SV
12-0116-00 MKT TERR 068 (941) 745-8300
INSURED MANATEE SARASOTA FISH AND GAME

POLICY NUMBER 072312-20701299-10

ADDRESS PO BOX 9164
BRADENTON, FL 34206-9164

Company
Bill

POLICY TERM	
12:01 a.m.	12:01 a.m.
10-26-2010	to 10-26-2011

In consideration of payment of the premium shown below, this policy is renewed. Please attach this Declarations and attachments to your policy. If you have any questions, please consult with your agent.

COMMON POLICY INFORMATION

BUSINESS DESCRIPTION: Nonprofit Civic Club

ENTITY: Nonprofit Org _____

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PART(S).	PREMIUM
THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.	
COMMERCIAL GENERAL LIABILITY COVERAGE	\$1,163.00
FLORIDA HURRICANE CATASTROPHE FUND ASSESSMENT	12.00
EMERGENCY FLORIDA INSURANCE GUARANTY ASSOCIATION ASSESSMENT	2.44
FLORIDA INSURANCE GUARANTY ASSOCIATION ASSESSMENT (2006)	0.93
FLORIDA INSURANCE GUARANTY ASSOCIATION ASSESSMENT (2007)	7.56
FLORIDA INSURANCE GUARANTY ASSOCIATION ASSESSMENT (2009)	12.91
TOTAL	\$1,198.84

FORMS THAT APPLY TO ALL COVERAGE PART SHOWN ABOVE (EXCEPT GARAGE LIABILITY, DEALER'S BLANKET, COMMERCIAL AUTOMOBILE, IF APPLICABLE)
55156 (03-95) 55056 (07-87)

Countersigned By: BOYD INSURANCE & INVESTMENT SVCS INC



SOUTHERN-OWNERS INS. CO.

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55056 (07-87)
Issued 09-09-2010

AGENCY **BOYD INSURANCE & INVESTMENT SV**
12-0116-00 MKT TERR 068

Company **POLICY NUMBER 072312-20701299-10**
Bill

INSURED **MANATEE SARASOTA FISH AND GAME**

Term 10-26-2010 to 10-26-2011

SUPPLEMENTAL DECLARATIONS

00505 SPECIAL EVENTS:

THE TASTE OF FLORIDA EVENT - \$500.00
— THE KIDS FISH-A-THON - \$100.00

COMMERCIAL GENERAL LIABILITY
55181 (12-04)

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
CITY OF PALMETTO MANATEE COUNTY A SUBDIVISION OF THE STATE OF FLORIDA
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. **SECTION II - WHO IS AN INSURED** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule but only with respect to liability for "bodily injury", "property damage", "personal injury" or "advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations;
or

2. In connection with your premises owned by or rented to you.

B. The following is added to **SECTION III - LIMITS OF INSURANCE**:

The limits of liability for the additional insured are those specified in the written contract or agreement between the insured and the designated person or organization, not to exceed the limits provided in this policy. These limits are inclusive of and not in addition to the limits of insurance shown in the Declarations.



To: City Commission
Thru: Allen Tusing, Public Works Director
Cc: Diane Ponder, Deputy Clerk-Administration
From: Geoff Seger, Parks Director
Re: Associated Costs

Submitted at the same level as approved by City Commission March 15, 2010

Special Function Permit/Temporary Use Permit Application
Jerry Hill Memorial Kids Fishing Tournament
Manatee/Sarasota Fish & Game Association

Saturday, May 7, 2011
6:00 a.m. – 2:00 p.m.

Green Bridge Fishing Pier/Riverside Park West

Costs associated with the Jerry Hill Memorial Kids Fishing Tournament at Riverside Park West:

2 employees @ \$29.00/Hour (6 hours each)	\$348.00
2 port-o-lets	<u>165.00</u>
Total Costs	\$513.00

IN-KIND Services (provided last year/request for this year)

Fishing Pier Rental	\$150.00
Riverside Park West	\$160.00

City equipment used for the Tournament

Three (3) City Trucks

Gator (6 hours)

Barricades – 25

Cones – 20

20 x 20 Tent - 1

10 x 10 Tents –3

Tables – 10

Chairs – 40

Coolers with ice – 4

96 gal Trash Cans

PA system