

## City of Lake City Special Event Checklist

Event: Juneteenth Parade Event Date: June 18, 2022

Contact Name: Vanessa George Phone #: 407-748-1475

*On behalf of the City of Lake City, we thank you for contributing to the spirit and vitality of our City through the staging of your event. If you have any questions, please feel free to contact the Lake City Recreation Department at (386) 758-5427.*

### Supporting Documentation Checklist

- Letter On Letterhead Requesting Use Of Park Or Facility
- Special Event Application
- Hold Harmless Agreement Signed And Notarized
- Policies/Procedures and General Provisions for use of Wilson Park & Darby Pavilion
- Insurance Documentation
- Temporary Closing and Special Use of State Roads
- Map Indicating Electrical Use At Parks
- Map Indicating Road Closures

***Please mail or drop off the completed application along with the supporting documentation to:***

City of Lake City  
205 North Marion Avenue  
Lake City, FL 32055

## City of Lake City

Darby Pavilion

Special Events

### Application

#### Applicant Information

Organization/Applicant Name: **George & Warren Foundation, Inc.**

What is Event For?: **Juneteenth Celebration of Freedom**

Contact Name: **Vanessa George**

Phone: **407-748-1475**

Address: **930 NE. Joe Coney Terrace**

City: **Lake City**

State: **Florida**

ZIP Code: **32055**

Email: **vgeorge1976@hotmail.com**

Facility/Park Requested:

Date Of The Event:  
**June 18, 2022**

Time Requested:

**6:00am - 7:00pm**

Estimated Attendance: **40-50 people**

#### Darby Pavilion Only

Alcohol  YES  NO

Set Up Time

Event Time

Clean Up Time

#### Parade Information

Line Up Place and Time: **Richardson Community Center at 5:30pm**

Inclement Weather Date:

Anticipated number of vehicles to be used in the parade: **10-20**

Parade Start Time: **6:00pm**

Location and desired route (state starting point, route and point of termination. Use the appropriate street names and direction. Attach a map of the parade route. **Starting on Southeast Aggie Avenue, turn left onto Martin Luther King**

**Drive heading east, turn right onto Center Street for approximately 1/8 of mile until reaching Annie Mattox Park.**

#### Event Information

Will you be collecting admissions/donations of any type at this event?:

Will any items be sold at this event (including food)?:

What kind?:

Are you having other vendors participate in this event?:

Please list:

Is this event open to the public?:

What Activities are planned?:

Will tents be used?:

Will bounce houses be used?:

Will you be serving food?:

Services Requested (Fees Apply)

Security/Crowd Control Requested?:

Clean Up Requested?:

Will you need access to electricity?: If Yes, will you need 20 30 50 Amp Service (please circle one)

Road/Parking Lot Closure Requested?: If Yes, please state (using appropriate names) which streets/parking lots are being requested closed; also submit a map showing all road closures or route;

\*\*Please note clean up, electric, and police presence is an additional fee\*\*

Organization Information

Type of Organization (please circle one)  Not for Profit(must provide 501c3 letter)  For Profit  Individual

Federal ID#: 84-4263085

Tax Exempt #: 85-8018746245C-6

Fee Schedule

**Young's Park:** \$50.00 daily fee - \$25.00 electricity fee – under 100 people \$100.00 deposit (refundable after event with satisfactory clean up) 100 or more people \$200.00 deposit (refundable after event with satisfactory clean up) - \$1,000,000 Liability Insurance required for events with more than 100 people attending, listing the City as "Additional Insured".

**Olustee Park (Gazebo):** \$100.00 daily fee - \$25.00 electricity fee – under 100 people \$50.00 deposit (refundable after even with satisfactory clean up) 100 or more people \$100.00 deposit (refundable after event with satisfactory clean up) - \$1,000,000 Liability Insurance required for events with more than 100 people attending, listing the City as "Additional Insured".

**OLUSTEE PARK IS A PASSIVE PARK RENTED FOR CEREMONIAL EVENTS ONLY SUCH AS, BUT NOT LIMITED TO; WREATHS ACROSS AMERICA, HOMELESS CANDLE VIGIL, NATIONAL DAY OF PRAYER, FALLEN HEROES, WEDDINGS (CEREMONY ONLY), AND OTHER SIMILAR USES**

**OLUSTEE PARK IS NOT RENTED TO THE PUBLIC DURING THE MONTHS OF NOVEMBER AND DECEMBER**

**Teen Town:** \$40.00 per hour usage fee, \$100.00 deposit -) - \$1,000,000 Liability Insurance required for events with more than 100 people attending, listing the City as "Additional Insured".

