

Parks & Recreation Advisory Board



August 26, 2015 at 5:00 p.m.

WP Community Center • Oak Room
721 W. New England Ave • Winter Park, Florida

- **Media Relations- Clarissa Howard (Communications Department)**

1. Consent Agenda

a) Approval of Minutes –June 24, 2015

2. Action Items

- b) Lululemon Athletica
- c) Dog on It Agility Club
- d) Cow's `n Cabs
- e) Shel Marks PR and Events (Fashion Week)
- f) The Parke House Academy
- g) Winter Park Chalk the Walk

3. Discussion

h) Alternative Meeting Times

4. New Business

5. Staff Report

- **Schedule Parks Property Tour**
- **Library Update**
- **Golf Course Task Force Update**
- **Department Reorganization**
- **Novus Board Software**

6. Adjourn

Next Meeting – September 23, 2015 @5:00pm; Winter Park Community Center

appeals & assistance

"If a person decides to appeal any decision made by the Commission with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F. S. 286.0105).

"Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office (407-599-3277) at least 48 hours in advance of the meeting."

**PARKS AND RECREATION
ADVISORY BOARD
June 24, 2015**

The meeting was called to order by Vice Chair Julio de Arcos at 5:00 p.m. at the Winter Park Community Center in conference room C.

Advisory Board Members present:

Vice Chairman Julio de Arcos
Taylor Sacha
Carl Creasman
Janet Atkins
Gary Diehl
Joel Roberts
Taylor Sacha arrived at 5:02pm

Staff present:

Director John Holland
Assistant Director Brenda Moody
Assistant Director Chuck Trice
Assistant Director Ron Moore
Recording Secretary Kesha Jones
Lieutenant Jon Askins – WPPD

Advisory Board Members absent:

Mark Calvert
Marni Spence

Staff absent:

Guests:

Shawn Shaffer, WPPL
Jeffry Jontz, WPPL
Terry Bryant, Resident
Rick Geller, Resident
Francine Newberg, Art Advisory Board

Consent Agenda:

- a) Approval of Minutes – May 27, 2015

Motion made by Julio de Arcos to approve consent agenda item 'a'; seconded by Gary Diehl. The motion carried unanimously with a 5-0 vote. Marni Spence and Mark Calvert were absent.

Action Items:

- b) Election of Chair and Vice Chair

Following nominations Carl Creasman was voted Chair and Joel Roberts was voted Vice Chair of the Parks Advisory Board.

c) Library Task Force

Shawn Shaffer provided an update of the recommendation that was presented to the City Commission. Board Members were interested in the feedback from the commission. There was some discussion as to why the Martin Luther King northern sector was the best option for the Library. Janet Atkins is opposed to building the library on park property, the city should be preserving park space. Residents stated that the Library should be in the core of the city. Residents also spoke to the pedestrian walk paths, and bicycle lanes between homes on Denning and the park. Board members are also interested in how the project will be funded. Joel Roberts suggested to appoint a staff member and a board member as liaison to insure Parks and Recreation is a part of the process. Joel Roberts will be parks board liaison, and John Holland will be department liaison.

Motion made by Joel Roberts to support the recommendation of the Library Task Force made to the City Commission in placing the Library in the northern sector of Martin Luther King Jr Park provided that it's in conjunction with the Civic Center and that no park space is lost; seconded by Gary Diehl. Taylor Sacha requested to amend the motion (to include) a budgeted build out keeping as much green space as possible, amendment was seconded by Joel Roberts, the motion passed with a 5-1 vote. Janet Atkins voted no. Marni Spence and Mark Calvert were absent.

d) Art on the Green

Francine Newberg, a member of the art advisory board provided some history of the Art on the Green, the curator, and the artist. 2015 marks the 10th anniversary of Art on the Green in Winter Park. The exhibition runs from November 1st through March 1st from the Rose Garden to the Emily fountain.

Motion made by Janet Atkins to approve action item "d"; contingent upon working with the Parks Department on location of the art; seconded by Carl Creasman the motion carried unanimously with a 6-0 vote. Marni Spence and Mark Calvert were absent.

e) Continuous Special Events

Staff presented applications for reoccurring events that are held in Central Park annually.

