



6-I

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 THE PONCE INLET CORVETTE CLUB'S "VETTES AT THE LIGHT" EVENT – May 13, 2017*

MEETING DATE: September 22, 2016

BACKGROUND:

The Ponce Inlet Corvette Club is holding its 10th annual *Vettes at the Light Car Show* on Saturday, May 13, 2017. The Corvette Club did not have an event in 2016. The Corvette Club is asking that the Town co-sponsor this event to allow the use of Kay & Ayres Davies Lighthouse Park and the boat trailer parking lot, advertising on the town's website, facebook, and water bills, allow the placement of two signs in the pre-approved locations at Town hall complex and allow the placement of four directional signs to provide parking information for attendees. The Corvette Club is also requesting all special event permit fees to be waived. Proceeds of this event are donated to the Halifax Humane Society, Second Harvest Food Bank, Cuba's Unhooked, Cancer Society, and other local charities.

In the past, the Town co-sponsored this event by waiving the special event permit application fee and amplified sound permit fee (\$200), allowed use of Davies Lighthouse Park and boat ramp trailer parking, advertised the event on the town's website, facebook, and water bills, and allowed the placement of signs at pre-approved locations. The Club paid for one (1) off-duty police officer for the 2015 event and has agreed to pay for one off-duty police officer for this year's event.

SUMMARY:

Request for co-sponsorship of the Ponce Inlet Corvette Club's *Vettes at the Light* event, to be held on Saturday, May 13, 2017; their co-sponsorship request is for the use of the Kay & Ayers Davies Lighthouse Park (including the gazebo); use of the boat trailing parking lot; waiver of the special event permit fee and amplified sound permit fee (\$200); use of Town's means of advertising, to include the placement of two signs in the pre-approved locations at Town Hall and posting on the Town's website, facebook, and water bills; and allow placement of four directional signs to provide parking information for attendees. Staff requires that one off-duty officer be hired and paid for by the Club for this event (contract to be prepared by PD).



Amy Zengotita, Parks/Rec & Museum Educator

September 9, 2016
Date

Attachment:

1. Application packet, dated August 19, 2016



Town of Ponce Inlet
 4300 S. Atlantic Avenue
 Ponce Inlet, FL 32127
 386-236-2163 (voice)
 386-322-6717 (fax)

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

Submittal Date: 8/19/2016
 Application #: 2016-0740
 FEE PAID: request for waiver

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

- *A site plan of the event area(s) with all applicable information.
- *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 (if applicable).

SECTION 1: EVENT INFORMATION			
Event Location	KAY & AYLES DAVIES LIGHT HOUSE PARK		
Event Name	VEHICLES AT THE LIGHT X		
Date of Event (Including rain date)	MAY 13, 2017	Start Time: 6 End Time: 4	AM/PM AM/PM
Brief Description of Event	CORVETTE CLUB CORVETTE SHOW		
Reservation fee amount paid (if Town-owned property):	Deposit fee amount paid (if Town-owned property):		
SECTION 2: APPLICANT INFORMATION			
Event Organizer	PONCE INLET CORVETTE CLUB		
Mailing Address	335 TOSCA ST. - NEW SMYRNA BEACH, FL. 32168		
Contact Person	BILL NELSON	Email Address	BNELSON41@EARTHLINK.NET
Phone Number	386-561-7441	Fax Number	N/A
SECTION 3: ADDITIONAL INFORMATION (Provide on a separate sheet if needed)			
Is traffic control required? <input type="checkbox"/> Yes* <input checked="" type="checkbox"/> No *If yes, list locations and provide clear map/plan	Is Amplified sound to be used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IN THE PARK		
Will you be holding a parade? <input type="checkbox"/> Yes* <input checked="" type="checkbox"/> 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? <input type="checkbox"/> Yes* <input checked="" type="checkbox"/> No *If Yes, provide location and agreement with property owner(s)			
Will you be providing shuttles to transport? <input type="checkbox"/> Yes* <input checked="" type="checkbox"/> No *If Yes, provide location and route			
Will you be using a private security firm? <input type="checkbox"/> Yes* <input checked="" type="checkbox"/> No *If yes, provide name of firm: _____	Will you require additional Police Department assistance? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No *If yes, list type of help needed: Public Control		
Names of Vendors – PLEASE NOTE: Each vendor must submit a completed Application for Itinerant Merchant Vendor Permit.			

