



6-E

MEMORANDUM

TOWN OF PONCE INLET, TOWN MANAGER DEPARTMENT

The Town of Ponce Inlet staff shall be professional, caring and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar

To: Jeaneen Witt, Town Manager
From: Amy Zengotita, Parks/Rec & Museum Educator
Date: September 9, 2016
Subject: *REQUEST FOR CO-SPONSORSHIP OF LIGHTHOUSE LOOP 1/2 MARATHON AND 5K*

MEETING DATE: September 22, 2016

Ms. Jennifer Florida, Race Director and President, West Volusia Runners, Inc. met with the Special Events Committee on September 7, 2016 to review and discuss plans for this year's *Lighthouse Loop Half Marathon and 5K*. The event is scheduled to take place on Sunday, October 30, 2016, with runners starting at 7:00 a.m. The proceeds from this year's event will again benefit Volusia County High School Athletics. Over \$70,000 has been raised for 10 Volusia County high schools. Event planners anticipate over 1,700 participants.

The race will follow the same route as last year, starting at the Deck Down Under, proceeding east along Dunlawton Avenue to south on Atlantic Avenue. Participants will run to Lighthouse Drive then loop around and continue north on Peninsula Drive. It is estimated that Atlantic Avenue, Lighthouse Drive and Peninsula Drive will be closed for approximately two hours to allow all of the half-marathoners to make their way through town. There will be water stations located on Atlantic Avenue at the Town Hall and Racings North Turn, and on Peninsula Drive near Las Olas and Ponce Preserve.

The West Volusia Runners will provide no less than 35 volunteers to monitor the water stations and the intersections. In addition, the assistance of Police Department staff are requested as follows:

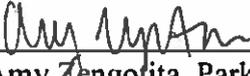
Department	# of employees	# of hours each	Total	Cost per hour	Total Cost
Police (off-duty)	7	6	42	\$35.00	\$1,470.00
Service Charge (PD)				3%	\$44.10
Total Amount Due:					\$1,514.10

The Police Department will also contact the Ormond Beach Police Explorers for additional volunteer assistance.

No off-site parking facilities are being requested or required for this event.

SUMMARY:

Request for co-sponsorship of the *Lighthouse Loop Half Marathon and 5K* scheduled for October 30, 2016; their co-sponsorship request is for the use of the Town's means of advertising to include publication on the Town's website, Facebook, and on the water bills; and waiver of the special event permit fee (\$150). Event organizers will be responsible for all costs of Town personnel as requested above and the cost of the donation for the use of the Ormond Beach Explorers.



Amy Zengolita, Parks/Rec & Museum Educator

September 9, 2016
Date

Attachments:

1. Application Packet 8/24/16



Town of Ponce Inlet
 Planning & Development Dept.
 4300 S. Atlantic Avenue
 Ponce Inlet, FL 32127
 386-236-2181 (voice)
 386-236-2190 (fax)

SPECIAL EVENT PERMIT APPLICATION
 Pursuant to Chapter 51 of the Code of Ordinances

Submittal Receipt # and Date: _____
 Application #: _____
 FEE PAID: _____

APPLICATIONS MAY BE UP TO 9 MONTHS IN ADVANCE OF THE EVENT, BUT NO LATER THAN 45 DAYS PRIOR. Please provide the following information with your application:

- *A site plan of the event area(s) with all applicable info below shown should be attached.
- *If event is on town property, a certificate of insurance showing the town as additional insured in the amount of \$ _____ is required.
- *A completed application for permit for each itinerant merchant must be attached.

