

Instructions: The information requested in this application will help staff approve your event and ensure adequate facilities are provided. Each section must be completed in its entirety. This application should be submitted to Kimberly Thomas, Executive Assistant/Event Coordinator a **minimum** of 30 days in advance for a minor event and 60 days in advance for a major event. Staff will determine whether the event is major or minor.

EVENT SUMMARY

Event Title 3rd Saturday, Market in the Park
Description _____

Market held the 3rd Saturday of each month except July and August. 10 AM - 2 P.M.

Event Purpose Promotional Event Concert/Performance Festival
 Fundraiser Parade/Procession/March Walk/Run
 Outdoor Market Community Gathering Other: _____

If other, please describe: _____

Estimated Attendance Peak _____ Average Per Day _____ Total _____

Event Website GCSBL.com

Date/Time

Day of Event: Every 3rd Saturday Set-Up: 9 AM PM
 Start/End Time: 10 a.m - 2 P.M. Breakdown: 2 AM PM

Provide the address and a general description of the venue and space to be utilized there.

Location Parking Lot in front of City Hall, parking lot on the south side of City Hall and Magnolia Avenue behind City Hall from corner of Walnut & Magnolia to the corner of Spring Street & Magnolia.
 Area of Event Site (SqFt or Acres): _____

APPLICANT

Host Organization (if any)

Name	<u>Green Cove Springs Business League</u>
Address	<u>403 N. Orange Ave</u>
Phone Number	<u>904-662-3444</u>
Email	<u>gcsbusinessleague@gmail.com</u>

Contact Person

Name	<u>Brandon Bascelli or Pam Lewis</u>
Address	_____
Phone Number	<u>same as above (904-403-3001)</u>
Email	_____

VENUE SPECIFICS

Please provide a **site sketch** for the venue which shows: (1) ingress and egress to the site, (2) any requested closure of public roads or public parking spaces, (3) designated event parking, (4) location of first aide, (5) location of garbage and recycling cans to be provided, (6) location of restrooms (on-site and portable, including those which are ADA accessible) and handwashing stations, (7) location of vendors, (8) location of entertainment, and (9) location of any other event infrastructure.

YES NO

- Are you requesting the closure of any roads or public parking spaces in conjunction with this event? If yes, please provide details.

Magnolia Avenue (behind City Hall) from the corner of Springs Street to corner of Walnut Street

NOTE: Road closures must be approved by City Council.

- Are you requesting any aide from the City for this event (police presence, barricades for road closures, etc.)? If yes, please provide details.

We pay for an off duty police officer each month. Barricades are dropped off to block off City Hall

NOTE: Assistance is subject to availability and staff approval; payment for services may be required.

If approved, assistance will be coordinated by the applicant with the appropriate department.

parking lots and magnolia Ave

- Will there be any tents / canopies used as part of the event? If yes, please indicate how many and what size(s).

Each vendor is allowed a 10X10 tent that they provide. We usually have between 50-60 vendors.

NOTE: All tents must be properly anchored. Tents may require additional review, associated fees, and permitting. Staff will help you determine if a tent permit is required.

SUBMISSION INFORMATION

Applications should be submitted to the Development Services Department. E-mail your completed application to kthomas@greencovesprings.com or mail / hand deliver your completed application to:

**City of Green Cove Springs
Attn: Kimberly Thomas
321 Walnut Street
Green Cove Springs, FL 32043**

Minor events are decisioned by the Site Development Review Team (SDRT). Major events must be approved by City Council. After an initial approval of a major event, additional information may be required, as written in City Code Sec. 117-791 of the city code.

Upon approval by SDRT (and when necessary, City Council) and payment of fees, staff will issue an event permit.