**Memorial Stadium:** \$400.00 per day - \$100.00 per night use of stadium lights - \$200.00 deposit - \$1,000,000 Liability Insurance required listing the City as "Additional Insured".

**Rental Guidelines on the above Parks:** \*NO ALCOHOL PERMITTED ON THE ABOVE LISTED CITY PROPERTIES, \*No vehicles allowed in the park, \*No tents, poles or signs allowed in the grass area of the parks, \*No nails or tape on the gazebo, \*All Trash Cans must be emptied by the organizer.

**Wilson Park Only**  
**828 NE Lake Desoto Circle**  
**Hours of operation 9am-11pm**

**Darby Pavilion Only:** \$100 daily fee – includes tables and seating for 160 people, trash receptacles, use of restrooms and warming kitchen. – Required Deposits; up to 100 people \$100.00, up to 500 people \$200.00, over 500 people \$300.00 (deposits will be refunded in the form of a check issued by the City of Lake City provided there is no damage or outstanding fees owed) - \$1,000,000 Liability Insurance required "Additional Insured".

**THERE ARE NO WAIVERS OF FEE'S OR DEPOSIT'S FOR NON-PROFIT ORGANIZATIONS  
 ONLY CITY SPONSORED EVENTS ARE WAIVED FROM FEE'S AND DEPOSITS**

**Fire Pit Water Features:** includes wood and City Staff to light  10 lighted pits \$200.00  20 lighted pits \$300.00

**Electrician:** CITY OF LAKE CITY PERSONNEL ONLY  over 110 volts breaker fee \$25.00 per breaker Number Needed?

**Extra Security:** Security is required for public/private events with 200+ anticipated attendance or if alcohol will be served. All applications are reviewed by the Lake City Police Department and Security determinations are based on recommendations from that department. Fees are based on a \$25.00 per hour (4 hour minimum) per Officer. Security requirements and costs will be negotiated on a case by case basis. Security fees are paid in advance.

3502

**Staff Use Only**

<p><b>Approved</b> (All signatures required for approval)</p>	<p><b>Deposit Amount:</b></p> <p><b>Date Due:</b></p>	<p><b>Map Attached:</b>      <b>D.O.T</b> <b>Approval:</b></p> <p><b>Proof of Insurance:</b></p>
<p><b>Denied</b></p>	<p><b>Electricity Needed:</b></p> <p><b>Electricity Charge:</b></p>	<p><b>Road Closures:</b></p> <p><b>Parking Lot Closures:</b></p>
<p><b>Rental Fee:</b></p>	<p><b>Total Received:</b></p>	<p><b>Deposit Returned:</b></p> <p><b>Date:</b>                      <b>Amount:</b></p>

**Applicant Signature:** *Vernice J. Jones*                      **Date:** June 3, 2022

**Department Approval**

<p><b>Public Works Official:</b> <i>Steve Brown</i></p>	<p><b>Date:</b> <i>6/3/2022</i></p>
<p><b>Police Department Official:</b> <i>Andy Miles</i></p>	<p><b>Date:</b> <i>6/3/22</i></p>
<p><b>DOT Release (if applicable)</b></p>	<p><b>Date:</b></p>
<p><b>City Manager:</b></p>	<p><b>Date:</b></p>
<p><b>City Council:</b></p>	<p><b>Date:</b></p>
<p><b>GRA Official:</b></p>	<p><b>Date:</b></p>
<p><b>Recreation Department Official:</b></p>	<p><b>Date:</b></p>




**Hold Harmless Agreement:** The Contractor, Vendor, or User hereby promises and agrees to indemnify and save harmless the City of Lake City, a municipal corporation, its officers, agents, and employees, from and against any and all liability, claims, damages, demands, expenses, fees, fines, penalties, suits, proceedings, actions and cost of actions, including attorney's fees for and on appeal of any kind and nature arising or growing out of or in any way connected with the performance of the Agreement whether by act or omission of the Contractor, Vendor, Officers, agents, servants, employees, or other or because of or due to the mere existence of the agreement between the parties.

