

**TAB 3**



# City of Palmetto Agenda Item

**Meeting Date**

3/19/12

**Presenter:** Jim Freeman

**Department:** City Clerk

**Title:** Special Function Permits

The following Special Function Permits have been submitted for approval:

**Palmetto Blues Fest** at Kojacks for April 21, 2012. The event will be held in the restaurant's parking lot. No City services are requested.

**First Fridays** for April 6, May 4, and June 1, 2012. The applicant is requesting the closure of the 900 block of 5<sup>th</sup> St. and the 400 block 10<sup>th</sup> Ave. Mr. Tusing has approved the closure of 5<sup>th</sup> St. for April only, as 5<sup>th</sup> St. will be under construction during May and June.

**VBS Celebration** at First Baptist Church on June 22, 2012. The applicant is requesting the closure of 11<sup>th</sup> Ave. between 4<sup>th</sup> St. and 5<sup>th</sup> St.

**Jerry Hill Memorial Kids' Fishing Tournament** on May 12, 2012. The applicant is requesting waiver of the fees. Staff estimates the fees to be \$493; **IN-KIND** services that are not being charged are the rental of the fishing pier and Riverside Park West.

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

**Additional Budgetary Information:**

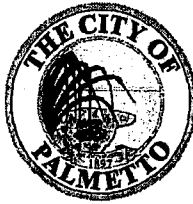
**Funding Source(s):**  **Sufficient Funds Available:**  Yes  No **Budget Amendment Required:**  Yes  No **Source:**

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

**Potential Motion/Direction Requested:**  Approve the Special Function Permits as listed with the exception of First Fridays, which shall be approved for only the closure of 10<sup>th</sup> Ave. for the May and June events.

**Staff Contact:**  Jim Freeman

**Attachments:**  Special Function Permit Applications as listed.



**SPECIAL FUNCTION PERMIT APPLICATION**

EVENT NAME: PALMETTO BLUES FEST

EVENT DATE: 4-21-12

APPLICANT: JOE FORNEY

EVENT TIME: 2 to 11

ADDRESS: 1631 8<sup>th</sup> AV WEST

PHONE: 941-729-8986

CONTACT: JOE FORNEY

PHONE: 813-610-4237

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: RESTAURANT PARKING LOT ON SOUTHSIDE OF BLDG LOCAL ENTERTAINMENT, 5 GROUPS OUT SIDE SERVICE

ANTICIPATED ATTENDANCE: 200

**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: 2 # of days: 1

Proposed location(s): 1631 8<sup>th</sup> AV WEST PALMETTO

**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.**

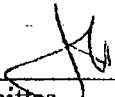
If your event will include the use of loudspeakers, you may be required to apply for a Special Permit Exception to the City's Noise Ordinance (see Chapter 5-Amusements, of the City of Palmetto Code of Ordinances).

Special Function Permit Application  
Page 2

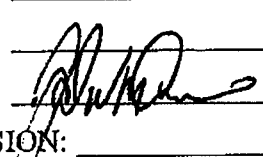
EVENT: PALMETTO BLUES FEST @ KOJAKS

Event Date: 4-21-12

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

  
\_\_\_\_\_  
Permittee

CITY APPROVAL:

City Clerk	_____	Date _____
Public Works Director	_____	Date _____
Police Department	_____	Date _____
North River Fire		Date <u>3/12/12</u>
APPROVED BY COMMISSION:	_____	Date _____

Internal use only  
Date Received: 3/7/12  
By: Wm...

