



SANTA ROSA COUNTY
TOURIST DEVELOPMENT OFFICE

JULIE MORGAN
Tourist Development Director
julie@santarosa.fl.gov

8543 Navarre Parkway | Navarre, Florida 32566

MEMORANDUM

TO: Board of County Commissioners

FROM: Julie Morgan, Tourist Development Director

DATE: April 19, 2016

SUBJECT: Special Event Application for Pink Pirate's 2nd Annual 5K Run

RECOMMENDATION

That the Board of County Commissioners considers and approves the Special Event Application from the Pink Pirates of Navarre to host Pink Pirate's 2nd Annual 5K Run. The run takes place on October 15, 2016, on Navarre Beach.

BACKGROUND

The event is sponsored by the non-profit group "The Pink Pirates of Navarre". The purpose of the event is to increase Breast Cancer Awareness in the community and to help fund Mammograms for those who afford one.

NEXT STEPS

If approved by the Board of County Commissioners, staff will work with the applicant to finalize arrangements for the event.



Special Event Permit Application

Instructions: To process an application, all pages must be filled out completely and submitted with payment. You may obtain department approvals by phone, email, or in person. For questions about requirements, fees, or the application process contact the Tourism Development Office.

EVENT INFORMATION (PLEASE CHECK ALL THAT APPLY)

- CONCERT
- PARK FESTIVAL
- SALE/MARKET
- RUN/WALK
- FUNDRAISER
- PARADE/PROCESSION
- SPORTS EVENT
- FISHING EVENT
- PRIVATE EVENT
- PUBLIC EVENT
- OTHER _____

Event Name: Pink Pirates's 2nd Annual 5K Run

Event Location: Navarre Beach Date(s) of Event: Oct 15th to 9:45 am

Time of Event: Day 1 8:00 am to 9:45 am Day 2 _____ to _____ Day 3 _____ to _____

Set Up Date: Oct 14th Set Up Time: 11:00 am Breakdown Date: Oct 15th Breakdown Time: 11:00 am

Will an admission fee be charged? YES NO Admission Fee: \$20.00 (entry fee)

Estimated Attendance: 200 /per day

Brief description of event:

The event is sponsored by the non-profit group 'The Pink Pirates of Navarre. The purposed of the event is to increase Breast Cancer awareness in the community and to help fund Mammograms for those who afford one.

APPLICANT & EVENT ORGANIZER INFORMATION

- INDIVIDUAL
- NOT-FOR PROFIT
- FOR PROFIT
- CHARITY
- CHURCH
- OTHER

Name of Organization: The Pink Pirates of Navarre

Address: P.O Box 6471 City: Navarre State: FL Zip: 32566

Phone: 850-582-2504 Email: stephenscb@bellsouth.net

Point of Contact: Christian Stephens

Special Event Questions

Below are questions about the event. Please answer all questions and attach additional documents, if necessary, to the application.

Note: If your event will attract less than 1,000 people per day, will not require reservation of county property other than a pavilion, community center, or auditorium, and will not involve the sale or consumption of alcohol, this Special Events Permit is not required. Applications to reserve the facilities described above can be found online at www.santarosa.fl.gov.

Do any of the following apply to your event? Check all that apply.

- Attendance of 1000+ people per day on public or private property? *Agritourism events on private property do not require this application.*
- Event located on public property or a county park?
- Alcohol use on county property?
- Alcohol use on public or private property at times or locations not otherwise allowed by county ordinance?

If the answer to any of the above is yes, your application must be approved by the Board of County Commissioners at a public meeting.

Does your event require the use of:

- County park pavilion?
- County-owned community center?
- County Auditorium?

Will restroom facilities be available on site?

If yes, describe We'll request a Porta-Potty

YES NO

Will there be amplified sound?

If yes, times requested 7:30 am to 9:45 am

YES NO

Will food or non/alcoholic beverages be sold or given away?

Will food be cooked at the event?

Will an admission fee be charged?

Will alcohol be sold or given away? If yes, attach liquor liability insurance.

