

**TAB 4**



# City of Palmetto Agenda Item

**Meeting Date**

11/21/11

**Presenter:** Jim Freeman

**Department:** City Clerk

**Title:**

**SPECIAL FUNCTION PERMIT APPLICATION  
Palmetto Historic Commission - Palmetto's Christmas in the Park**

The Palmetto Historic Commission is requesting an amendment to the Special Function Permit for the Christmas in the Park event. Commission approved the original application on February 7, 2011.

The amendment is a request to close 6<sup>th</sup> Street between 10<sup>th</sup> and 11<sup>th</sup> Avenue. They are also requesting use of the city's generator during the event.

**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 amendment to the Christmas in the Park Special Function Permit that was approved by City Commission on February 7, 2011.

**Staff Contact:** Jim Freeman

**Attachments:** Original Special Function Permit application, with the amended as noted.



**SPECIAL FUNCTION PERMIT APPLICATION**

Palmetto's  
 EVENT NAME: Christmas in The Park EVENT DATE: 12/2/11 +  
 APPLICANT: Palmetto Historical Commission EVENT TIME: 12/3/11  
 ADDRESS: 515-10<sup>th</sup> Ave W - Palmetto PHONE: 5-9 PM  
 CONTACT: Mandy Polson PHONE: 723-4991

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: Park open House, Musical Entertainment, photos w/santa, food vendors, BFA, Alex's lemonade stand sponsored by PHE -

ANTICIPATED ATTENDANCE: open to Public

CITY SERVICES REQUIRED: \* see below

POLICE: Streets Blocked: \_\_\_\_\_ Traffic Control: \_\_\_\_\_ Security: \_\_\_\_\_ Other: \_\_\_\_\_  
 PUBLIC WORKS: Barricades: \_\_\_\_\_ Clean-up: \_\_\_\_\_ Set-up: \_\_\_\_\_ Other: \_\_\_\_\_  
 \* Close off 6th St. between 10th & 11th Ave.  
*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.*

need generator also -

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).

would like to borrow tables & chairs for this event. we'd like to have lights on all b/dgs, including Ag Museum (who will furnish their own lights).

Special Function Permit Application  
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EVENT: Palmetto's Christmas in the Park      12/2/11 \*  
Event Date: 12/3/11

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

CiPaubler, Pres.  
Permittee

CITY APPROVAL:

City Clerk	<u>[Signature]</u>	Date <u>2/2/11</u>
Public Works Director	<u>Charles R. Woods</u>	Date <u>02/02/11</u>
Police Department	<u>[Signature]</u>	Date <u>2/2/11</u>
North River Fire	_____	Date _____
APPROVED BY COMMISSION:	<u>[Signature]</u>	Date <u>2/7/11</u>

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