SECTION 1: EVENT INFORMATION

Event Location	Runners southbound on Atlantic Ave S. and northbound on Peninsula Dr as per attached		
Event Name	Lighthouse Loop Half Marathon & 5k		
Date of Event (Including rain date)	10/30/2016	Start Time:	7:00am
		End Time:	10:00am
Brief Description of Event	See Attached		
Reservation fee amount paid (if Town-owned property):	Deposit fee amount paid (if Town-owned property):		

SECTION 2: APPLICANT INFORMATION

Event Organizer	West Volusia Runners, Inc.		
Mailing Address	155 S. Charles Richard Beall Blvd., Suite B, DeBary, FL 32713		
Contact Person	Jennifer Florida	Email Address	Jennifer@FinalMileRaceManagement.com
Phone Number	321-239-6077	Fax Number	NA

SECTION 3: ADDITIONAL INFORMATION (Provide on a separate sheet if needed)

Is traffic control required? YES *If yes, list locations and provide clear map/plan: S Peninsula Dr, from Boat ramp parking lot to Lighthouse parking lot	Is Amplified sound to be used? NO
Will you be holding a parade? NO *If yes, provide a clear map of the parade, including all streets to be closed.	
Will you be using non-contiguous off-site parking? NO *If Yes, provide location and agreement with property owner(s)	
Will you be providing shuttles to transport? NO *If Yes, provide location and route	
Will you be using a private security firm? *If yes, provide name of firm: ___ Ormond Beach Explorers _____	Will you require additional Police Department assistance? YES *If yes, list type of help needed: See Attached
Names of Vendors –NOTE: Each vendor must submit a completed application for an Itinerant Merchant Vendor Permit: NA	

Will fireworks be used? NO *If Yes, a permit must be obtained from the Police Department		Serving alcohol? NO *If yes, provide liquor license number	
Serving food? NO *If yes, mark location clearly on site plan	Will food be prepared on-site? NA	Portable grill being used? NO (Includes all portable cooking devices)	
Will you need additional assistance from the Fire Dept? *If yes, list type of assistance needed: NO			
Will you require any of the following?			
Public Works Staff? YES	Barricades? NO	Additional trash receptacle? Yes-Will Coordinate	Portable restrooms? Yes- United Site Services
How do you plan to remove trash and litter during and after the event?		Volunteers at each water stop	
Will you be placing temporary signs or banners within the Town limits? NO *If Yes, a sign permit must be obtained. See Resolution 2011-03 for regulations. To prevent signs from interfering with public utilities, call Sunshine State One call at 1-800-561-6720 prior to digging for sign installation.			
Will you be using tents or other temporary structures? NO *If yes, a building permit may be required and a site plan clearly showing the number, location(s), and size(s) must be attached to this application.			
Please explain what tent(s) or temporary structure(s) will be used for. NA			

I hereby state that the above information is true and accurate to the best of my knowledge. I further understand and agree to any and all conditions and costs of the required permits. I understand that the Town of Ponce Inlet assumes no liability for this event. I hereby agree to defend, hold harmless, and indemnify the Town, at the Town's option, from any and all demands, claims, suits, actions and legal proceedings brought against the Town in connection with this event, whether threatened or otherwise, to the full extent as permitted by the law of the State of Florida. This provision shall survive the term of the Agreement and shall remain in full force and effect until the expiration of the time for the institution of any action at law or equity or administrative action against the Town under either federal law or the laws of Florida.

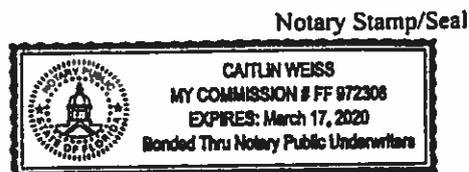
Jennifer Florida
Signature of Applicant

8-23-2016
Date

STATE OF FLORIDA
COUNTY OF VOLUSIA

Affirmed and subscribed before me this 23 day of August, 2016 by Jennifer Florida, who is personally known to me or who has produced _____ (type of ID) as identification.

Caillin Weiss
Notary Public





August 23, 2016

Dear Town of Ponce Inlet,

The 5th Annual Lighthouse Loop half Marathon & 5k will be on Sunday, October 30, 2016. With the successes of the past years, we are keeping the 7:00 a.m. start time. Attached, please find the Special Events Permit along with the map depicting the route through Ponce Inlet and the Water Stop location along the route. Everything is the same as the past three (3) years.