YES NO

YES NO

YES NO

Will there be fireworks? If yes, a pyrotechnics plan must be attached. Will unimproved or off-site lots be used for parking?

If yes, a parking plan must be attached.

Will a county park be utilized? If yes, attach park rental agreement.

YES NO

YES NO

YES NO

Will vendors be selling merchandise, food, or wares? If yes, attach vendor information form.

YES NO

Will tents larger than 400 sq. ft. or multiple tents be erected? If yes, attach tent permit.

Will an EMT be on site?

Will stages be erected?

YES NO

YES NO

YES NO

Will your event be using State Roads? If yes, an MOT is required 60 days prior to your event.

Will you be submitting a local event/marketing grant application for your event?

If so, contact Nicole Dees at NicoleD@santarosa.fl.gov

YES NO

YES NO

Additional Required Documents

Below are documents that are required to be submitted with the application. Applications will be considered incomplete without these documents. For additional information about these documents please contact the special event office.

- Event Site Map or Race Route Map:** Event organizers must provide a **site map** with vendor locations, porta potties, run/walk route, etc.
- Insurance Certificate** **FL Division of Corp Annual Report** **Tent Permit**
- Tax Exempt Certificate and/or 501(c)3 Documentation if the entity is claiming tax exempt and/or non-profit status.**

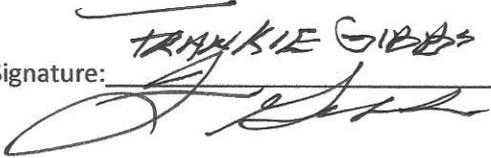
County Approval Form

Event organizers must receive approval from applicable departments below. Read the field of expertise to determine which applies to the event. When emailing staff please copy the special events coordinator assigned to the event.

<u>Department & Representative</u>	<u>Contact Information</u>	<u>Field of Expertise</u>	<u>Contact Method</u>	<u>Approval Received</u>
Sheriff's Office Sergeant Rich Aloy RAloy@SRSO.net Cell 850-485-7084	5755 East Milton Rd Milton, FL 32583 Office 850-983-1225	Street Closures; Traffic & Safety Plans; Event Site Maps; Parade Routes; Run/Walk/Bicycle Routes; Security	<input type="checkbox"/> EMAIL <input checked="" type="checkbox"/> PHONE <input type="checkbox"/> IN PERSON	<u>03</u> / <u>15</u> Month / Day
Emergency Management Tom Lloyd, Operations Chief TomL@santarosa.fl.gov Cell 850-698-7401	4499 Pine Forest Rd Milton, FL 32583 Office 850-983-4608	Fire Lane; Fire Truck; Outdoor Cooking / Grilling; Flame Activities; EMT Requirements	<input type="checkbox"/> EMAIL <input type="checkbox"/> PHONE <input type="checkbox"/> IN PERSON	_____ / _____ Month / Day
Tourist Development Office Nicole Dees NicoleD@santarosa.fl.gov	8543 Navarre Pkwy. Navarre, FL 32566 Office 850-981-8900 Fax 850-981-8903	Tourism promotion	<input type="checkbox"/> EMAIL <input type="checkbox"/> PHONE <input checked="" type="checkbox"/> IN PERSON	<u>03</u> / <u>15</u> Month / Day
Risk Management Melissa Lloyd, Risk Manager melissal@santarosa.fl.gov	6495 Caroline Street, Suite 1 Milton, FL 32570 Office 850-983-1863	Insurance Requirements; Alcohol Insurance; Live Animal Insurance; Liability Risks	<input type="checkbox"/> EMAIL <input type="checkbox"/> PHONE <input type="checkbox"/> IN PERSON	_____ / _____ Month / Day
Development Services Tambre Lee or Amber Aaron tambrel@santarosa.fl.gov	6051 Old Bagdad Hwy. Milton, FL 32583 Office 850-981-7000	Permits for Large Tents, Stages & Platforms	<input type="checkbox"/> EMAIL <input type="checkbox"/> PHONE <input type="checkbox"/> IN PERSON	_____ / _____ Month / Day
Parks Tammy Simmons tammys@santarosa.fl.gov	6075 Old Bagdad Hwy. Milton, FL 32583 850-983-1858 Phone 850-623-1331 Fax	Park Rentals	<input type="checkbox"/> EMAIL <input type="checkbox"/> PHONE <input type="checkbox"/> IN PERSON	_____ / _____ Month / Day
Navarre Beach Sonja Lusk Sonjal@santarosa.fl.gov	1411 Utility Dr. Navarre, FL 32561 850-981-8888	Navarre Beach pavilion rentals	<input type="checkbox"/> EMAIL <input type="checkbox"/> PHONE <input type="checkbox"/> IN PERSON	_____ / _____ Month / Day
Health Department Herman Davies, Environmental Supervisor II herman.davies@flhealth.gov	P.O. Box 929 Milton, FL 32570 850-983-5200 x318 Fax: 850-983-5278	Portable toilet requirements	<input type="checkbox"/> EMAIL <input type="checkbox"/> PHONE <input type="checkbox"/> IN PERSON	_____ / _____ Month / Day

