



SANTA ROSA COUNTY TOURIST DEVELOPMENT OFFICE

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

8543 Navarre Parkway | Navarre, Florida 32566

TO: Board of County Commissioners

FROM: Julie Morgan, Tourist Development Director

DATE: July 25, 2016

SUBJECT: Special Event Application for I Embody All Things Great 5K...Moving for a Purpose on Navarre Beach hosted by I Embody on April 1, 2017.

RECOMMENDATION

Discussion that the Board of County Commissioners consider and approve the Special Event Permit application from I Embody to host I Embody All Things Great 5K...Moving for a Purpose event located at Navarre Beach on April 1, 2017. The run will utilize Gulf Blvd., Arkansas St. and White Sands Blvd.

BACKGROUND

A 5K run/walk to raise money for 3 local charities with the hopes of also bringing awareness to volunteering and serving opportunities that are available in the area. The 3 charities are:

- Loaves and Fishes of Pensacola
- Weekend Food Program of Navarre
- Navarre Pregnancy Resource Center

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: I Embody All Things Great 5K... Moving for a Purpose

Event Location: Navarre Beach Date(s) of Event: 4-1-17 to 4-1-17

Time of Event: Day 1 6am to 2pm Day 2 _____ to _____ Day 3 _____ to _____

Set Up Date: 4-1-17 Set Up Time: 6am Breakdown Date: 4-1-17 Breakdown Time: 1pm

Will an admission fee be charged? YES NO Admission Fee: \$30.00

Estimated Attendance: ≈ 900 /per day

Brief description of event:
A 5K (run/walk) to raise money for 3 local charities: Leaves and Fishes of Pensacola, Weekend Food Program of Navarre and the Navarre Pregnancy Resource Center. With hopes of ^{also} bringing awareness to volunteering/ serving opportunities that are available in the area.

APPLICANT & EVENT ORGANIZER INFORMATION

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

Name of Organization: I Embody[®]

Address: P.O. Box 5273 City: Navarre State: FL Zip: 32566

Phone: 860-995-9836 Email: eye.embody@gmail.com

Point of Contact: Ludgina Dieujuste

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 Porta potties

YES NO

Will there be amplified sound?

If yes, times requested 8am to 1pm

YES NO

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

Will food be cooked at the event?

YES NO

Will an admission fee be charged? *(For runners/walkers)*

YES NO

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

YES NO

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

YES NO
 YES NO

If yes, a parking plan must be attached.

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

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.

YES NO

Will an EMT be on site?

YES NO

Will stages be erected?

YES NO

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

YES NO

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

YES NO

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

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.**

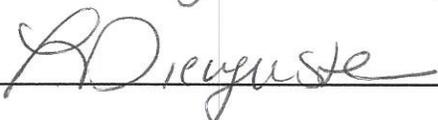
County Approval Form

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 type="checkbox"/> PHONE <input type="checkbox"/> IN PERSON	_____ / _____ 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 type="checkbox"/> IN PERSON	_____ / _____ 5 20 Month Day
Risk Management Melissa Lloyd, Risk Manager melissal@santarosa.fl.gov	6495 Caroline Street, Suite I 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 the 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): Ludgina Dieujuste

Signature: 

Date: 6-6-16

HOLD HARMLESS AGREEMENT

For and in consideration of having been granted permission by Santa Rosa County to hold a Special Event within the Santa Rosa County limits, the undersigned hereby agrees on behalf of the organization, to indemnify and hold harmless the county of Santa Rosa, its subsidiaries or affiliates, elected and appointed officials, employees, volunteers, representatives and agents from any and all claims, suits, actions, damages, liability and expenses in conjunction with loss of life, bodily injury or personal injury, or property damage, including loss of use thereof, directly or indirectly caused by, resulting from, arising out of or occurring in connection with this permitted activity.

The undersigned also agrees to protect and hold harmless the county of Santa Rosa, its subsidiaries or affiliates, elected and appointed officials, employees, volunteers, representatives and agents from any and all claims, suits, actions, damages, liability and expenses, present, past or future which may be asserted by this organization, or any member of this organization, or any participant of third party arising out of or occurring in connection with this permitted event.

By the signature to this document the undersigned acknowledges that it understands the contents of this document and is voluntarily agreeing to its terms.

In witness whereof I have here unto set my hand and seal this 18th day of June in 2016.

Name of Special Event The I Embody All Things Great 5K... Moving for a Purpose

Date(s) of Special Event April 1, 2017

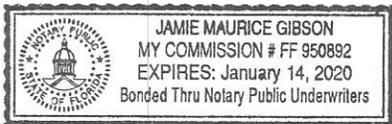
Jamie Maurice Gibson
Notary Signature

I Embody
Name of Organization

I Embody
Printed Name

Jamie Maurice Gibson
Signature of Legally Authorized Representative

Notary Public
Title



santa Rosa, fl

(STAMP)

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: The I Emboddy All Things Great 5k... Moving for a Purpose

Date(s) of Event: April 1, 2017

Event Location: Navarre Beach

Method of Clean Up: Self Clean Up Volunteers (describe)

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: Ludgina Dieujuste

Contact Phone Number: 860-995-9836

Ludgina Dieujuste
Printed Name

L Dieujuste
Signature—Responsible Party

6-6-16
Date

Please Read and Initial Below - Park Rental Rules and Guidelines

Initial

AD 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.