The applicant will supply a "Certificate of Insurance" reflecting minimum coverage of the amount deemed by City Staff per occurrence for bodily injury and property damage. The City of Lake City, 205 North Marion Avenue, Lake City, FL 32055, must be shown as "Additional Insured" which will be noted on the Certificate. The Certificate will indicate that the applicant's insurance policy will not be cancelled without thirty day prior written notice to the City. The undersigned agrees to abide by the regulations governing the said facility and is responsible for charges incurred and must supply a "Certificate of Insurance" to the Lake City Recreation Department no later than five (5) calendar days prior to program/event date.

**Copyright Law:** Licensee assumes all costs arising from the use of patented, trademarked or copyrighted materials, equipment, devices, processes, or dramatic rights used on or incorporated in the conduct of any event covered under this agreement and licensee agrees to indemnify and hold harmless devices, processes or dramatic rights furnished or used by licensee in connection with the agreement and will defend the City from any such suit or action, regardless of whether it is grounded or fraudulent.

**Certification by Applicant:** I certify that I have read this application and that all information contained in this application is true and correct. Any falsehoods or misrepresentations will constitute a criminal violation of the Florida State Statute. I agree to comply with and be bound by any and all applicable provisions of the city code. I understand the event may be cancelled by the Chief of Police or the Fire Chief should any conditions of the application or city ordinance or state statute be violated, I certify that I am authorized by the organization named herein to act as its agent for the herein described activity. I also have received the notice informing me of my responsibilities and obligations should I cancel the event.

By filing this application, I and the organization on whose behalf this application is made, contract and agree that we will jointly and severally indemnify and hold the City of Lake City harmless against liability, including court costs and attorney's fees, for trial and on appeal, for any and all claims for damage to property or injury to, or death of, persons arising out of or resulting from the approval of the Special Events application or the conduct of the activity or its participants.

  
\_\_\_\_\_  
Licensee Signature

June 3, 2022

Date

**LICENSEE CERTIFICATION**

I hereby certify that all the information contained herein is true and correct to the best of my knowledge. If any portion is found to be false or misrepresented, such fact may be just cause for immediate revocation of any approval previously given.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

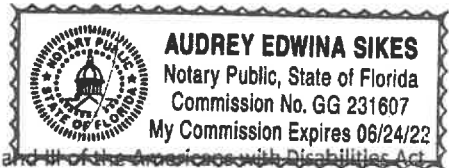
Subscribed and affirmed  By (Print Applicant Name) \_\_\_\_\_

He/she is personally known to me OR has presented \_\_\_\_\_ as identification and who did take an oath.

Notary Signature and Seal: \_\_\_\_\_

My commission Expires: \_\_\_\_\_

*Audrey Edwina Sikes*  
06/24/2022



**Americans with Disabilities Act:**

The applicant understands and agrees that it will comply with the obligations of Titles II and III of the Americans with Disabilities Act of 1990 in the conduct of the special event, and further agrees to indemnify, hold harmless and defend the City of Lake City, its elected officials, officers, agents, employees and volunteers, from any claims or liability arising out of or by virtue of the Americans with Disabilities Act.

**The Program/Event will be terminated should licensee cause any violation of Local, State, or City of Lake City Laws and ordinances.**

## **Policies/Procedures and General Provisions for use of Wilson Park & Darby Pavilion**

### **Pavilion/Park/Gazebo**

- » All rentals are by the day between the hours of 9am – 11pm.
- » All rental times must include deliveries, decorating, rehearsals, set-ups, break-downs and clean-up time.  
(Renter must be cleaned up and out of the pavilion by 12am)
- » Tables must remain within the space of the rented pavilion.
- » The use of rice is not permitted, as it can be harmful to Lake DeSoto wildlife if ingested and is not biodegradable. We recommend the use of rose petals, birdseed, bubbles, or butterflies.
- » Vehicles are not permitted in the park without prior written approval.

### **Pets/People**

- » All pets must be on a leash at all times while in the park.
- » Pet owners accept full responsibility for his/her pet while in the park including cleaning up after them.
- » Because Wilson Park is a public park, visitors may stop and watch your wedding/event.

### **Catering/Food**

- » Leaser's may provide homemade/store bought food, free of charge, to their guests.
- » When hiring a catering company copy of license and registration must be provided.
- » For Public Events only Licensed and Registered Food trucks are permitted to sell food.
- » Grills are **not allowed on the concrete slab** under any circumstances.

### **Decorations**

- » All decorations must be free standing. Decorations cannot be glued, taped, nailed, stapled (or any other way that will leave a residual mark) to any wall, pillar or table. Decorations cannot be suspended or hung from the ceiling. Hardware has been installed at strategic spots throughout the pavilion to allow for proper access for suspending decorations.
- » Renters shall be responsible for any outside vendors that they hire.