The route enters Ponce Inlet at approximately mile 2.5 with the first runners expected at approximately 7:15 a.m. and the last runners maintaining no less than a 14 per minute mile pace, which has them entering your jurisdiction around 7:35 a.m. The runners are into the park and completely off A1A by no later than 8:20 a.m. Any runners/walkers not maintaining this pace understand fully that they will be "swept" to the sidewalk to continue. The runners will be exiting Ponce Inlet at approximately mile 9.75 no later than 9:15 a.m.

The West Volusia Runners will provide the volunteers for the Water Stops and will provide all necessary clean-up at their stop and along the route. We will also have no less than 35 volunteers to man the side roads as per instructions per Max Blintz. We understand that we are to absorb the costs from your Public Works Department and Police Department for their services required during this event. We will also absorb the cost and donate to the Ormond Beach Explorers for their volunteers to help man the side streets through Ponce Inlet.

The West Volusia Runners appreciate the support we received from Ponce Inlet and hope to have continued success at this year's event. We were able to raise over \$70,000 for the Ten (10) Volusia County High Schools thanks to your support and agreement to co-sponsor this event. This will enable us to market the event and provide awareness to your residents as well as waive the Special Event Permit Application to help us raise additional funds for the schools. Thank you for your consideration in co-sponsoring the Lighthouse Loop Half Marathon & 5k again this year.

Please let us know if you require anything further.

Cordially,

Jennifer Florida, Race Director
President, West Volusia Runners, Inc.
Jennifer-Florida@att.net 321-239-6077





The Half Marathon route starts at 7:00am from the access road to Deck Down Under. VCSO will lead the race with a motor and head east on Dunlawton to South Atlantic Ave. The runners are in the Southbound lane allowing vehicles to be in the Northbound lane.

The runners enter Ponce Inlet at approximately mile 2.5 with the first runners expected at approximately 7:15 a.m. and the last runners maintaining no less than a 14 per minute mile pace, which has them entering Ponce Inlet around 7:35 a.m.

The runners are into the park and completely off A1A by no later than 8:20 a.m. Any runners/walkers not maintaining this pace understand fully that they will be "swept" to the sidewalk to continue. The Bike Marshals volunteering for the West Volusia Runners will be responsible for this "sweeping".

The Park will need to be open no later than 6:00am. The County will handle this responsibility.

Once the runners exit the park, they continue North on Peninsula Blvd staying in the Northbound lane so vehicles can stay Southbound.

The runners will be exiting Ponce Inlet at approximately mile 9.75 no later than 9:15 a.m.

