

**TAB 2**



# City of Palmetto Agenda Item

**Meeting Date**

9/26/11

**Presenter:** Consent Agenda

**Department:**

**Title:**  
 Addendum to the Historic Pak's Halloween Social

On February 7, 2011 Commission approved the Palmetto Historical Park Halloween Social on October 28, 2011.

During the planning stages of the Halloween Social, staff at the Historical Park determined it would be safer to close 6<sup>th</sup> Street between 10<sup>th</sup> Ave. and 11<sup>th</sup> Ave. to protect the children participating in the event. This addendum to the approved Special Function Permit requests only that closure.

**Budgeted Amount:** \$0.00    **Budget Page No(s):**    **Available Amount:** \$0.00    **Expenditure Amount:** \$0.00

**Additional Budgetary Information:**

**Funding Source(s):**    **Sufficient Funds Available:**  Yes  No    **Budget Amendment Required:**  Yes  No    **Source:**

**City Attorney Reviewed:**  Yes  No  N/A    **Advisory Board Recommendation:**  For  Against  N/A    **Consistent With:**  Yes  No  N/A

**Potential Motion/Direction Requested:**  
 Motion to approve the addendum to the Halloween Social Special Function Permit approved by City Commission on February 7, 2011, and authorizing the closure of 6<sup>th</sup> Street between 10<sup>th</sup> Ave. and 11<sup>th</sup> Ave.

**Staff Contact:** Diane Ponder

**Attachments:** Addendum and Special Function Permit approved February 7, 2011.



ADDENDUM TO PERMIT APPROVED 2-7-11.

**SPECIAL FUNCTION PERMIT APPLICATION**

~~\_\_\_\_\_~~ or

EVENT NAME: Halloween Social  
APPLICANT: Palmetto Historical Park  
ADDRESS: 515 - 10<sup>th</sup> Ave. W. - Palmetto  
CONTACT: Mandy, Polson

EVENT DATE: 10/28/11  
EVENT TIME: 5:30-9pm  
PHONE: \_\_\_\_\_  
PHONE: 723-4991

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: Costume Contest + Trick or Treating thru buildings, Crafts, Alex's Lemonade sponsored by PHC, Food Vendors (TBA) - Demetrius pizza

ANTICIPATED ATTENDANCE: open to Public  
\*\*\* need  
CITY SERVICES REQUIRED: 6<sup>th</sup> St. closed between 10<sup>th</sup> + 11<sup>th</sup> Ave.  
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): \_\_\_\_\_

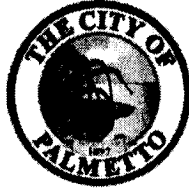
**INSURANCE REQUIREMENT:** Insurance naming the City of Palmetto as an "Additional Insured" must be provided to the City Clerk ten (10) days prior to any event that is part of the Special Function Permit.

Please review Exhibit A for insurance coverage requirements. 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**

EVENT NAME: Halloween Social  
APPLICANT: Palmetto Historical Park  
ADDRESS: 515 - 10<sup>th</sup> Ave. W. - Palmetto  
CONTACT: Mandy Polson

EVENT DATE: 10/21/11 or 10/28/11  
EVENT TIME: 5:30-9 pm  
PHONE: \_\_\_\_\_  
PHONE: 723-4991

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: Costume Contest  
Trick or treating thru buildings, Crafts, Alex's Lemonade  
sponsored by P.H.C., Food Vendors (TBA)

ANTICIPATED ATTENDANCE: open to Public

**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. 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  
Page 2

EVENT: Halloween Social

10/21/11 or  
Event Date: 10/28/11

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

Cio Paulso, Pres.  
Permittee

CITY APPROVAL:

City Clerk

Public Works Director

Police Department

North River Fire

APPROVED BY COMMISSION:

[Signature]  
[Signature]  
Charles R. Wells

Date 2/3/11

Date 2/2/11

Date 02/02/11

Date \_\_\_\_\_

[Signature]

Date 2/7/11

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



# City of Palmetto Agenda Item

**Meeting Date**

9/26/11

**Presenter:** Jim Freeman

**Department:** City Clerk

**Title:**

**SPECIAL FUNCTION PERMIT APPLICATIONS:**

**First Baptist Church of Palmetto  
First Fridays**

Special Function Permits are required for the use of city property or the closure of city streets.

