

City of Lake City

Darby Pavilion

Special Events

Application

Applicant Information

Organization/Applicant Name: Lake City - Columbia County Chamber of Commerce

What is Event For?: Gateway City Craft Beer & Wine Festival

Contact Name: Joey O'Hern Phone:

Address: 102 S Marion Ave

City: Lake City State: FL ZIP Code: 32025

Email: joey@lakecitychamber.com

Facility/Rank Requested: Darby/Wilson: see att map Date Of The Event: 10/22/22 Time Requested: 7:00am-7:00pm

Estimated Attendance: 2500-3000

Darby Pavilion Only

Alcohol: YES NO Set Up Time: 7:00 AM Event Time: 10:00am-4:00pm Clean Up Time: 4:00pm

Parade Information

Line Up Place and Time: N/A Inclement Weather Date: N/A

Anticipated number of vehicles to be used in the parade: N/A Parade Start Time: N/A

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.)

N/A

Event Information

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

Will any items be sold at this event (including food)?: What kind? Music Crafters Vendors

Are you having other vendors participate in this event?: Yes Please list: Food, beer, cigars, crafters

Is this event open to the public?: Yes What Activities are planned?: Music, beer/wine tasting Will tents be used?: Yes

Will bounce houses be used?: Will you be serving food?:

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Services Requested (Fees Apply)

Security/Crowd Control Requested?: *yes*

Clean Up Requested?: *yes*

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;

*Hernando Ave from NE Hamiton to NE Hillsboro
Hamilton from NE Hernando to NE Lake Desoto Circle*

****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#: *59-0323804* Tax Exempt #:

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.

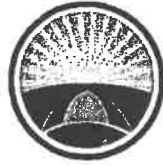
Staff Use Only

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

<p>Applicant Signature: <i>[Signature]</i></p>	<p>Date: <i>7/5/22</i></p>
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Department Approval

<p>Public Works Official: <i>[Signature]</i></p>	<p>Date: <i>7-7-22</i></p>
<p>Police Department Official: <i>[Signature]</i></p>	<p>Date: <i>7/13/2022</i></p>
<p>DOT Release (if applicable)</p>	<p>Date:</p>
<p>City Manager: <i>[Signature]</i></p>	<p>Date: <i>7/20/22</i></p>
<p>City Council:</p>	<p>Date:</p>
<p>CRA Official:</p>	<p>Date:</p>
<p>Recreation Department Official: <i>[Signature]</i></p>	<p>Date: <i>7/6/22</i></p>



**CHAMBER *of*
COMMERCE**
LAKE CITY • COLUMBIA COUNTY

Chamber Builders:

Anderson Columbia
Co., Inc.

Carlisle Construction

Charles Perry
Partners Inc.

City of Lake City

Columbia County

Florida Power and
Light

First Federal Bank

Florida Gateway
College

HCA Florida
Lake City Hospital

HAECO

Lake City Hotels

Lettering.com

Meridian Behavioral
Healthcare, Inc.

Millennium Bank

North Florida Mega
Industrial Park

Nutrien

Odom, Moses &
Company/
Raymond James

SunStop Stores

VyStar Credit Union

July 5, 2022

Honorable Mayor Witt
City of Lake City
205 North Main Ave
Lake City, FL 32055

Mayor Witt,

The Lake City – Columbia County Chamber of Commerce is requesting permission for the use of Wilson Park and the sounding areas for the 2022 Gateway Craft Beer & Wine Festival.

This event is expected to host over 70 different vendors from our region including craft brewers, wineries, crafters, makers and more! Last year, we had a record breaking year selling tickets from over 11 states and 600+ ticket holders. Because of your support, the event was a success and hundreds of people got to experience Lake City!

We appreciate the continued support from the City of Lake City to help ensure this event is offered to our citizens and visitors.

Sincerely,

Joey O'Hern, Executive Director
Lake City – Columbia County Chamber of Commerce



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/02/2022

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).

PRODUCER The Wheeler Agency 622 SW Main Blvd Lake City FL 32025-5708		CONTACT NAME: John Wheeler PHONE (A/C, No, Ext): (386) 752-8660 E-MAIL ADDRESS: john@thewheeleragency.com FAX (A/C, No): (386) 752-9802	
INSURED Lake City - Columbia County Chamber of Commerce 162 S Marion Ave Lake City FL 32025		INSURER(S) AFFORDING COVERAGE INSURER A: ARCH INSURANCE COMPANY INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

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.