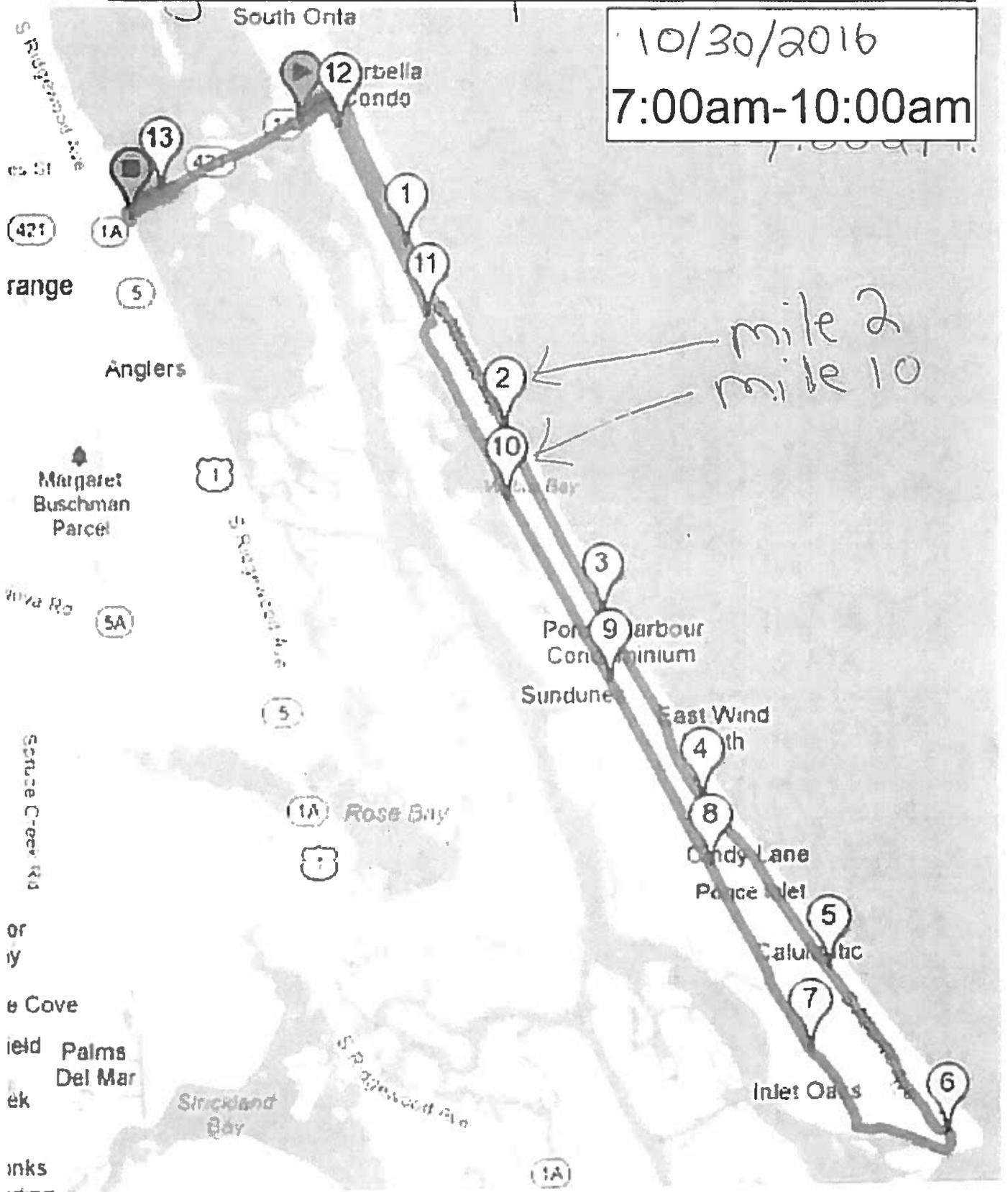
When the runners reach Marcelle Ave and Cardinal where they turn left on Cardinal continuing North, the West Volusia Runners will have additional cones and signage to keep runners on the Northbound lane. We will have 2 extra course marshals at this intersection along with the Officer.

