



CITY OF VENICE
FLORIDA
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Interoffice Memorandum

City Manager's Office

TO: Mayor Holic and City Council Members

FROM: Edward F. Lavallee, City Manager 

RE: Chalk Festival Lease

DATE: October 19, 2017

The annual Chalk Festival is scheduled to take place in Venice in a few weeks. That event involves the assembly of artists from around the country that come to Venice and participate in a collective chalk drawing. The event takes place at the festival grounds proximate to the Venice Airport. The artists use an abandoned runway at the festival grounds to create their drawing. Two years ago, the drawing set a Guinness Book world record for the largest chalk drawing. It measured more than 500 feet in length.

Chalk Festival Director, Denise Kowal, has asked for permission to use the City's recently purchased archives building as a temporary residence for her and her immediate staff of three people during the setup, operation, and breakdown phases of the event. The building is currently empty, as a redesign of the facility is being completed for its future use as an archives storage and display site. The Chalk Festival staff will assume responsibility for the care and security of the building. The building will be added to the Chalk Festival's liability insurance policy, and the City will be added as an additional insured. The City Attorney, Public Works Director, and Administrative Service Director have reviewed and approved the proposal with the conditions stated herein. The City will charge \$50.00 for use of the building.

In support of the overall management of the Chalk Festival event, Council approval is requested for a short-term lease of the archives building. The lease term will be from October 25 through November 18, 2017. The tenant is Avenida de Colores, Inc. dba The Chalk Festival.