I am aware of the rules and regulations as they pertain to special events and agree to abide by these rules and regulations. I understand that the event must adhere to all Santa Rosa County ordinances. I am duly authorized by the organization to submit this application on its behalf and agree to be financially responsible for any fees and costs that may be incurred by or on behalf of the event in Santa Rosa County. I certify that the information that I have provided on this application is true and to best of my knowledge. If the event details change, I agree to submit a revised application or provide additional information in writing at least 10 days prior to the event.

Name (please print): FOX CHRISTINA STEPHENS

Signature: 

Date: 03/15/2016

OUTDOOR CLEAN-UP FORM

It is understood that clean-up will be performed immediately following the event. Clean-up includes but is not limited to the removal of all garbage, signs, banners, tents, and traffic control devices (i.e. cones, barrels, signs, barricades, and changeable message signs) from the event area, public right-of-way, and/or county property.

Event Name: Pink Pirates's 2nd Annual 5K Run

Date(s) of Event: Oct 15th

Event Location: Navarre Beach

Method of Clean Up: Self Clean Up Volunteers (describe)
Volunteers will clean up all that was put up.

If performing self clean up or using volunteers contact information must be provided for the person in charge of overseeing the clean up.

Contact Name: Frankie Gibbs

Contact Phone Number: 850-936-5393

FRANKIE GIBBS

Printed Name

03/15/2016

Date

[Signature]

Signature—Responsible Party

Please Read and Initial Below - Park Rental Rules and Guidelines

Initial

fg User agrees to provide full cleanup and accomplish reasonable cleanup of the rented park area utilized. This cleanup operation shall be completed by 12:00 noon on the day following the event unless another event is scheduled in the park (then cleanup must be completed directly following User's event). If trash receptacles provided by the county are full, User agrees to dispose of refuse/trash. If the User fails to remove all trash/refuse from the event site, the User will be billed for all fees incurred Santa Rosa County to remove said trash/refuse from the site.

fg User shall be liable for any and all damage done to the property covered by this agreement located in and on the rented park area, regardless of who causes such damage or how such damage is caused, during the period of use contained in this agreement. Further, User shall agree to defend, indemnify and hold-harmless the county, its officials, employees, and representatives for any and all claims caused by or arising out of, in whole or in part, the activities permitted by this agreement.

fg I hereby attest that the information contained in this contract is true and correct. I agree: (1) if any of the information contained in the contract is found to be false; or (2) should my conduct, or the conduct of any participants or guests not be described in the contract; or (3) should any applicable county, state or federal rules, regulations, codes or laws be violated, this contract shall automatically become null and void and any activity associated with this reservation will immediately cease. If the event has not taken place, the contract will be cancelled.

Print Name	Frankie Gibbs
Sign Name	
Date	03/15/2016

Additional Documents from Applicant

If this park is being rented by a tax exempt or non-profit organizations the following documents must be submitted with this application.