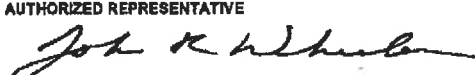
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> SPECIAL EVENT LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		SNCGL2982600	06/01/2022	06/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ none PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COM/OP AGG \$ 5,000,000 Contingent Fireworks L \$ Included
	AUTOMOBILE LIABILITY <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						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Liquor Liability			SNCGL2982600	06/01/2022	06/01/2023	1,000,000

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

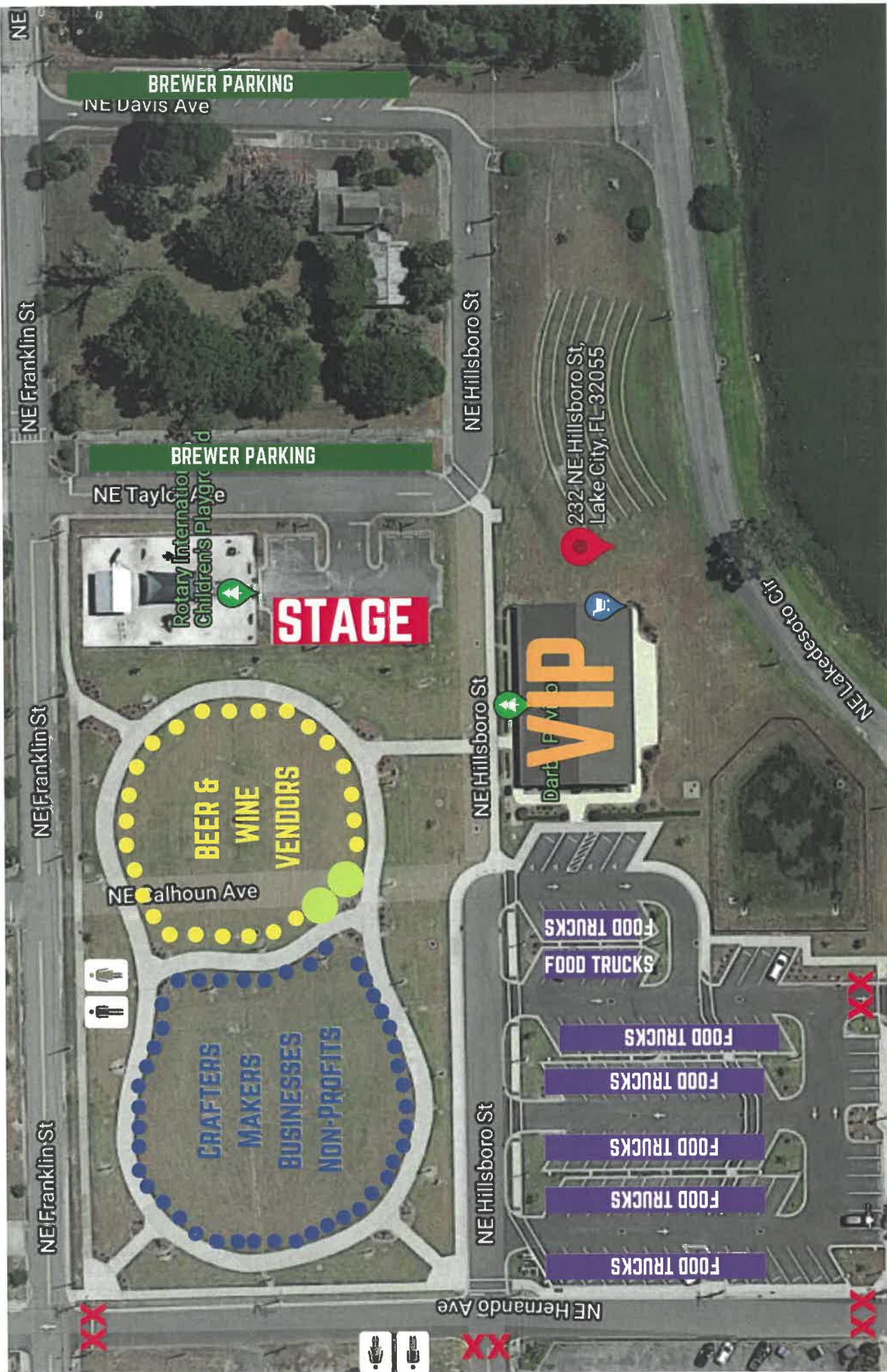
CERTIFICATE HOLDER IS ADDITIONAL INSURED WHEN SUCH STATUS IS REQUIRED BY A WRITTEN AGREEMENT OR PERMIT.

COVERAGE IS LIMITED TO SCHEDULED SPECIAL EVENTS: JULY 4TH FIREWORKS AT COLUMBIA COUNTY FAIR GROUNDS, GATEWAY CRAFT BEER FESTIVAL AT DARBY PAVILLION AND SANTA IN PARK/CHRISTMAS CARDS IN DOWNTOWN LAKE CITY, FL

CERTIFICATE HOLDER**CANCELLATION**

CITY OF LAKE CITY 205 N MARION AVE LAKE CITY FL 32055	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 

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XX ROAD CLOSED



XX VENDOR/TICKET HOLDER CHECK IN

● BEER/WINE VENDOR

● MAKERS/CRAFTERS VENDOR