



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: August 8, 2016

SUBJECT: Special Event Application for Thursdays in the Park Concert Series hosted by Navarre Beach Area Chamber of Commerce.

RECOMMENDATION

Discussion that the Board of County Commissioners consider and approve the Special Event Permit application from the Navarre Beach Area Chamber of Commerce to host the annual Thursdays in the Park concert series. The event is located at the Navarre Park on Thursday nights from 6:30 to 8:30 p.m.; on the back deck of the Santa Rosa County Tourist Information Center. The concert series runs May 19, 2016 to September 8, 2016.

BACKGROUND

The Navarre Beach Area Chamber of Commerce free summer concert series, Thursdays in the Park, begins May 19, 2016 at 6:30 p.m. in beautiful Navarre Park. Each Thursday for 15 weeks we will feature a different band providing great free music from 6:30 - 8:30 pm. One food vendor will be on-site and non-alcoholic beverages will also be available for purchase. As a reminder, smoking is prohibited in Navarre Park and pets are not allowed.

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: Thursdays in the Park

Event Location: Navarre Park Date(s) of Event: Thursdays May 19, 2016 to Thursdays Sept 8, 2016

Time of Event: Day 1 6:30 pm to 8:30 pm Day 2 _____ to _____ Day 3 _____ to _____

Set Up Date: Same Day Set Up Time: 3 pm Breakdown Date: Same Day Breakdown Time: 9 pm

Will an admission fee be charged? YES NO Admission Fee: _____

Estimated Attendance: 500+ /per day

Brief description of event:

Thursdays in the Park is a free concert series for the community and visitors to Navarre.

APPLICANT & EVENT ORGANIZER INFORMATION

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

Name of Organization: Navarre Beach Area Chamber of Commerce

Address: 8543 Navarre Parkway City: Navarre State: FL Zip: 32566

Phone: 850-939-3267 Email: exec@navarrechamber.com

Point of Contact: Judy Morehead

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?

YES NO

If yes, describe. : Restrooms - Navarre Park

Will there be amplified sound?

YES NO

If yes, times requested 6:30 pm to 8:30 pm

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

YES NO

Will food be cooked at the event?

YES NO

Will an admission fee be charged?

YES NO

Will alcohol be sold or given away?

YES NO

If yes, attach liquor liability insurance.

Will there be fireworks?

YES NO

If yes, a pyrotechnics plan must be attached.

Will unimproved or off-site lots be used for parking?

YES NO

If yes, a parking plan must be attached.

Will a county park be utilized?

YES NO

If yes, attach park rental agreement.

Will vendors be selling merchandise, food, or wares?

YES NO

If yes, attach vendor information form.

Will tents larger than 400 sq. ft. or multiple tents be erected?

YES NO

If yes, attach tent permit.

Will an EMT be on site?

YES NO

Will stages be erected?

YES NO

Will your event be using state roads?

YES NO

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?

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 checked="" type="checkbox"/> IN PERSON	07 / 18 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	07 / 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 ambera@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 checked="" type="checkbox"/> EMAIL <input type="checkbox"/> PHONE <input type="checkbox"/> IN PERSON	10 / 22 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): Linda Fusco

Signature: 

Date: 7-19-16

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.

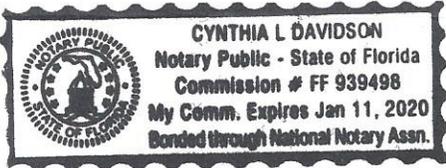
In witness whereof I have here unto set my hand and seal this ____ day of _____ in 20____.

Name of Special Event Thursdays in the Park

Date(s) of Special Event Thursdays May 19, thru Sept 8, 2016

Cynthia L Davidson
Notary Signature

Navarre Beach Area Chamber of Commerce
Name of Organization



Linda Fusco
Printed Name

(STAMP)

Linda Fusco
Signature of Legally Authorized Representative
Chair of the Board
Title

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: Thursdays in the Park

Date(s) of Event: Thursdays May 19th - Sept 8, 2016

Event Location: Navarre Park

Method of Clean Up: Self Clean Up

Volunteers (describe)

We have hired contract labor to clean up the park after each event.