Special Function Permit Application

Page 2

EVENT: PALMETTO BLUES FEST @ KOJAKS

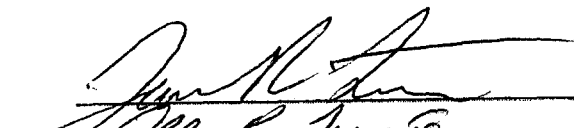
Event Date: 4-21-12

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

  
\_\_\_\_\_  
Permittee

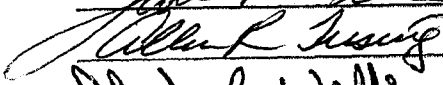
CITY APPROVAL:

City Clerk

  
\_\_\_\_\_

Date 3/9/12

Public Works Director

  
\_\_\_\_\_

Date 3-9-12

Police Department

Charles B. Wells  
\_\_\_\_\_

Date 3-9-12

North River Fire

\_\_\_\_\_

Date \_\_\_\_\_

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

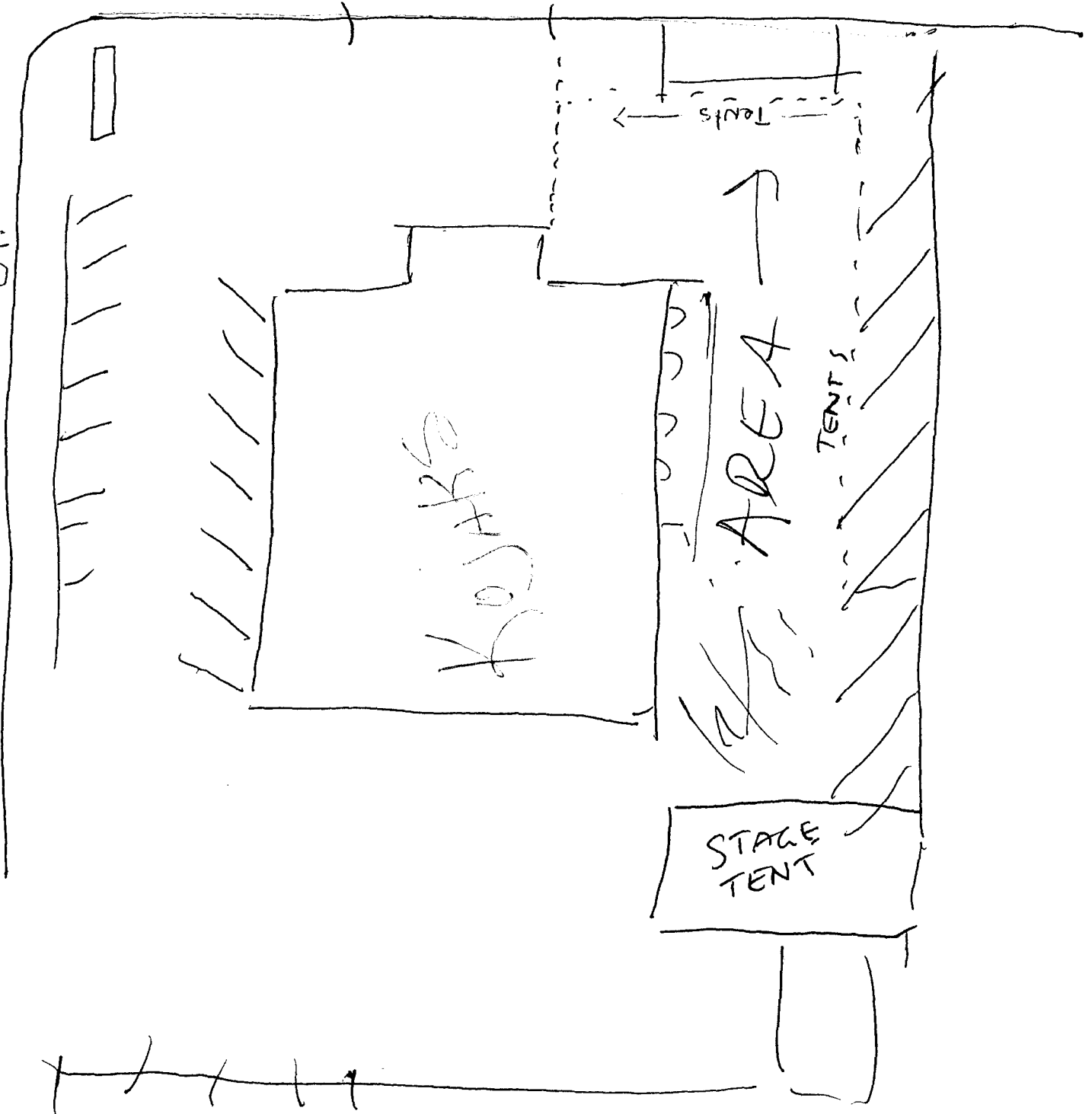
Date \_\_\_\_\_

Internal use only  
Date Received: 3/7/12  
By: W. Pender

Special function Fermi  
Palmetto Blues Fest

84th Ave.