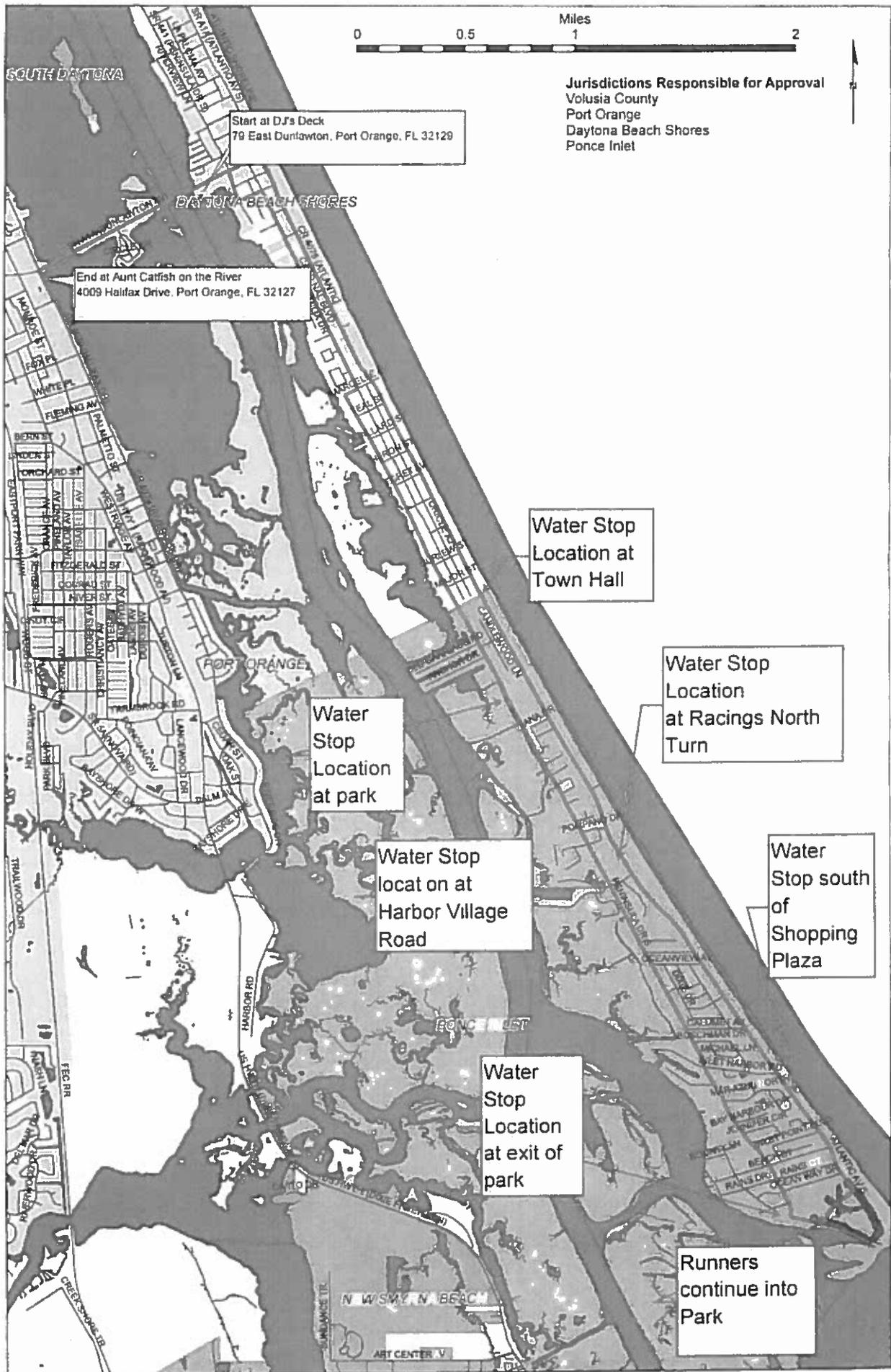
The runners participating in the Half Marathon this year have been advised of a minimum pace per mile of 14 minutes per mile. This will have the last runner over the Dunlawton Bridge no later than 10:00 a.m. Again, any runner not maintaining this pace will be swept to the sidewalk.

Lighthouse Loop Half Marathon

10/30/2016

7:00am-10:00am





Jurisdictions Responsible for Approval
Volusia County
Port Orange
Daytona Beach Shores
Ponce Inlet

Start at DJ's Deck
79 East Dunlawton, Port Orange, FL 32129

End at Aunt Catfish on the River
4009 Halifax Drive, Port Orange, FL 32127

Water Stop
Location at
Town Hall

Water Stop
Location
at Racings North
Turn

Water Stop
Location
at park

Water Stop
locat on at
Harbor Village
Road

Water
Stop south
of
Shopping
Plaza

Water
Stop
Location
at exit of
park

Runners
continue into
Park