



**Special Event Agreement
for
Public and Community Events in the City of Venice**

**City of Venice
401 West Venice Avenue
Venice, FL 34285**

All events held on City of Venice owned and/or maintained property or facilities are under the jurisdiction of the City of Venice. The City of Venice retains the authority to determine whether the event should be held or continued in times of inclement weather, civil disturbance or other conditions deemed unacceptable by the staff of the City of Venice.

To be valid, this agreement must be signed, returned and be in the possession of the City Manager's Office by _____ 20____, along with any required fees.

AGREEMENT AND SPECIAL CONDITIONS

This Special Event Agreement ("Agreement") is made between the City of Venice, a political subdivision of the State of Florida, whose address is 401 W. Venice Avenue, Venice, FL 34285 (hereinafter the "City" and Women's Sertoma Club of Venice 501C-3, whose address is PO Box 1046 Venice FL 34284 (hereinafter the "Event Holder").

Project Number _____

Control Number 13-5EV

WITNESSETH:

WHEREAS, THE City, acting by and through the City Council, did grant a Special Event Permit to the Event Holder for the dates of OCTOBER 18-20 2013, for the purpose of conducting" The SUN FIESTA
Event at CENTENNIAL PARK
and;

WHEREAS, the granting of said Special Event Permit by the City is subject to the execution of this Agreement; and

WHEREAS, the Event Holder has complied with and/or is complying with the requirements of the City in connection with the granting of said Permit.

NOW, THEREFORE, in consideration of the covenants and conditions contained herein, the parties do hereby agree as follows:

1. It is expressly agreed by the parties hereto that the Permit is granted at the discretion of the City and, if at any time in the reasonable opinion of the City Council or the City Manager the public safety demands, said Permit may be canceled at any time by the City or the City Manager and the City and/or the City Manager shall incur no liability to the Event Holder as a result of such cancellation.

2. ~~The Event Holder also agrees to pay the City for said Permit, and for the furnishing by the City of Police, Fire, Public Works and other municipal services that are made necessary because of the influx of people to the City attending the Event held by the Event Holder, including; but not limited to, cost of police and fire vehicle operation, cleaning of litter, debris, erection and removal of barricades and signs (directional) and regulatory). The City may require that the Event Holder shall deposit a fee towards the cost of these aforementioned services. (If required, the deposit amount is indicated in the following section).~~

- ☐ Deposit required
☒ Deposit not required

3. (a) It is agreed that this deposit of \$ _____ for the Event period shall be used by the City toward any reasonable and necessary costs incurred by the City as a result of said Event, including the providing of Police and Fire protection, Public Works, and for any other purposes that the City deems reasonably proper or necessary that pertain to the Event. This expense may include an estimated cost for the services of _____ Police Officers assigned on

each day of the Event. The Event Holder also agrees to pay for the stationing of Fire Fighters, as needed, on each day of the Event. The Venice Police Department retains the right to increase or decrease manpower assignments as dictated by crowd influx and other public safety factors, such decision to be made by the Officer in-Charge of the Venice Police Department. In case of an emergency, as determined by the City Manager or the Police Chief, the Event Holder shall pay all reasonable, additional costs incurred in the hiring of extra Police Officers. *All of the above cost conditions apply; unless otherwise stated as a Special Condition. (See Appendix "A: Other Resources/Stipulations").*

(b) Within twenty (20) days after the conclusion of the Event, the City shall provide the Event Holder with an itemized statement of all expenses incurred by the City and, if the amount expended for the Event is less than the amount of the deposit, the difference shall be refunded to the Event Holder. If the amount expended by the City hereunder exceeds the amount of the deposit, the difference shall be paid immediately to the City by the Event Holder.

