

## City of Lake City

Darby Pavilion

Special Events

### Application

Applicant Information			
Organization/Applicant Name: <u>Rotary Club of Lake City</u>			
What is Event For?: <u>Christmas Parade</u>			
Contact Name: <u>Leslie McDaniel</u>		Phone: <u>386 365-4288</u>	
Address: <u>POB 1095 Lake City FL 32056</u>			
City:	State:	ZIP Code:	
Email: <u>lesliem.rmc@comcast.net</u>			
Facility/Park Requested: <u>N/A</u>		Date of the Event: <u>12-11-21</u>	Time Requested: <u>6pm-8pm</u>
Estimated Attendance:			
Darby Pavilion Only			
Alcohol: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		Set Up Time:	Event Time:
			Clean Up Time:
Parade Information			
Line Up Place and Time: <u>CHS Parking lot 4:30pm</u>		Inclement Weather Date: <u>12/18/21</u>	
Anticipated number of vehicles to be used in the parade: <u>50-60</u>		Parade Start Time: <u>6pm</u>	
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.)			
<u>ATTACHED</u>			
Event Information			
Will you be collecting admissions/donations of any type at this event?: <u>NO</u>			
Will any items be sold at this event (including food)? <u>NO</u>		What kind?:	
Are you having other vendors participate in this event?:		Please list:	
Is this event open to the public?:		What Activities are planned?: <u>N/A</u>	Will tents be used?: <u>NO</u>
Will bounce houses be used?: <u>NO</u>		Will you be serving food?: <u>NO</u>	

**Services Requested (Fees Apply)**

Security/Crowd Control Requested?: **YES**

Clean Up Requested?: **NO**

Will you need access to electricity?: **NO** If Yes, will you need 20 30 50 Amp Service (please circle one)

Road/Parking Lot Closure Requested?: **YES** 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

**ATTACHED**

**\*\*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#: **59-0570334**

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:</p> <p>Date Due: <i>0</i></p>	<p>Map Attached: <input type="checkbox"/> D.O.T. Approval:</p> <p>Proof of Insurance:</p>
<p>Denied</p>	<p>Electricity Needed:</p> <p>Electricity Charge:</p>	<p>Road Closures:</p> <p>Parking Lot Closures:</p>
<p>Rental Fee: <i>0</i></p>	<p>Total Received: <i>0</i></p>	<p>Deposit Returned</p> <p>Date: Amount:</p>
<p>Applicant Signature: <i>Jurmeo</i></p>		<p>Date: <i>9/21/21</i></p>

**Department Approval**

<p>Public Works Official: <i>[Signature]</i></p>	<p>Date: <i>10/8/21</i></p>
<p>Police Department Official: <i>ct Andy White</i></p>	<p>Date: <i>10/6/21</i></p>
<p>DOT Release (if applicable)</p>	<p>Date:</p>
<p>City Manager: <i>[Signature]</i></p>	<p>Date: <i>10/7/21</i></p>
<p>City Council:</p>	<p>Date:</p>
<p>CRA Official: <i>David Young</i></p>	<p>Date: <i>10/05/21</i></p>
<p>Recreation Department Official: <i>[Signature]</i></p>	<p>Date: <i>10/4/21</i></p>