First Fridays is submitting a Special Function Permit for their monthly event scheduled for October 7 and November 4, 2011. The event is a car show and community party, and will include business along 10<sup>th</sup> Avenue. They are requesting the closure of the 900 block of 5<sup>th</sup> Street and the 400 block of 10<sup>th</sup> Ave. W. The intersection at 5<sup>th</sup> Street will remain open.

First Fridays is also submitting a Special Function Permit for their December 2, 2011 event. This event will include a car show, community party, Toys for Tots. Additionally, the event is scheduled for the same day as the Historic Commission's Christmas in the Park event, approved by City Commission on February 2, 2011. This request will close the 900 block of 5<sup>th</sup> Street and the 400 and 500 block of 10<sup>th</sup> Ave. W.

First Baptist Church is submitting a Special Function Permit for their annual Fall Festival of October 31, 2011. This request will close 11<sup>th</sup> Ave. between 4<sup>th</sup> and 5<sup>th</sup> Streets.

**Budgeted Amount:** \$0.00    **Budget Page No(s):**    **Available Amount:** \$0.00    **Expenditure Amount:** \$0.00

**Additional Budgetary Information:**

**Funding Source(s):**    **Sufficient Funds Available:**  Yes  No    **Budget Amendment Required:**  Yes  No    **Source:**

**City Attorney Reviewed:**  Yes  No  N/A    **Advisory Board Recommendation:**  For  Against  N/A    **Consistent With:**  Yes  No  N/A

**Potential Motion/Direction Requested:** Motion to approve the Special Function Permits listed on the Consent Agenda, contingent upon the receipt of appropriate insurance policies.

**Staff Contact:** Jim Freeman

**Attachments:** Special Function Permit applications



**SPECIAL FUNCTION PERMIT APPLICATION**

EVENT NAME: Fall Festival  
APPLICANT: First Baptist Church  
ADDRESS: 1020 4th St W  
CONTACT: Charlene Keller

EVENT DATE: Oct. 31, 2011  
EVENT TIME: 5:30 - 8:00pm  
PHONE: 722-7795  
PHONE: \_\_\_\_\_

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: close 11th Av. between 4th + 5th Street for foot traffic + safety

ANTICIPATED ATTENDANCE: 500+

**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. 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.**

Special Function Permit Application  
Page 2

EVENT: Fall Festival

Event Date: Oct 31, 2011

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

Charlene Keller  
Permittee

CITY APPROVAL:  
City Clerk [Signature]  
Public Works Director [Signature]  
Risk Management \_\_\_\_\_  
Parks Department \_\_\_\_\_  
Police Department \_\_\_\_\_  
North River Fire [Signature]  
APPROVED BY COMMISSION: \_\_\_\_\_

9/14/11  
Date 9/15/11  
Date \_\_\_\_\_  
Date \_\_\_\_\_  
Date \_\_\_\_\_  
Date 9/19/11  
Date \_\_\_\_\_

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



Special Function Permit Application  
Page 2

EVENT: Fall Festival

Event Date: Oct 31, 2011

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

Charlene Keller  
Permittee

CITY APPROVAL:  
City Clerk [Signature]  
Public Works Director [Signature]  
Risk Management \_\_\_\_\_  
Parks Department [Signature]  
Police Department \_\_\_\_\_  
North River Fire \_\_\_\_\_  
APPROVED BY COMMISSION: \_\_\_\_\_

9/14/11  
Date [Signature]  
Date \_\_\_\_\_  
Date 9/19/11  
Date \_\_\_\_\_  
Date \_\_\_\_\_  
Date \_\_\_\_\_

