

**CITY COMMISSION
SPECIAL MEETING
OFFICIAL AGENDA
July 28, 2021
2:00 p.m.**

**Municipal Administration Building
Commission Chambers
201 W Central Avenue
Lake Wales, FL 33853**

1. CALL TO ORDER

2. ROLL CALL

3. COMMUNICATIONS & PETITIONS

Public participation is encouraged. The City Commission welcomes opinions and information on any topic related to the meeting's agenda or other City business. The purpose is to inform the commission, which will listen and not engage in argument or debate. Answers about subject matter can be better handled with city staff during business hours.

Anyone wishing to speak should give their name, state if they are a resident, taxpayer, business owner, or utility customer and they will have 5 minutes. Utility customers should only speak on matters concerning those utilities.

4. 1st Annual Back To School Event Special Event Permit Application

Approval of this Special Event Application will allow the Northwest Neighborhood Association to sponsor a School Supply Giveaway Event on July 31, 2021.

Documents:

[MEMO BACK TO SCHOOL SPECIAL EVENT PERMIT 2021.PDF](#)
[BACK TO SCHOOL EVENT NW NEIGHBORHOOD ASSOC PERMIT APP.PDF](#)

5. ADJOURNMENT

MEMORANDUM

May 14, 2021

TO: Honorable Mayor and City Commission

VIA: James Slaton, City Manager

FROM: Jennifer Nanek, City Clerk

SUBJECT: 1st Annual Back to School Event
Special Event Permit Application

SYNOPSIS: Approval of this Special Event Application will allow the Northwest Neighborhood Association to sponsor a School Supply Giveaway Event on July 31, 2021

RECOMMENDATION

Staff recommends that the City Commission consider taking the following action:

1. Approve the Special Event Permit Application for the Northwest Neighborhood Association 1st Annual Back 2 School Event on Saturday July 31, 2021 on Lincoln Avenue from 10:00 a.m. – 2:00 p.m.
2. Approve the request to close Lincoln Avenue from A Street to C Street from 9:00 a.m – 3:00 p.m. and the Parking Area at Lincoln and B Street
3. Approve the request for set up by the vendors on Saturday July 31, 2021 at approximately 9:00 a.m. on Park Avenue.

BACKGROUND

The Northwest Neighborhood Association submitted a Special Event Permit Application for a Back to School Event on Saturday July 31 from 10:00 a.m. – 2:00 p.m. This will involve the closure of Lincoln Avenue from A Street and C Street and the City Parking lot.

On Saturday set-up will begin at 9:00 a.m. There will be vendors set up along Lincoln Avenue.

OTHER OPTIONS

Do not approve the event

FISCAL IMPACT

No In-kind services were budgeted for this event. Costs will be paid at 100% by the Northwest Neighborhood Association.

ATTACHMENTS

Special Event Permit Application



SPECIAL EVENT APPLICATION

City of Lake Wales
201 W. Central Ave.
Lake Wales, FL 33853
863-678-4182x270

Applicant Information:

Organization Name: Northwest Neighborhood Association

Is this organization classified a 501c3 status by the IRS? yes no
(if so, please provide a copy of the determination letter)

Address: P.O. Box 3415 Phone: 813-763-2645
LAKE WALES, FL
33859

Event Contact Information:

Name: (First & Last): Michelle Threath

Mailing Address: PO Box 3415

City, ST, ZIP: LAKE WALES, FL 33859

Phone#: 813-763-2645 Email: mthreath3@verizon.net

Event Information:

Name of Event: 1st Annual Northwest Neighborhood Association
Back 2 School Event

Please note: All events requesting a street closure must have approval from the City Commission.

- Festival - an organized public gathering in a park or downtown e.g. Art Show
- Organized Competitive Event - a planned race, walk, tournament or other contest
- Parade/Walk - a public or private march, run, walk or parade of any kind.
- Circus or Carnival

Other School Supply Give away

Event Description: K-12 Book bag/school supply give away
by participating vendors

Event Start Date: 7/31/21 Time: 10:00am Event End Date: 7/31/21 Time: 2:00pm

Set up Date: 7/31/21 Time: 9:00am Take Down Date: 7/31/21 Time: 3:00pm

Gated/Ticketed Open to the Public Private Other: _____

Location of Event:

Lake Wailes Park Downtown Market Place Kiwanis Park
 Stuart Park Crystal Lake Park Other Lincoln Ave.