1st St.





**SPECIAL FUNCTION PERMIT APPLICATION**

EVENT NAME: FIRST FRIDAYS  
APPLICANT: SLICKS GARAGE  
ADDRESS: 923 5th St W  
CONTACT: SLICK

EVENT DATE: April 6th  
May 4th June 1st.  
EVENT TIME: 5pm - 10pm  
PHONE: 941 776 7298  
PHONE: 941 773 2895

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: CAR SHOW - COMMUNITY PARTY  
with Live Band(s) DJ. CHARITY FUNDRAISER.  
900 Block of 5th St W, 400 Block of 10th Ave W.

ANTICIPATED ATTENDANCE: 500+

**CITY SERVICES REQUIRED:**

POLICE: Streets Blocked: \_\_\_\_\_ Traffic Control: \_\_\_\_\_ Security: \_\_\_\_\_ Other: \_\_\_\_\_  
PUBLIC WORKS: Barricades: \_\_\_\_\_ Clean-up: \_\_\_\_\_ Set-up: \_\_\_\_\_ Other: CONES.

*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: 1 # 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: FIRST FRIDAYS

Event Date: April 6<sup>th</sup> - May 4<sup>th</sup> - June 1<sup>st</sup>

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

  
Permittee

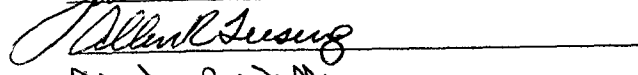
CITY APPROVAL:

City Clerk



Date 3/14/12

Public Works Director



Date 3-14-12

Police Department

Charles R. Wells

Date 3-14-12

North River Fire

\_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_

Internal use only  
Date Received: 3/12/12  
By: W. Under

5<sup>th</sup> St will be available for April, but will not be available for May & June  
ONLY 10<sup>th</sup> Ave can be used in May & June as 5<sup>th</sup> St will be under construction

  
3-14-12

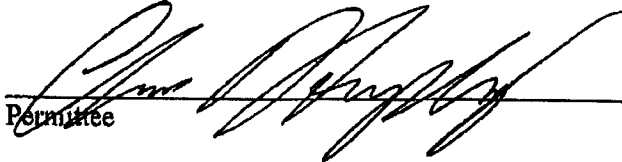


Special Function Permit Application  
Page 2

EVENT: FIRST FRIDAYS

Event Date: April 6<sup>th</sup> - May 4<sup>th</sup> - June 1<sup>st</sup>

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

  
Permittee

CITY APPROVAL:

City Clerk \_\_\_\_\_ Date \_\_\_\_\_

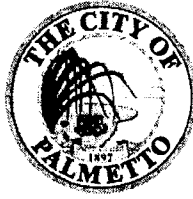
Public Works Director \_\_\_\_\_ Date \_\_\_\_\_

Police Department \_\_\_\_\_ Date \_\_\_\_\_

North River Fire  \_\_\_\_\_ Date 3/19/12

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

Internal use only  
Date Received: 3/12/12  
By: W. Jones



**SPECIAL FUNCTION PERMIT APPLICATION**

EVENT NAME: VBS Celebration  
APPLICANT: First Baptist Church  
ADDRESS: 1020 4<sup>th</sup> St W  
CONTACT: Charlene Keller

EVENT DATE: June 22, 2012  
EVENT TIME: 5:00 - 8:00 PM  
PHONE: 722-7795  
PHONE: 722-7795

DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: Close 11<sup>th</sup> Ave  
between 4<sup>th</sup> + 5<sup>th</sup> Street for crossing to parking lot  
and children's train.