Will fireworks be used? <input type="checkbox"/> Yes* <input checked="" type="checkbox"/> No *If Yes, a permit must be obtained from the Police Department		Serving alcohol? <input type="checkbox"/> Yes* <input checked="" type="checkbox"/> No *If yes, provide liquor license number	
Serving food? <input checked="" type="checkbox"/> Yes* <input type="checkbox"/> No *If yes, mark location clearly on site plan	Will food be prepared on-site? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>LIONS CLUB</u>	Portable grill being used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Includes all portable cooking devices)	
Will you need additional assistance from the Fire Dept? <input type="checkbox"/> Yes* <input checked="" type="checkbox"/> No *If yes, list type of assistance needed:			
Will you require any of the following?			
Public Works Staff? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Barricades? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Additional trash receptacle? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Portable restrooms? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
How do you plan to remove trash and litter during and after the event?		<u>Public Works</u>	
Will you be placing temporary signs or banners within the Town limits? <input type="checkbox"/> Yes* <input checked="" type="checkbox"/> 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? <input checked="" type="checkbox"/> Yes* <input type="checkbox"/> 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. <u>SHADE</u>			

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.

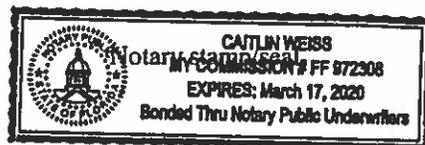
William Nelson
Signature of Applicant

8/19/16
Date Signed

STATE OF FLORIDA
COUNTY OF VOLUSIA

Affirmed and subscribed before me this 19 day of August, 2016 by William Nelson, who is personally known to me or who has produced FLTD 11425921414680 (type of ID) as identification.

Caitlin Weiss
Notary Public





Town of Ponce Inlet
 Planning & Development Dept.
 4300 S Atlantic Avenue
 Ponce Inlet, FL 32127
 Phone: 386-236-2181
 Fax: 386-236-2190

**AMPLIFIED SOUND LICENSE
 APPLICATION**
 Pursuant to Section 34-92 of the Code of Ordinances

All information must be completed in order for this application to be accepted

License Number Assigned: _____ Type of License: New Renewal

Town of Ponce Inlet Business Tax Receipt number: _____ Valid? Yes Expired

***Issuance of this License does not waive enforcement of the Ponce Inlet Code of Ordinances, §34-93.
 License valid *only* between the hours of 11am and 11pm; with sound not to exceed 65 db after 10pm.**

If this License request is in conjunction with a *Special Event*, please provide name and date of event:

VETTES AT THE LIGHT X May 13, 2017
 Name of Event Date of Event

Name of applicant: PONCE INLET CORVETTE CLUB Phone: 386-561-7441

Applicant's street address: 335 TOSCA SQ. NEW SMYRNA BEACH, FL
32168

Business Name: _____ Phone: _____

Business Address: _____

Contact person: BILL NELSON Phone: 386-561-7441

Type of Business: _____

Description of equipment to be used (ie. stereo, band, etc.) D.J. + SOUND

SYSTEM.

Location of equipment (ie. deck, parking lot, inside stage, outdoor stage, etc.) UNDER A
TENT.

Hours and days of operation of amplified sound equipment (not related to a *Special Event*):

SUN	MON	TUE	WED	THUR	FRI	SAT

**THIS IS A TWO-PAGE DOCUMENT.
 BE SURE ALL REQUESTED INFORMATION IS PROVIDED!**

The issuance of an Amplified Sound License grants permission to the applicant(s) for the location and type of sound, as per section 34-97 of the Town of Ponce Inlet Ordinances. The Amplified Sound License may be revoked by an agent of the Town of Ponce Inlet at any time. An Amplified Sound License does not waive applicant's responsibility to ensure compliance with all applicable requirements. Applicant(s) agrees to hold the Town of Ponce Inlet, its agents and employees, harmless for any damages that may incur from failure to meet all Town codes.

CERTIFICATION STATEMENT (As required by Chapter 34, Ponce Inlet Code of Ordinances)

As applicant, I understand that I shall monitor the use and operation of all amplified sound equipment to ensure that it is operated within the decibel levels permitted by Chapter 34, 534-93, Ponce Inlet Code of Ordinances.