Motion made by Julio de Arcos to approve action item "e"; seconded by Gary Diehl the motion carried unanimously with a 6-0 vote. Marni Spence and Mark Calvert were absent.

f) Concourse d Elegance Update

Tim Webber presented the board with an update and additions to the previously approved event. North Swoope to Webster will be shut down and shuttles will travel to and from three off site lots. An auto expo of classic exotic cars, will be for display and for sale on hole 5. Holes 6 & 7 will host vintage prewar motorcycles. A Jazz band and a hospitality village of local restaurants would also be additions to this year's event.

Motion made by Carl Creasman to approve action item "f" the changes and additions to the Concourse d Elegance; seconded by Janet Atkins the motion carried unanimously with a 6-0 vote. Marni Spence and Mark Calvert were absent.

g) Golf Course Task Force

Bill Neidlinger addressed the board with the recommendations that were presented to the City Commission. Joel Roberts was interested where funding would come from to fund the project. There was discussion, and a consensus among board members that support of the Golf Course renovations would not preempt funding to any other parks projects.

Motion made by Julio de Arcos to support the recommendation of the Golf Course Task Force made to the City Commission; seconded by Taylor Sacha the motion passed with a 6-0 vote. Marni Spence and Mark Calvert were absent.

Discussion:

- Staff gave an update the State Department sent an email stating "The disposal of actual remains crosses the line and would not generally be a "compatible public facility" or recreational unit." Carla Lubet inquired about the memorial brick and potential arbor and benches. Staff will continue to meet with the Friends of Lake Baldwin Park to try to find another alternative for the memorial section of the park.
- Staff is asking for the Parks Board will support the south east corner of Central Park which contains Honduran Stone intended for carving, be designated for the Mayor's Plaza. Janet Atkins suggests the Mayor's should be recognized on a wall in City Hall.
- Staff presented the Capitol Project list to the Board, and discussed some of the upcoming projects.

Staff Report

- Possibly schedule the tour of parks property on July 22, at 4pm before the scheduled Parks Board Meeting

- KWPB will be having a volunteer clean up event in Central Park on July 25, 2015 8am-11am.
- July is Parks and Recreation Month

Next Meeting (Tour) – July 22, 2015 @ 5:00 p.m., Parks & Recreation, Community Center conference room C.

The meeting adjourned at 6:33pm.

Kesha Jones
Recording Secretary

Agenda Item Overview

Parks and Recreation Advisory Board



Requested Action

Consider request by applicant Bryan Kitts with **Lululemon Athletica** for a documentary film event in Northeast Central Park.

Applicable Rules

- The use of signage in the park is restricted to day of event only.
- Two portalets for every 125 people is required if food is served.
- A fee in the amount of \$550 is required.

Staff Recommendation

Staff recommends approval of this event.

**CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
PARK USE APPLICATION**



Park Requested: Central Park Email: bkilts@lululemon.com

Organization Name: lululemon athletica

Contact Name: Bryan Kilts

Address: 200 N Park Ave, Winter Park FL 32789

Work Phone: 4076280033 Home Phone: _____ Cell Phone: 3524555103

Organization Status: Profit: Registered Non-Profit: If so, what type? _____

Tax Number _____ Other (specify) _____

Proposed Event Date: Friday, October 16th Second Choice: _____

Event Time: 7:00pm Set up time: 6:00pm Break Down Time: 9:00pm

Are dates/times flexible? no Alternate Dates: _____

Type of Event: Non profit showcase of documentary Is this a Fundraiser? yes

Describe Event in Detail: Inspiring documentary film showcasing Rajesh Durbal hiking up mt kilamanjaro.
(Attach detailed outline) _____

Area of Park Requested: entire park and stage

Stage? yes List Electricity Requirements? set up with enzian

Expected size of Crowd: 200-300 Estimated Parking Requirements? none

Will there be amplified music? yes If Yes, type: documentary Hours: 6:00pm-9:00pm

