6-D

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: March 1, 2016

Subject: *REQUEST FOR CO-SPONSORSHIP OF THE MARINE SCIENCE CENTER'S ANNUAL "TURTLE DAY" EVENT – April 23, 2016*

MEETING DATE: March 19, 2015

BACKGROUND:

The Marine Science Center's Annual *Turtle Day* celebration is scheduled for April 23, 2016, from 10:00am until 3:00pm. Dr. Michael Brothers has submitted a special event application and is requesting co-sponsorship of the event for advertising purposes and waiving the special event application fees. Approval of this request will allow the event to be publicized on the Town's water bills, website, and social media, allow the placement of signs at the pre-approved locations at Town Hall on Atlantic Avenue and Peninsula Drive, and allow placement of directional signage on Lighthouse Drive and Peninsula Drive to direct visitors to the overflow parking areas. And waive the special event permit application fee ($175) and the amplified sound permit fee ($50). Marine Science Center has agreed to pay for any off-duty police officers required for this year's event. No services from Public Works or the Fire Department are required for this event. The Special Event Committee, Chief Fabrizio, Chief Scales, Mr. Joulani, Mr. Gunter, and Ms. Zengotita, recommends closing the boat ramp the day of the event, due to heavy event traffic in the area and lack of event parking.

In the past, the Town co-sponsored this event by allowing advertising on the town's website and water bills, the placement of signs at pre-approved locations, and waived the special event permit application fee and amplified sound permit fee. Council also agreed to close the boat ramp last year.

SUMMARY:

Request for co-sponsorship of the Marine Science Center's *Turtle Day* event scheduled for April 23, 2016; their co-sponsorship request is for the use of the Town's means of advertising to include placement of signs on the Town Hall property and directional signs for parking; waiver of the special event permit fee ($175); and waiver of the sound amplification fee ($50). Special Event Committee requests closing the boat ramp. Off duty police officer will be paid for by the Marine Science Center.

Amy Zengotita

Amy Zengotita, Parks/Rec & Museum Educator

March 1, 2016
Date

Attachment: Letter from Dr. Michael Brothers, dated February 29, 2016

Marine Science Center
LIGHTHOUSE POINT PARK, PONCE INLET, FL

Turtle Rehabilitation

Bird Rehabilitation

Nature Trails

Nature Tours

Educational Programs

Interactive Learning

Gift Shop

February 29, 2016

Town of Ponce Inlet
Planning and Development Department
4300 S. Atlantic Avenue
Ponce Inlet, Florida 32127

Re: Town of Ponce Inlet Event Co-Sponsorship

The Marine Science Center (MSC) would like to request that the Town of Ponce Inlet become a Co-Sponsor of the Marine Science Center's event "Turtle Day" for the purposes of using the Town's means of advertising, such as listing on utility bills, and allowing the posting of various signs for our "Turtle Day" event, April 23, 2016. The MSC specifically would like to apply for the placing of the following signs:

1. 2 signs constructed on 2, 4"x4" posts with signs on both sides of the posts, creating a sign that can be read from both sides. The sign itself will 4x4 feet, with a height of 6 feet. These signs will be placed on Atlantic Avenue and Peninsula Drive, just inside the borders of the Town of Ponce Inlet. We request that these signs be erected on April. 8 and taken down on the Monday following the event, April 25.

2. Directional signage – These signs will be 12" x 18" mounted on wire stakes. These signs will say "Event Parking" with directional arrows. There will be six of these signs that will be located on Lighthouse Drive and on Peninsula Drive. These signs will be erected on April. 22 in the evening and will be taken down on April 23 after the event.

The Marine Science Center would also like to request a waiver of the Special Event Fee ($175) and Amplified Sound Fee ($50). In addition, the MSC would like to request that the Town place a notice of the event in its utility bill statement to its citizens.

Sincerely,

Michael Brothers
Marine Science Center
Ponce Inlet, Florida 32127

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