501(c)3 Documentation YES NO - Tax Exempt Certificate YES NO

Questions

Will tents larger than 400 sq. ft. or multiple tents be erected at event? YES NO - Will stages be erected at event? YES NO - Will animals/pets be allowed at event? YES NO - Will alcoholic beverages be sold or given away at event? YES NO - Will food or beverages be sold or given away at event? YES NO - Will there be amplified sound? YES NO - Will food be cooked at the event? YES NO - Will you require use of utilities on-site (water, electricity)? YES NO - Which? WATER ELECTRICITY

Provide additional information for all YES answers marked on this agreement.

- Limited snack food (bananas, oranges, water) will be provided; Some amplified music will be provided at the beginning of the race. _____
- Limited snack food (bananas, oranges, water) will be provided; Some amplified music will be provided at the beginning of the race. _____
- Limited snack food (bananas, oranges, water) will be provided; Some amplified music will be provided at the beginning of the race. _____
- Limited snack food (bananas, oranges, water) will be provided; Some amplified music will be provided at the beginning of the race. _____

OFFICE USE ONLY

Agreement Received - Date: _____

Fee Paid - YES NO CASH CHECK CHARGE Amount: _____ Receipt #: _____

Additional Documents Received (if applicable) 501(C)3 TAX EXEMPT CERTIFICATE INSURANCE CERTIFICATE TENT PERMIT SPECIAL EVENT PERMIT APPLICATION OFFSITE PARKING PLAN

County Representative Signature: _____ Date: 03/15/2016

RULES AND REGULATIONS

Application Due Dates

- A completed Special Events permit application is due to the Special Events office at a minimum of 60 days prior to the event date. Applications submitted after the deadline may be subject to denial of permit.
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Cancellation Policy

- No permit fees will be refunded if the event is cancelled before or after the scheduled event date.
 - Although permit fees are non-refundable, if an event is cancelled due to inclement weather, the permit fee can be credited towards an alternate date. Event organizers must be in touch with the Special Event Office before the scheduled event date or no more than three business days following the scheduled event date to reschedule. The alternate date must be within eight months of the original scheduled event date.
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ADA Accessibility Guidelines

- Event Organizers must make the event accessible to people with disabilities to the greatest extent possible in compliance with the requirements of the Americans with Disabilities Act (ADA). If the event calls for portable restroom facilities, 5% of the total number of portable restroom units and at least one in each grouping of units must be accessible to persons with disabilities.
 - Accessible parking must be provided for persons with disabilities. Depending on the location, county-designated accessible parking lots must be utilized for accessible parking for the event. Information regarding accessible parking locations should be included as part of the event advertising and clearly marked at the event site. At a minimum, all event personnel and volunteers should be aware of the locations of accessible parking to direct persons with disabilities and handicap tags to the appropriate parking areas.
-

Use of State Roads

- Any event that requires the use of a state road must complete the appropriate paperwork and submit it to the Special Events office at a minimum of thirty (30) days prior to the event date.

INSURANCE REQUIREMENTS

In General:

The Event Organizer/Applicant is required to provide liability insurance with coverage limits that depend upon the size, scope and location of the event. The insurance policy must include coverage for all Event Organizer/Applicant approved event activities, including those activities being provided by third party vendors. The policy must be for the dates of the event, including set-up and take-down days. Liquor Liability Insurance (if alcohol is sold) or Host Liquor Liability Insurance (if alcohol is given away) must be provided if alcohol is to be present at the event.

Insurance Requirements:

No proof of insurance will be required for a group or organization using a Santa Rosa County facility for a meeting if all of the following criteria is met:

- There is no charge to attend or participate
- There are no sales or solicitation for sales
- There are no display booths
- No alcohol is served
- No animals (livestock, reptiles, etc.) are present
- No large or dangerous equipment is present or used

Insurance Limits:

Minimum limits for event liability insurance are \$300,000 per occurrence and in the aggregate. However, most events will require minimum limits of \$1,000,000 per occurrence and in the aggregate depending upon the scope of the event. The minimum limit for Liquor or Host Liquor Liability Insurance is \$1,000,000 each common cause and in the aggregate.