ANTICIPATED ATTENDANCE: 500+

**CITY SERVICES REQUIRED:**

POLICE: Streets Blocked: \_\_\_\_\_ Traffic Control: \_\_\_\_\_ Security: \_\_\_\_\_ Other: \_\_\_\_\_  
PUBLIC WORKS: Barricades: X Clean-up: \_\_\_\_\_ Set-up: \_\_\_\_\_ Other: \_\_\_\_\_  
(Cones)

*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: VBS Celebration

Event Date: June 22, 2012

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

Charlene Keller  
Permittee Ministry Assistant  
FBC Palmetto

CITY APPROVAL:

City Clerk [Signature] Date 3/14/12

Public Works Director [Signature] Date 3-14-12

Police Department [Signature] Date 3-14-12

North River Fire \_\_\_\_\_ Date \_\_\_\_\_

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

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

Special Function Permit Application  
Page 2

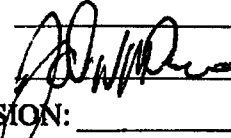
EVENT: VBS Celebration

Event Date: June 22, 2012

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

Charlene Keller  
Permittee Ministry Assistant  
FBC Palmetto

CITY APPROVAL:

City Clerk	_____	Date	_____
Public Works Director	_____	Date	_____
Police Department	_____	Date	_____
North River Fire		Date	<u>3/19/12</u>
APPROVED BY COMMISSION:	_____	Date	_____

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



**SPECIAL FUNCTION PERMIT APPLICATION**

EVENT NAME: Jerry Hill Memorial Kids Fishing Tournament EVENT DATE: May 12, 2012  
APPLICANT: Manatee Sarasota Fish & Game Assoc. Inc. EVENT TIME: 6 a.m. - 2 p.m.  
ADDRESS: 1210 99<sup>th</sup> 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 Fishing 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

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Special Function Permit Application  
Page 2

EVENT: Jerry Hill Memorial Kids' Fishing Tournament Event Date: May 12, 2012

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

Earl W. Baden, Jr. For MSFGA  
Permittee

CITY APPROVAL:

City Clerk	<u>[Signature]</u>	Date <u>3/14/12</u>
Public Works Director	<u>[Signature]</u>	Date <u>3-7-12</u>
Police Department	<u>[Signature]</u>	Date <u>3-14-12</u>
North River Fire	<u>[Signature]</u>	Date <u>3/5/12</u>
APPROVED BY COMMISSION:	_____	Date _____

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

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

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

Saturday, May 12, 2012  
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>145.00</u>
Total Costs	\$493.00

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 –2

Tables – 10

Chairs – 40

Coolers with ice – 2

96 gal Trash Cans

PA system

**MANATEE-SARASOTA FISH AND GAME ASSOCIATION, INC.**  
**P. O. Box 9164, Bradenton, Florida 34206-9164**

March 1, 2012

The City of Palmetto

Dear Mayor Bryant and City Council Members:

We are again requesting a special function permit for the Green Bridge Fishing Pier for the 26<sup>th</sup> Annual Jerry Hill Memorial Kids' Fishing Tournament May 12, 2012.

Over the last few years, we have been required to pay fees for using the Pier for this event for our community's children. We are requesting that you consider waiving these fees in the spirit of partnership with this community event. We would appreciate any assistance you can give us in this regard.

We continue to appreciate all of the support you have provided in the past. We look forward to another very successful event for the kids this year as well.