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: Judy Morehead

Contact Phone Number: 850-939-3267

Linda Fusco

Printed Name

7-19-16

Date



Signature—Responsible Party

Please Read and Initial Below - Park Rental Rules and Guidelines

Initial _____

LF 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.

LF 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.

LF 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	Linda Fusco
Sign Name	<i>Linda Fusco</i>
Date	7-20-16

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.

Food/Beverage: 1 Food Vendor & 1 Dessert Vendor

Amplified Sound: Sound for the musicians is provided by Systems of Sound

Utilities: Electricity is used by the sound company.

OFFICE USE ONLY	
Agreement Received - Date: _____	
Fee Paid - <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> CHARGE Amount: _____	Receipt #: _____
Additional Documents Received (if applicable) <input type="checkbox"/> 501(C)3 <input type="checkbox"/> TAX EXEMPT CERTIFICATE <input type="checkbox"/> INSURANCE CERTIFICATE <input type="checkbox"/> TENT PERMIT <input type="checkbox"/> SPECIAL EVENT PERMIT APPLICATION <input type="checkbox"/> OFFSITE PARKING PLAN	
County Representative Signature: _____	Date: _____



VARIANCE REQUESTED INFORMATION

It is understood that by requesting this variance of the special regulation(s) in regards to the county parks and/or County Code, the above named person(s)/organization has assured Santa Rosa County that if by receiving approval of the variance any and all damage that may occur as a result of this request will be repaired and invoiced to the Organizer of the activity held in the county park. This repair must be paid prior to any future approved park rentals. An inspection will be performed immediately following the event to determine if the variance approval that has been granted created the opportunity for damage and if any damage to any county property has occurred.

Variance Requested: _____

OFFICE USE ONLY

Variance Approved YES NO

To Be Used with Special Event Permit: _____

Signature: _____ Date: _____

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 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.
-

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.

2016 FLORIDA NOT FOR PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# 733612

Entity Name: NAVARRE BEACH AREA CHAMBER OF COMMERCE, INC.

Current Principal Place of Business:

8543 NAVARRE PARKWAY
NAVARRE, FL 32566

Current Mailing Address:

8543 NAVARRE PARKWAY
NAVARRE, FL 32566 US

FEI Number: 59-1652314

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

SANDLER, MICHAEL
8543 NAVARRE PARKWAY
NAVARRE, FL 32566 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: MICHAEL SANDLER

01/20/2016

Electronic Signature of Registered Agent

Date

Officer/Director Detail :

Title CEO
Name MOREHEAD, JUDY K
Address 8543 NAVARRE PARKWAY
City-State-Zip: NAVARRE FL 32566

Title IMMEDIATE PAST CHAIRMAN
Name CARTER, REGINA
Address 140 HOLLYWOOD BLVD
City-State-Zip: FORT WALTON BEACH FL 32548

Title CHAIR ELECT
Name SANDLER, MICHAEL
Address 1905 WILLIAMS CREEK DRIVE
City-State-Zip: NAVARRE FL 32566

Title VICE CHAIR
Name STEPHENS, CYNTHIA
Address 9290 NAVARRE PARKWAY
City-State-Zip: NAVARRE FL 32566

Title CHAIRMAN
Name FUSCO, LINDA
Address 7197 LOYSBURG
City-State-Zip: NAVARRE FL 32566

Title TREASURER
Name SIMPSON, MICHAEL
Address 8871 NAVARRE PARKWAY
City-State-Zip: NAVARRE FL 32566

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 617, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

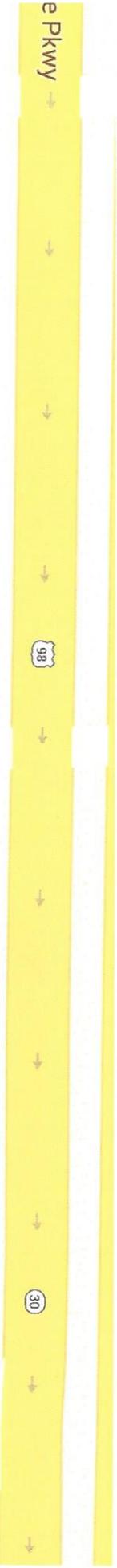
SIGNATURE: JUDY MOREHEAD

PRESIDENT/CEO

01/20/2016

Electronic Signature of Signing Officer/Director Detail

Date



PARKING