### **Janitorial**

- » The City staff will provide **general** cleaning of the rental area before and after the event.
- » The renter is responsible for the clean-up of the area rented. Clean-up must be completed within the rental time frame. The cleaning of the facility is the responsibility of the person signing the rental agreement. You must leave the pavilion as you found it.
- » Renter shall be responsible for the removal of any and all food, beverages, dishes, trash etc. from the building/park.
- » Any cost incurred by the City for excessive trash, decoration removal and/or cleaning shall be charged directly to the renter.

### **Security Deposit**

- » This fee is refundable provided there is no damage or outstanding fees owed.
- » All refunds will be in the form of a check 2-3 weeks after your event. It will be mailed to the contact person and mailing address provided on this application unless otherwise noted.

### **Cancellations**

- » **Refunds will not be issued for inclement weather or cancelations.** This is an outdoor facility with covering inclement weather needs to be considered when renting this facility.

**General Provisions**

- » Event reservations are on a first come – first serve basis. **A Reservation is not confirmed until the rental fee and full amount of security deposit is received.**
- » Area is rented as is. We do not rent or set-up any items.
- » Amplifiers, band equipment and or instruments are permitted.
- » Use of personal fireworks is prohibited.
- » Glass bottles or containers are permitted for serving purposes ONLY. Plastic or aluminum containers are required for all drinks and food.
- » Renter shall not leave rented or personal equipment in City park overnight.
- » The renter is liable for any and all damages incurred during the use of the area rented.

Failure to abide by the above stated guidelines may result in termination of rental and be grounds for any future rentals. The City of Lake City reserves the right to terminate any event if it is deemed that a violation has occurred. Should an event extend beyond the approved time, a fee of \$25.00 per ½ hour will be assessed and deducted from the security deposit. Any minute past the ½ hour mark will be rounded up to the next ½ hour for purposes of calculating the late fee.

This facility is located in a public park which is open to the general public. By renting this facility, you agree and understand that the actions of a 3<sup>rd</sup> party (of the general public) accessing or using the park cannot be controlled by the City. By renting this facility, you agree and understand that the City will not be responsible for any actions of the general public during your rental, financially or otherwise. Examples shall include, but not limited to; interruptions in events; loud music or weather interference.

In consideration of the City of Lake City, hereinafter referred to as the "City", permitting the undersigned to lease, rent or use the property described as 828 NE Lake DeSoto Circle, Lake City, FL 32055, hereinafter referred to as the "Property" on the above requested date. The undersigned has agreed and does hereby agree to indemnify, save and hold harmless the City and their employees for loss of or damage to the property and from any and all liability for damages or injuries, or claims for damages or injuries, to any person or property suffered while on or arising during the use of the property and pay to the City, upon demand, all damages, costs, expenses and Attorney's fees that the City may sustain, or become liable or answerable for, or shall pay, upon or in consequence of the use of the property by the undersigned, individually, or by the employees, licensees, guests members and invitees of the undersigned or by any other person with the consent of the undersigned.

I have read, understand and agree to abide by all policies/procedures and general provisions as outlined above.

Signature: 

Date: June 3, 2022









# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/03/2022

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> R. V. Nuccio & Associates Insurance Brokers, Inc. 10148 Riverside Drive Toluca Lake, CA 91602	<b>CONTACT NAME:</b> Robert V. Nuccio <b>PHONE (A/C No. Ext.):</b> (800) 364-2433 <b>FAX (A/C No.):</b> (818) 980-1595 <b>E-MAIL ADDRESS:</b> support@rvnuccio.com
<b>INSURER A:</b> The American Insurance Company	<b>NAIC #</b> 21857

<b>INSURED</b> George & Warren Foundation 930 NE Joe Coney Terr Lake City, FL 32055	<b>INSURER B:</b>
	<b>INSURER C:</b>
	<b>INSURER D:</b>
	<b>INSURER E:</b>
	<b>INSURER F:</b>

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER (INSR. WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Host Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	XXC80514929 NAEP101382	6/18/2022	06/19/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES \$ 50,000 MEDICAL EXPENSE \$ 0 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY  <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$ PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additional Insured: City of Lake City  
205 N Marion Ave  
Lake City, FL 32055 as additional insured.

<b>CERTIFICATE HOLDER</b> City of Lake City 205 N. Marion Ave Lake City, FL 32055	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE Robert V. Nuccio
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