Sincerely,



**Merrie Lynn Parker, Secretary-Treasurer**  
**Rick Bennett, President**



**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**

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

**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.



# Southern-Owners

Page 1

55039 (11-87)  
Issued 08-29-2011

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

TAILORED PROTECTION POLICY DECLARATIONS

Renewal Effective 10-26-2011

AGENCY BOYD INSURANCE & INVESTMENT SV  
12-0116-00 MKT TERR 068 (941) 745-8300

POLICY NUMBER 072312-20701299-11

INSURED MANATEE SARASOTA FISH AND GAME  
ASSOCIATION INC

ADDRESS PO BOX 9164  
BRADENTON, FL 34206-9164

Company  
Bill

POLICY TERM	
12:01 a.m.	12:01 a.m.
10-26-2011	to 10-26-2012

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: Corporation

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PART(S).	PREMIUM
THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.	
COMMERCIAL GENERAL LIABILITY COVERAGE	\$717.00
FLORIDA HURRICANE CATASTROPHE FUND ASSESSMENT	9.00
FLORIDA INSURANCE GUARANTY ASSOCIATION ASSESSMENT (2007)	2.37
<b>TOTAL</b>	<b>\$728.37</b>

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)

*Pl VIT*  
*9/9/11*

*Will send bill  
for amt.*

Countersigned By: BOYD INSURANCE & INVESTMENT SVCS INC



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

Company **POLICY NUMBER 072312-20701299-1**  
Bill

INSURED **MANATEE SARASOTA FISH AND GAME**

Term 10-26-2011 to 10-26-201

**COMMERCIAL GENERAL LIABILITY COVERAGE**

**LIMITS OF INSURANCE**

General Aggregate (Other Than Products-Completed Operations)	\$2,000,000
Products-Completed Operations Aggregate	2,000,000
Personal Injury And Advertising Injury	1,000,000
Each Occurrence	1,000,000
Damage to Premises Rented to You (Fire Damage)	50,000 Any One Premises
Medical Payments	5,000 Any One Person

Twice the "General Aggregate Limit", shown above, is provided at no additional charge for each 12 month period in accordance with form 55300.

**AUDIT TYPE: Non-Audited**

**FORMS THAT APPLY TO THIS COVERAGE:** 59350 (01-08) 55146 (06-04) 55160 (12-04)  
IL0021 (11-85) 55300 (07-05) IL0017 (11-85) 55181 (12-04) 55296 (09-09)  
55376 (04-11)

**LOCATION OF PREMISES YOU OWN, RENT OR OCCUPY**

LOC 001 BLDG 001 1101 6Th Ave W Ste 106  
Bradenton, FL 34205-7743

**TERRITORY: 006 COUNTY: Manatee**

Classification	Subline	Premium Basis	Rates	Premium
CODE 00505 Special Event Per 55056 Attached - Including Products And/Or Completed Operations - Premium Not Subject To Cancellation Adjustment	Prem/Op	Flat Charge	600	\$600.00
CODE 41670 Clubs - Civic, Service Or Social - No Buildings Or Premises Owned Or Leased Except For Office Purposes Including Products And/Or Completed Operations (Not-For Profit)	Prem/Op	Members	100 Each 1 1.102	\$110.00
CODE 49950 Additional Interests Designated Per/Organization L City Of Palmetto	Prem/Op	If Any		\$0.00
Manatee County	Prem/Op	If Any		\$0.00

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

**TAILORED PROTECTION POLICY DECLARATION**

Renewal Effective 10-26-201

AGENCY **BOYD INSURANCE & INVESTMENT SV**  
12-0116-00 MKT TERR 068 (941) 745-8300

**POLICY NUMBER 072312-20701299-1**

INSURED **MANATEE SARASOTA FISH AND GAME ASSOCIATION INC**

ADDRESS **PO BOX 9164**  
**BRADENTON, FL 34206-9164**

Company  
Bill

POLICY TERM	
12:01 a.m.	12:01 a.m.
10-26-2011	to 10-26-2012

**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.**

**COMMERCIAL GENERAL LIABILITY COVERAGE**

**TERRORISM - CERTIFIED ACTS      SEE FORM 59350      \$7.00**

**LOCATION 001    PREMIUM      \$717.00**



SOUTHERN-OWNERS INS. CO.

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

Company **POLICY NUMBER 072312-20701299-11**  
Bill

INSURED MANATEE SARASOTA FISH AND GAME

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

**SUPPLEMENTAL DECLARATIONS**

**00505 SPECIAL EVENTS:**

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