

To: Board of County Commissioners
From: Julie Morgan, Tourist Development Director
Subject: Special Event Application for Color Me Xtreme hosted by Pace Assembly Ministries
Date: March 16, 2016

Recommendation

1. Board discussion of acceptance of special events application after the 60 day deadline from Pace Assembly Ministries to host Color Me Xtreme Run/Walk event located at Pace Assembly Ministries on April 16, 2016.
2. Board approval of special events application from Pace Assembly Ministries to host Color Me Xtreme Run/Walk.

Background

5K Run/Walk to raise funds for the youth department's summer camp "Fearless Camp" at Pace Assembly Ministries. This is an annual event.

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: Color Me Xtreme

Event Location: Pace Assembly Ministries Date(s) of Event: 4/16/16 to 11:00am

Time of Event: Day 1 8:00am to 11:00am Day 2 8:00am to 11:00am Day 3 8:00am to 11:00am

Set Up Date : _____ Set Up Time: _____ Breakdown Date: _____ Breakdown Time: _____

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

Estimated Attendance: 200 /per day

Brief description of event:
5k run/walk to raise funds for our youth department's summer camp "Fearless Camp"

APPLICANT & EVENT ORGANIZER INFORMATION

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

Name of Organization: Pace Assembly Ministries

Address: 3948 Hwy 90 City: Pace State: FL Zip: 32571

Phone: 850-202-3101 Email: kkillingsworth@paceassembly.org

Point of Contact: Kristina Killingsworth

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 2 portable restrooms

YES NO

Will there be amplified sound?

If yes, times requested 8:00am to 11:00am

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?

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

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?

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 checked="" 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 checked="" 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	_____ / _____ 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 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): Taylor Rogers

Signature: 

Date: 3/3/2016

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 _____

Date(s) of Special Event _____

Notary Signature

Pace Assembly Ministries

Name of Organization

Taylor Rogers

Printed Name

Signature of Legally Authorized Representative

(STAMP)

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: Color Me Xtreme

Date(s) of Event: 4/16/16

Event Location: Pace Assembly Ministries

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: Taylor Rogers

Contact Phone Number: 850-202-3100

Taylor Rogers

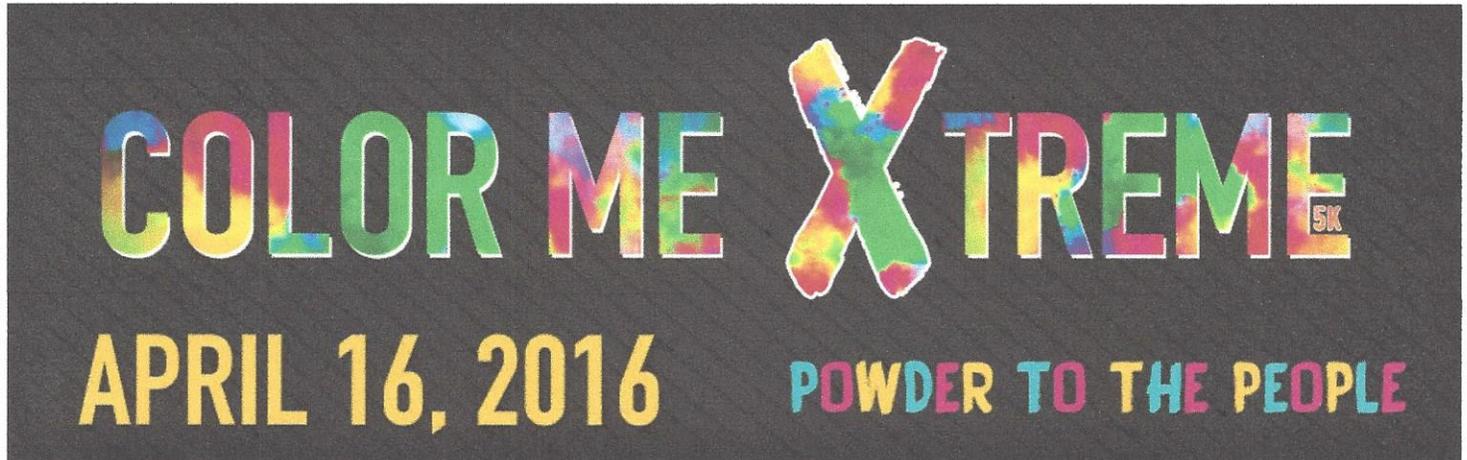
Printed Name

3/3/2016

Date



Signature—Responsible Party


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Get ready for the 5k Run of the year: Color Me XTREME! Have a blast with your entire family and support a great cause. All proceeds from the run will go towards Pace Assembly's "Camp Fearless", a camp for youth in the community.