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
9/9/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Strong Tower Insurance, Inc. 2004 W. Thonotosassa Rd. Suite 102 Plant City FL 33563-2915	<b>CONTACT NAME:</b> Mari Caraballo <b>PHONE (A.C. No. Ext):</b> (813) 708-0001 <b>E-MAIL ADDRESS:</b> mcaraballo@mystrongtower.com	<b>FAX (A.C. No.):</b> (813) 708-0028
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> First Baptist Church Of Palmetto 1020 4th Street West Palmetto FL 34221	<b>INSURER A:</b> GuideOne Insurance - Elite	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** CL119900291      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR (INSR / WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	01266614	10/1/2011	10/1/2012	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
	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) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				WC STATUTORY LIMITS    OTHER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Fall Festival on 10/31/2011 at 1020 4th St W, Palmetto, FL 34221.

Certificate Holder named Additional Insured.

<b>CERTIFICATE HOLDER</b>  City of Palmetto Diane Ponder 516 8 Ave W Palmetto, FL 34421	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b>  Mari Caraballo/MARI



**SPECIAL FUNCTION PERMIT APPLICATION**

EVENT NAME: FIRST FRIDAYS  
APPLICANT: SUCKS GARAGE  
ADDRESS: 923 5th St W, Palmetto  
CONTACT: JANE HUNTER

EVENT DATE: Oct 7<sup>th</sup> / Nov 4<sup>th</sup>  
EVENT TIME: 5pm - 10pm  
PHONE: 941 - 776 - 7298  
PHONE: 941 - 286 - 4753

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: CAR SHOW / COMMUNITY PARTY  
CLOSE 2 BLOCKS : 5th St W - 900 Block  
10th Ave W - 400 Block.

ANTICIPATED ATTENDANCE: 600+

**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. 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**  
**Page 2**

**EVENT:** FIRST FRIDAYS

**Event Date:** OCT 7<sup>th</sup> / NOV 4<sup>th</sup>

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

[Signature]

Permittee

**CITY APPROVAL:**

City Clerk

[Signature]

Date

9/14/11

Public Works Director

[Signature]

Date

9-15-11

Police Department

\_\_\_\_\_

Date

\_\_\_\_\_

North River Fire

\_\_\_\_\_

Date

\_\_\_\_\_

APPROVED BY COMMISSION: \_\_\_\_\_

Date

\_\_\_\_\_

Internal use only

Date Received: \_\_\_\_\_

By: \_\_\_\_\_

Special Function Permit Application  
Page 2

EVENT: FIRST FRIDAYS

Event Date: OCT 7<sup>th</sup> / Nov 4<sup>th</sup>

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

[Signature]  
Permittee

CITY APPROVAL:

City Clerk

[Signature]

Date 9/14/11

Public Works Director

[Signature]

Date 9-15-11

Police Department

[Signature]

Date 9/19/11

North River Fire

[Signature]

Date 9/19/11

APPROVED BY COMMISSION

[Signature]

Date \_\_\_\_\_

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

**Special Function Permit Application**  
**Page 2**

EVENT: FIRST FRIDAYS

Event Date: OCT 7<sup>th</sup> / NOV 4<sup>th</sup>

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

[Signature]  
Permittee

**CITY APPROVAL:**

City Clerk

[Signature]

Date 9/14/11

Public Works Director

[Signature]

Date 9-15-11

Police Department

[Signature]

Date 9/18/11

North River Fire

\_\_\_\_\_

Date \_\_\_\_\_

APPROVED BY COMMISSION: \_\_\_\_\_

Date \_\_\_\_\_

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

Google maps

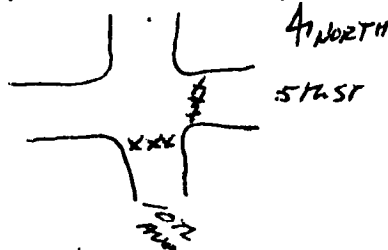
To see all the details that are visible on the screen, use the "Print" link next to the map.