4. It is expressly understood and agreed by the parties hereto that all expenses attributed to the Event period shall be paid directly by the Event Holder, other than Police and Fire protection and other municipal services outside the confines of the Event Holder's leased or assigned premises. Included as direct expenses of the Event Holder shall be all electrical charges, charges for toilet facilities, telephone charges, water charges, and any and all charges arising from the operation of the Event, unless otherwise denoted in this agreement.
5. Upon the signing hereof and payment of the proper permit fees, the City shall issue or cause to be issued the Special Event Permit to the Event Holder; the fee for which permit is to be paid directly to the City and is separate from the required deposit referenced in this contract.
6. Unless otherwise stated in this agreement, at the discretion of the City of Venice, the Event Holder may have control over and retain revenues from any concessions, parking and refreshment stands, at the assigned premises and shall be responsible for their operation; subject; however, to all laws of the State of Florida and ordinances of the City of Venice and subject to the orders of the City Manager or his designee of the City.
7. If needed, any required sanitary facilities are to be provided for by the assigned Event Holder.

8. The Event Holder further agrees to abide by all rules, regulations and orders of the City Manager or his designee of the City of Venice concerning the public safety within or without the permitted premises, whose decision shall be binding on the Event Holder and promptly complied with.
 9. In the event it becomes necessary to file legal action to enforce any of the provisions of this Agreement, the parties hereto agree that the prevailing party shall be entitled to recover, as part of the costs of such action, all reasonable attorneys' fees.
 10. The Event Holder agrees, at its sole cost and expense, to indemnify and hold harmless the City of Venice and its officials, employees, agents and representatives from and against any and all liability, damages, claims and demands which may be imposed upon, incurred by or be asserted against the City of Venice and its officials, employees, agents and representatives as a result of or in any way connected with this Special Event. Unless by exception authorized by the City Manager, the Event Holder shall provide general liability insurance in the amount of \$1,000,000; naming the City as an additional insured. If alcohol is to be provided at the Event, unless by exception authorized by the City Manager, the Event Holder shall provide liquor liability insurance in the amount of \$1,000,000; naming the City as an additional insured.
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11. The Event Holder agrees and attests to the special Conditions and even details attached as Appendix "A".

IN WITNESS WHEREOF, the City has caused these presents and another of like tenor to be signed and its corporate seal to be hereunto affixed by the Mayor, duly authorized hereunto, and the Event Holder has hereunto caused his Officers, thereunto so duly authorized, to set their hands and corporate seals on the _____ day of _____, 20____.

In the presence of:

CITY OF VENICE, FLORIDA

Mayor

APPENDIX "A"

EVENT INFORMATION

Title of Event: Sun Fiesta

Purpose of Event: Fund Raiser

Event date/time: OCT 18, 19, 20

Event Location: Centennial Park

Event holder/contact information: Cherylann Tracy 941 223-4056

Description of Event: See attached Special Event Application/Site Plan.

Bed Race Parade, arts & crafts, Food vendors, kids games, Beer Tent, Pancake Breakfast, Free live entertainment

GENERAL SPECIAL EVENT PERMIT CONDITIONS

If applicable, as indicated by checkmark and noted herein, the following conditions, stipulations and safeguards shall be adhered to:

- ☒ A state liquor license shall be obtained and a copy shall be provided to the City.
- ☒ Temporary public food service establishments are required to be licensed and inspected by the Division of Hotels and Restaurants of the Florida Department of Business and Professional Regulation (DBPR) per Florida Administrative Code Rule 61C-1.002(5) (a) 4a.
- ☒ All necessary permits and inspections required by the City of Venice shall be obtained prior to event kickoff and displayed conspicuously.
- ☒ All event holders and/or sponsors shall coordinate with the Florida Department of Health, the Sarasota County Health Department for the use of portable restrooms and sinks.
- ☒ The Event Holder, in its own name and at its own expense, shall obtain all permits and/or licenses required or needed in connection with any use or Special Event or under this Agreement. Unless another land use approval has been obtained, the Event Holder shall obtain, at a minimum, a Special Event Permit approval from the Office of Development Services.