Dated this 19 day of August 2016.

Applicant's Printed Name: Bill Nelson

Applicant's Signature: Bill Nelson

FOR OFFICE USE ONLY:

Town of Ponce Inlet Business Tax Receipt holder: YES NO N/A

Fees (License Fee) = \$50.00 Amount Paid: _____

Application received by: _____ Date: _____

POLICE DEPARTMENT: Approved Denied _____

Inspection Required: Yes No

Previous violations of sound ordinance? Yes No

Comments: _____

By: _____ Date: _____

**THIS IS A TWO-PAGE DOCUMENT.
BE SURE ALL REQUESTED INFORMATION IS PROVIDED!**



Ponce Inlet Corvette Club

August 18, 2016

Town of Ponce Inlet City Council
4300 S. Atlantic; Avenue
Ponce Inlet, FL 32127

Ladies and Gentlemen:

I am writing on behalf of the Ponce Inlet Corvette Club asking for permission to use the Davies Lighthouse Point Park and Boat Trailer Parking Lot for our annual Corvette Show, May 13, 2017. As a Club, we sponsor the Corvette Show with a goal to donate the proceeds to local charities. In the past we have donated the largest portion of the money raised to the Halifax Hospital. Other charities supported include the Halifax Humane Society, Second Harvest Food Bank, Cuda's Unhooked and the Cancer Society thru there local Relay For Life program. This will be the tenth year we have held this event at the park.

We have discussed our needs with Amy Zengotita, Parks/Rec and Museum Educator, and have received the application. We would like to be scheduled for approval by the Council and have asked Amy to assist us with putting us on the agenda.

We would appreciate your assistance and permission. We are also requesting that all fees be waived, with the exception of the Police Detail which we have paid in the past, since the proceeds from this show go to local charities.

Many thanks for your help and cooperation in assisting us in this Corvette Show.

Sincerely,

A handwritten signature in black ink that reads "Bill Nelson".

Bill Nelson, President
Ponce Inlet Corvette Club
335 Tosca St
New Smyrna Beach, FL 32168
386-561-7441



PONCE DE LEON INLET LIGHTHOUSE PRESERVATION ASSOCIATION, INC.

3031 Ponce de Leon Parkway • Ponce Inlet, FL 32177
Phone: (386) 761-1821 • Fax: (386) 761-1821
Email: info@ponceinlet.org • Website: www.ponceinlet.org

August 17, 2016

Ponce Inlet Corvette Club
C/o Paul Thomson

Dear Mr. Thomson,

Per your request, the Ponce De Leon Inlet Lighthouse Preservation Association, Inc. hereby authorizes the Ponce Inlet Corvette Club to utilize the upper parking lot at the Ponce Inlet Lighthouse during its annual corvette car show in Ponce Inlet's Ayres and Kay Davies Memorial Park on May 13, 2017.

Per our conversation, the upper parking lot may be used by event participants, vendors, and visitors throughout the day. The lower parking lot shall remain reserved for Lighthouse visitor use only to ensure adequate parking is available for the general public. Parking lot use requirements include:

1. Parking for both event participants and guests is restricted to the upper parking lot only.
2. The Ponce Inlet Corvette Club must post a parking lot monitor at the entrance to the lower parking lot to direct traffic throughout the event.
3. The Ponce Inlet Corvette Club is responsible for ensuring all event participants and visitors adhere to the established parking restrictions.

Although available for consultation throughout the event, Lighthouse staff shall remain actively involved in completing Lighthouse related duties and assignments, thus prohibiting them from serving as the primary parking lot monitor. A representative from the Ponce Inlet Corvette Club shall therefore be posted at the entrance to the main parking lot throughout the event to direct traffic in accordance with the requirements outlined in this letter.

In the case that any parking related issues requiring staff intervention should arise, all decisions made by Lighthouse staff regarding parking are final. Please do not hesitate to contact me by phone or email regarding any additional questions or concerns you may have regarding this issue.

Respectfully,

Michael Bennett
Director of Operations
Ponce Inlet Lighthouse
Phone: (386) 761-1821
Email: mbennett@ponceinlet.org