Site Plan Requirements:

Please attach a clear and legible site plan/map with the following indicated:

1. Depiction of the area (streets, park, etc) where the event will be held.
2. The overall event area such as parking and requested street closures.
3. The location and dimensions of all physical equipment being placed; such as stages, vendors, booths, tents, barricades, restrooms, dumpsters, etc.
4. Disabled parking and handicapped access clearly defined.
5. Location of temporary alcohol sales where both sales & consumption will occur.
(Sale or consumption of alcohol requires additional permitting from the state and hiring of at least 2 off-duty police officers)

Event Components:

- | | |
|---|---|
| <input type="checkbox"/> Alcohol - (Special Permit Required)* | <input checked="" type="checkbox"/> Amplified Sound |
| <input type="checkbox"/> Portolets | <input type="checkbox"/> Stage |
| <input type="checkbox"/> Sales/Distribution/Display | <input type="checkbox"/> Inflatables (bounce houses) |
| <input type="checkbox"/> Food Distribution/Sales | <input type="checkbox"/> Concerts/Live Music |
| <input type="checkbox"/> Use of electric outlets | <input type="checkbox"/> Installation of additional outlets |
| <input type="checkbox"/> Use of water spigots | <input checked="" type="checkbox"/> Tents (permit required for tents larger than 30x30) |
| <input type="checkbox"/> Live animals | <input type="checkbox"/> Boat Racing |
| <input type="checkbox"/> Temporary Structures | <input checked="" type="checkbox"/> On-Site Cooking |
| <input checked="" type="checkbox"/> DJ | <input type="checkbox"/> Amusement rides |

Other Vendors will setup tents no larger than 30x30, table (1), and chairs. Provide resourceful information about services they provide and give each student at least one school supply for their book bag.

*Events involving the sale and consumption of alcohol must have a designated area where the sale and consumption of alcohol will take place. Sponsor must get an additional permit from the State Division of Alcoholic Beverages and Tobacco and requires the presence of a police detail.

Other Information:

Will City Streets be closed? yes no Requires Commission Approval

Please list all affected streets: Lincoln Ave. and 'C' Street
to Lincoln Ave. and 'A' Street

Will any alleys, parking lots or other public places be closed? yes no

Please describe: _____

Will State Roads be closed? (SR 17) yes no Requires FDOT Permit

Please describe State Roads to be closed: _____

Will you need additional trash receptacles from the City? yes no

Will you need clean-up assistance from the City throughout the event? yes no

Note: For unbudgeted events the organization must reimburse the City 100% of costs for use of Public Services and Police Department.

Any other requested assistance from the City? No

Any additional information: None at this time.

Insurance Requirements:

Liability Insurance is required for all special events involving City property and must name the City of Lake Wales as an additional insured. For events requesting the sale or consumption of alcohol, liability insurance in the amount of \$1,000,000.00 is required. All proof of insurance must be submitted to the City of Lake Wales a week before the event. Failure to provide acceptable insurance will result in the cancellation of the event.

Agreement to Assume Financial Responsibility for Injury or Damage

The Sponsor (hereinafter referred to as "the permittee"), shall indemnify, defend, and hold harmless the City of Lake Wales (hereinafter referred to as "the City"), and all of its elected or appointed officials, officers, agents, and employees from any claim, loss, damage, cost, change, or expense arising out of any acts, actions, neglect, or omission by the Permittee, its agent, employees, or subcontractors during the performance of the permitted event, whether direct or indirect, and whether to any person or property to which the City or said parties may be subject, except that neither the Permittee nor any of its agents, employees, or subcontractors will be liable under the agreement for damages arising out of the injury or damage to persons directly caused or resulting SOLELY from the negligence of the City or any of its elected or appointed officials, officers, agents, or employees.

Permittee's obligation to indemnify, defend and pay for the defense or at the City's option, to participate and associate with the City in the defense and trial of any damage claim or suit and any related settlement negotiations, shall be initiated by the City's notice of claim for indemnification to Permittee. Permittee's inability to evaluate liability or its evaluation of liability shall not excuse Permittee's duty to defend and indemnify within seven days after such notice by the City is provided by Certified Mail. Only an adjudication or judgment after highest appeal is exhausted specifically finding the City SOLELY negligent shall excuse performance of this provision by Permittee. Permittee shall pay all costs and fees related to this obligation and its enforcement by the City. City's failure to notify Permittee of a claim shall not release the Permittee 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 City's right, title and interest in 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 City from and against any and all loss, damage, cost, and expense arising in any manner on account of the exercise or attempted exercise by said Permittee of the aforesaid rights and privileges.

During the event, the Permittee shall observe all safety regulations of the City, and the Permittee shall take measures to ensure the safety of the public.

By signing this application, it represents the information provided to be true and correct and signifies a binding agreement to comply with the rules and regulations of the City of Lake Wales. Should the City grant approval and a permit be issued, it is further agreed the Permittee will comply with any other requirements provided by Federal, State, and Local Law.

By execution hereof, the undersigned affirms that he or she is vested with full right and authority to bind the Permittee to the terms of this Agreement.

In case of non-compliance with the City's requirements in effect as of the approved date of the permit resulting from this Agreement, said permit is void.

[Handwritten Signature]
Signature of Sponsor or Authorized Representative of Sponsor

7.19.2021
Date

Michelle Threatt
Printed Name

State of Florida
County of Polk

The forgoing instrument was acknowledged before me this 19 day of July, 2021 by

Michelle Threatt

[Handwritten Signature]
Signature of Notary Public-State of Florida
CHERYL BAKSH
Name of Notary Typed, Printed, or Stamped



Personally Known OR Produced Identification
Type of Identification Produced: _____