AD 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.

AD 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 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 activities associated with this reservation will immediately cease. If the event has not taken place, the contract will be cancelled.

Print Name	Ludgina Dieujuste
Signature	<i>L Dieujuste</i>
Date	4-1-17 6-6-16

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.

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: _____

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.

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 and 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.
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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

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 be emailed to melissal@santarosa.fl.gov.

The certificate holder should read:

Santa Rosa County
Risk Management
6495 Caroline Street, Suite 1
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.

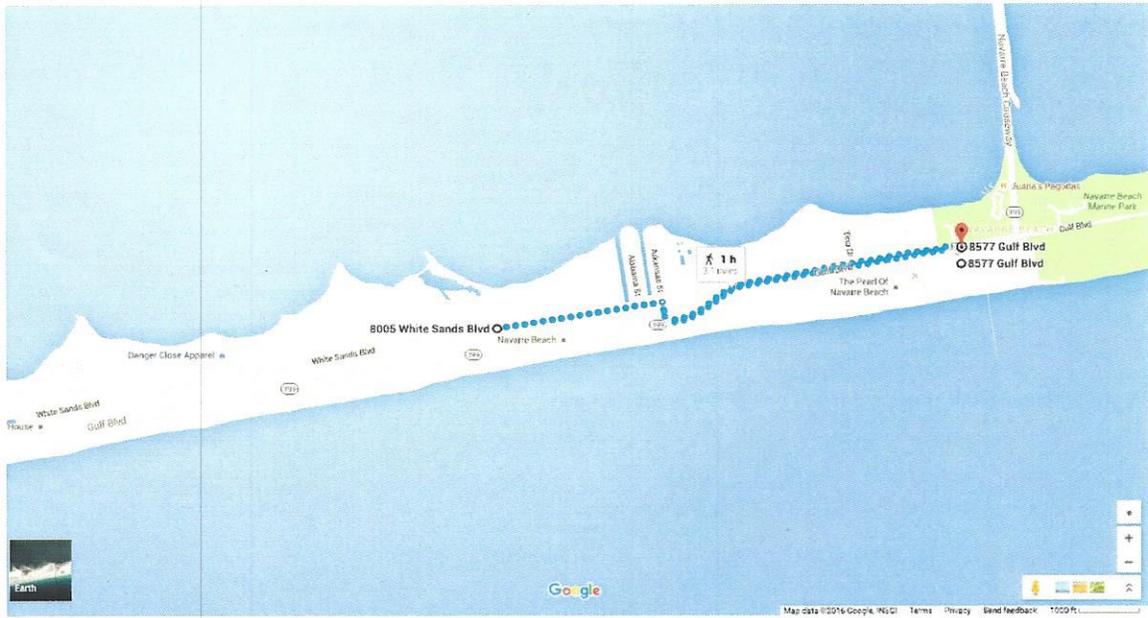
Coverage must be provided for all activities associated with the event.

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.

Insurance – Event Policy Estimate
As of June 10, 2016

Whitman & Whitman Estimate: \$410- \$450
A quote cannot be provided more than 6-9 months before the event.
Only a verbal estimate could be provided at this time.





Certificate of Registration

DR-11
R. 10/15

Issued Pursuant to Chapter 212, Florida Statutes

67-8016333254-4	01/07/14
Certificate Number	Registration Effective Date

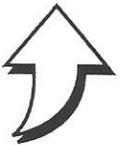
This certifies that

I EMBODY
LUDGINA DIEUJUSTE
2727 LAKES EDGE LN
NAVARRE FL 32566-8708

has met the sales and use tax registration requirements for the business location stated above and is authorized to collect and remit tax as required by Florida law. This certificate is non-transferable.

POST THIS CERTIFICATE IN A CONSPICUOUS PLACE

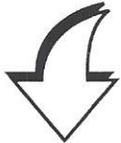
**THIS IS YOUR SALES & USE TAX CERTIFICATE OF REGISTRATION
(DETACH AND POST IN A CONSPICUOUS PLACE)**



THIS IS YOUR FLORIDA ANNUAL RESALE CERTIFICATE FOR SALES TAX

Note: New dealers who register after mid-October are issued annual resale certificates that expire on December 31 of the following year.

These certificates are valid immediately.



DR-11R, R. 10/15



2016 Florida Annual Resale Certificate for Sales Tax

DR-13
R. 10/15

THIS CERTIFICATE EXPIRES ON DECEMBER 31, 2016

Business Name and Location Address

I EMBODY
LUDGINA DIEUJUSTE
2727 LAKES EDGE LN
NAVARRE FL 32566-8708

Certificate Number

67-8016333254-4

By extending this certificate or the certificate number to a selling dealer to make eligible purchases of taxable property or services exempt from sales tax and discretionary sales surtax, the person or business named above certifies that the taxable property or services purchased or rented will be resold or re-rented for one or more of the following purposes:

- Resale as tangible personal property.
- Re-rental as commercial real property.
- Incorporation as a material, ingredient, or component part of tangible personal property that is being produced for sale by manufacturing, compounding, or processing.
- Re-rental as tangible personal property.
- Incorporation into and sale as part of the repair of tangible personal property by a repair dealer.
- Re-rental as transient rental property.
- Resale of services.

Florida law provides for criminal and civil penalties for fraudulent use of a *Florida Annual Resale Certificate*.