Race participants will receive an awesome t-shirt, plus some other cool gifts!

Don't worry if you're not a runner! This race is untimed, so you are free to concentrate on having fun with friends and family. If you would rather sleep in that day, you can still participate by choosing the Sleep-In Option. That way you can still help and get a cool t-shirt without having to leave home!

When:

Saturday, April 16, 2016

Pre-race party - 7:00am

Race begins - 8:00am

Where:

Starts and Finishes @ Pace Assembly

3948 Highway 90, Pace, FL 32571

Registration:

- Early Registration ends March 31st: \$30
- Late Registration ends April 16th (Race Day)**: \$35
- You can register on Race Day, April 16th, however; T-shirt size is not guaranteed after April

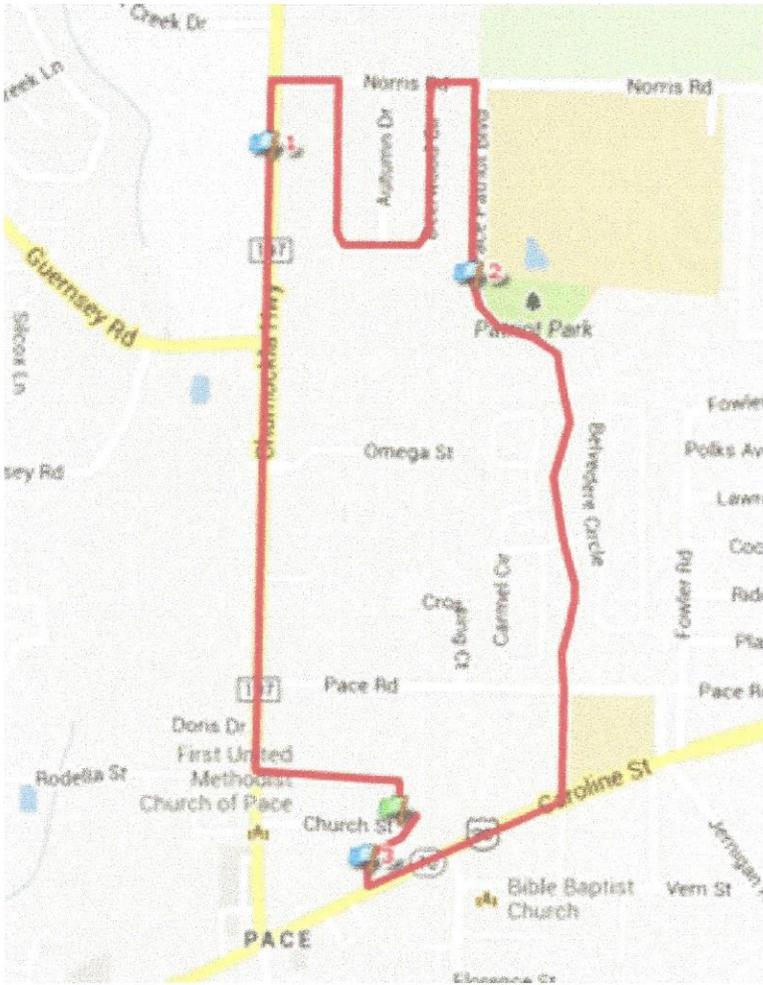
[Frequently Asked Questions](#)

[Course Map:](#)



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**HOWARD YOUNG
FLOORING**
Covering Your Future
4430 Avalon Blvd.
Milton, FL 32583



**STANLEY
STEEMER.**
1.800.STEEMER

Pace Assembly Ministries, Inc. | 3948 Hwy 90 | Pace, FL 32571 | Local Tel 850.202.3100 | Toll Free 866.575.3318

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