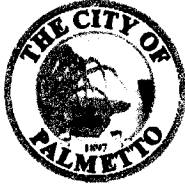
Information on Hurricane Irene  
General maps related to the hurricane  
Maps specific to the NYC area

Streets closed by cones only.

Intersection of 5th St & 10th Ave to remain open  
Cones are to be placed on the East & South Quadrants



*[Handwritten signature]*



**SPECIAL FUNCTION PERMIT APPLICATION**

EVENT NAME: FIRST FRIDAYS  
APPLICANT: SLICKS GARAGE  
ADDRESS: 923 5th St W Palmetto  
CONTACT: JANE HUNTER

EVENT DATE: DEC 2ND  
EVENT TIME: 5pm - 10pm  
PHONE: 941 - 776 - 7298  
PHONE: 941 - 286 - 4753

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: CAR SHOW /  
COMMUNITY PAAM - TOMS FOR TOTS - CHRISTMAS IN THE PARK  
CLOSE 3 BLOCKS : 5th St W (900 Block), 10th Ave W (400+500 Block)

ANTICIPATED ATTENDANCE: 800 + .

**CITY SERVICES REQUIRED:**

POLICE: Streets Blocked: \_\_\_\_\_ Traffic Control: \_\_\_\_\_ Security: \_\_\_\_\_ Other: \_\_\_\_\_  
PUBLIC WORKS: Barricades: X 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: \_\_\_\_\_  
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  
Page 2

EVENT: FIRST FRIDAYS

Event Date: DEC 2ND 2011

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

[Signature]

Permittee

CITY APPROVAL:

City Clerk

[Signature]

Date 9/14/11

Public Works Director

[Signature]

Date 9-15-11

Police Department

[Signature]

Date \_\_\_\_\_

North River Fire

APPROVED BY COMMISSION: \_\_\_\_\_

Date 9/17/11

Date \_\_\_\_\_

Internal use only

Date Received: \_\_\_\_\_

By: \_\_\_\_\_

Special Function Permit Application  
Page 2

EVENT: FIRST FRIDAYS

Event Date: DEC 2ND 2011

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

*[Signature]*  
Permittee

CITY APPROVAL:

City Clerk

*[Signature]*

Date

9/14/11

Public Works Director

*[Signature]*

Date

9-15-11

Police Department

*[Signature]*

Date

9/19/11

North River Fire

\_\_\_\_\_

Date

\_\_\_\_\_

APPROVED BY COMMISSION: \_\_\_\_\_

Date

\_\_\_\_\_

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

**jane - work**

---

**From:** Diane Ingram [diane.ingram@ManateeClerk.com]  
**Sent:** Thursday, September 08, 2011 10:18 AM  
**To:** yoshira.castro@mymanatee.org  
**Cc:** gretchen@palmettoartcenter.com; jane - work; Amanda Polson  
**Subject:** Christmas Event

Hi Yoshira – We wanted to let you know what was happening in our neck of the woods in December. Palmetto's Christmas in the Park will be held on Friday, December 2<sup>nd</sup> and Saturday, December 3<sup>rd</sup> from 5:00 – 9:00 pm each evening.

Gretchen (PAC) is going to try to pull together a craft show for the same times.

Slick's is having their first Friday shindig on the 2<sup>nd</sup> and Jane is requesting street closure on 10<sup>th</sup> Ave. between 6<sup>th</sup> Street and 4<sup>th</sup> Street. So the street would be available if the Library wanted to do something on Friday night the way you did last year.

Let us know if you'd like to participate! We can each help promote the others' activities. Thanks,

Diane

Diane Ingram, Museum Coordinator  
Manatee County Agricultural Museum, Inc.  
R.B. "Chips" Shore - Clerk of the Circuit Court - Historical Resources Dept.  
1015 6th St. West, P. O. Box 1284  
Palmetto, FL 34220  
(941) 721-2034 FAX: (941) 721-6888

No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 10.0.1392 / Virus Database: 1520/3884 - Release Date: 09/08/11