Additional Insured Status:

Santa Rosa County must be listed as an additional insured on all insurance coverage. Other additional insured entities may be required, depending on the scope or location of the event.

Certificate of Insurance:

A certificate of insurance evidencing the required insurance should be sent a minimum of 10 days prior to the event.

The certificate may emailed to melissal@santarosa.fl.gov.

The certificate holder should read:

Santa Rosa County
Risk Management
6495 Caroline Street, Suite I
Milton, FL 32570

County Code

In the event of any conflict between any provision of this summary document and County Code, the County Code takes precedence.

Pet Friendly Events, Large Banners, Stages, etc.

Coverage must be provided for all activities associated with the event.

Questions?

Please contact Santa Rosa County Risk Management at 850-983-1863 with any questions. Feel free to have your insurance company contact Risk Management directly regarding your event if you prefer.

Certified Copy

I certify the attached is a true and correct copy of the Articles of Incorporation of THE PINK PIRATES OF NAVARRE, FLORIDA, INC, a Florida corporation, filed electronically on February 13, 2015 effective February 09, 2015, as shown by the records of this office.

I further certify that this is an electronically transmitted certificate authorized by section 15.16, Florida Statutes, and authenticated by the code noted below.

The document number of this corporation is N15000001545.

Authentication Code: 150216084710-200269483542#1

Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this the
Sixteenth day of February, 2015



Ken Detzner
Ken Detzner
Secretary of State

Gulf of Mexico

Pink Pirates 5K

Making Breast Cancer Walk the PT

Starting Line

Gulf Blvd



FINISH LINE



BOAT
PARKING
LOT

Arkansas St

White Sands



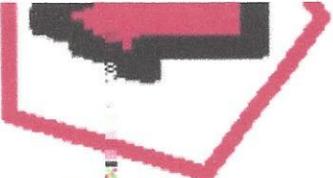
Turn Around Point

Join us at

JUANNA'S

for the

AFTER PARTY!!



**Map not to scale



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/12/2016

PRODUCER East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley, CA 95945 Phone: (530) 477-6521 Email: info@theeventhelper.com	THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED Pink Pirates of Navarre Pink Pirates PO Box 6471 Navarre, FL 32566	INSURER A: Essex Insurance Company	39020
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	Y	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Host Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> Retail Liquor Liability	3DS5450-M956019	10/15/2016	10/16/2016	EACH OCCURRENCE INCLUDES BODILY INJURY & PROPERTY DAMAGE \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 DEDUCTIBLE \$ 1,000
		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) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate holder listed below is named as additional insured per attached CG 20 26 07 04.
 Attendance: 250, Event Type: 5 K Run.

CERTIFICATE HOLDER

Pink Pirates of Navarre
 PO Box 6471
 Navarre, FL 32566

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



Snorkeling Reef
 30° 23' 6.963" N
 86° 51' 22.614" W

Snorkeling Reef
 30° 23' 10.859" N
 86° 52' 35.268" W

Snorkeling Reef
 30° 22' 45.027" N
 86° 51' 13.648" W

Pavilion Rental

Flounder - Seagull - Sand Crab	\$36.00 + tax \$2.28 = \$37.28
Dolphin - Sea Turtle - Manta Ray Ghost Crab - Sand Dollar - Sea Oat	\$50.00 + tax \$3.25 = \$53.25
Sandpiper - Black Skimmer (Soundside Pavilions)	\$50.00 + tax \$3.25 = \$53.25
Red Drum - Pelican Mackerel - Starfish	\$25.00 + tax \$1.63 = \$26.63

Navarre Beach Pavilions

© 2009 Navarre Beach, Florida. All rights reserved. This map is for informational purposes only. The location of pavilions is subject to change without notice. For more information, please contact the Navarre Beach Recreation Department at 904.226.6300.