- ☒ All fees for City Staff and equipment shall be paid within 30 days of receipt of invoice. Failure to pay fees can result in denial of future Special Event Permit requests.
- ☒ All City equipment shall be returned in its original or "pre-event" condition. Damage to City equipment could result in additional fees and charges.
- ☒ The event holders and/or sponsors shall not deviate from the approved Special Event Permit. Including, but not limited to; hours of event, vendor locations, road closures, site plan, and related event details. Any deviation may result in revocation of the permit.
- ☒ The Event Holder shall be on-site and available via cell phone during set-up and event operating hours, each day of the event.
 - 1) Event signage may be erected one week prior to the event and shall be removed within 24 hours of event conclusion.
 - 2) Event Holder shall coordinate with the Venice Police Department on event set-up and tear down.
- ☒ Notification to surrounding businesses, religious institutions, homeowners, tenants shall occur ~~one month~~ ^{2 weeks} prior to event.
- ☒ Event shall comply with ~~Article II~~ ^{Article II} Noise Control of the City's Code of Ordinances.
- ☐ Other Resources/Stipulations: We Respectfully Request the waiving of the showmobile fees and 1/2 of the police department staffing

REVOCATION / MODIFICATION

Except as otherwise provided in the terms and conditions to a Special Event Permit, the City may revoke a Special Event Permit on five (5) days' advance notice. The City may modify and abrogate these general conditions and any special terms and conditions imposed on the Special Event Permit at any time.

FEES & CHARGES

The Special Event identified above is subject to the following estimated fees and charges (indicate cost for each or NA)

Police Department Staffing	\$ <u>2100.00</u>
Public Works Department Staffing	\$ <u>84.00</u>
Fire Department Staffing	\$ _____
Equipment Rental (e.g. show mobile)	\$ <u>1415.00</u>
Misc (cleanup services, etc.)	\$ <u>600.00</u>

Festival Grounds Fees (i.e. water, facility) \$ _____

Total Extended Cost \$ 4199.00

Event Holder Signature: Barbara Quinn, President Date: Sept. 5, 2013
(read and understood)

Cheryl Ann Lang Grounds Officer



Venice Sun Fiesta is one of the largest events in this area. It began over 41 years ago as a simple community celebration for the “locals”, held on the third weekend of October, prior to the influx of our snowbirds and tourist visitors.

In the early 1900's debt problems almost destroyed the prospect of future Sun Fiestas. Under the new management of the Women's Sertoma Club of Venice, problems and failures were addressed, budgets scrutinized and within three years the debt was paid off. This great “Fiesta in the Park” was saved.

Sun Fiesta features include: food booths and beer tent, arts and crafts vendors, free children's activities, free live entertainment, Miss Sun Fiesta contest, Sun Fiesta Idol contest, parade and Bed Race....all of which contribute to making this the fun, beloved, three-day family event it is today.

All profits from Sun Fiesta are returned to the community in the form of scholarships to HS Seniors and continuing education students, and grants to local non-profit organizations.

Women's Sertoma loves being part of this great community. In essence Sun Fiesta is our “gift” to the public. We, in turn appreciate the warmth and support with which the community has responded to us.



WOMEN'S SERTOMA CLUB OF VENICE GIFTING PRESENTATIONS

In 2012, the Women's Sertoma Club of Venice raised almost \$38,000 at Sun Fiesta and through other fund raising activities. These funds will be used for fourteen scholarships to continuing education students and Venice HS seniors as well as grants to the following non-profits:

**Beacon House
Boys and Girls Clubs
Center of Hope
Child Protection Services
Christmas Shopping for Families in Need
Habitat for Humanity
In Stride
Junior Achievement
Literacy Volunteers
Our Mother's House
Pregnancy Solutions
Project Graduation
Rotary Futures
School Supplies
Sertoma Speech & Hearing Clinic
Segway Fundraiser for VPD
Shop With A Cop
SOLVE
Southeast Guide Dogs
Venice Art Center
Venice Symphony
Wildlife Center of Venice
Women's Resource Center**