Amplified Voices: yes If Yes, type: documentary Hours: 6:00pm-9:00pm

Are you proposing tents: no If Yes, type: _____ no

***The use of tent stakes is Strictly Prohibited. Tents must be secured with weights.

Is the consumption of alcoholic beverages requested? no If yes, will it be sold? _____

Are you proposing to sell anything? no T-shirts? no Posters? no

Other (describe): _____

Are you proposing food sales? no If Yes, type: _____

Describe in detail? _____

Will there be displays? yes If Yes, type: signs and movie screen

Are banners/signs requested? no If Yes, type: _____

Describe banners/signs in detail. What will they say and how many: signs possibly showcasing documentary film and then the film screen itself.

Please note that the display banners and signs severely limited and subject to zoning and park regulations.

Will there be booths: no If Yes, type: _____

Describe booth contents and numbers in detail: _____

What Sanitation Facilities are planned? 2 portalets

Central Park has no restrooms. The City of Winter Park requires two portalets per 300 people if no food or drink is on site. If there is food and/or drink on site, two portalets per 125 people are required. The City does not provide portalets.

What Clean up Arrangements will be made? our team will clean up

Have you held this event in the past? no Where? _____

Size of Crowd at previous event? _____ Date of Last Event? _____

Name and Phone Number of location official at Last Event: _____

How will event be advertised/marketed? word of mouth

How many event staff members will you provide, describe duties: 6. duties include managing crowds, setting up/taking down hardware.

The City of Winter Park charges a fee for Park use, see fee schedule. Further, a deposit equal to the fee is required and is refundable subject to the condition of the park post event. A certificate of insurance may also be required.

"By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands, action, or right of action arising out of or by reason of the use of City Owned Facilities, except due to the sole negligence of the City"

By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.

Bryan Kilts 8/07/15

TYPED NAME INDICATES SIGNATURE DATE

For Office Use Only: Parks and Recreation Board Agenda Date (if needed) _____

Dep Ck # _____ Parks and Recreation Board Approval: _____ If Yes, list conditions of approval if any: _____

Deposit Rec # _____

Dep Date: _____ Rental Fee Receipt #: _____ Check Number: _____ Date Paid _____

Refunded _____ Comments: _____

Retained: _____

Date Ref/Ret: _____ STAFF SIGNATURE: _____ DATE: _____

9500 Rept 219093 8/19/15 B.A

Name: "Living Beyond Boundaries"

When: Oct. 16, 7:00pm

Where: Central Park (Across the street from our store)

Vision: 300-400 guests on their foldout chairs and blankets chowing down on complimentary popcorn in beautiful Central Park on a crisp October evening in Florida. I come to the stage to introduce myself, thank everyone for coming, but more importantly to present Rajesh Durbal.

Rajesh (a.k.a "Raj") is a local triathlete who just so happens to also be a triple amputee. With just one and a half arms to his name, he is one of the top triathletes in the area and is currently training to qualify for the Olympics. He is also a public speaker, best-selling author, film producer and inventor.

Last year, Raj took a dozen other amputees on a hike up Mt. Kilimanjaro and made a documentary about it called "Beyond Boundaries". He had an event lined up to screen it at local non-profit Enzian Theater, but they double booked the theater and it fell through. Inspired by a conversation with Raj over coffee, I wanted lululemon athletica Winter Park to be the catalyst for this screening to finally happen.

Raj will have 10-15 minutes to share his story and then show the movie (about 40 mins long). Afterwards, we'll have a mixer at a local bar on Park Ave.

Below is the link for the trailer to "Beyond Boundaries" from Raj's facebook.

<https://www.facebook.com/rajesh.durbal/videos/vb.1475927819338983/1538512186413879/?type=2&theater>

Agenda Item Overview

Parks and Recreation Advisory Board



Requested Action

Consider request applicant Kris Davenport of **Dog-on-it Agility** for 3 national dog agility tournament in Cady Way Park in November 2015, January 2016 and March 2016.

Applicable Rules

- Controlled access is permitted in the Cady Way Park
- The park closes at 10pm but overnight parking is requested.
- Pets are generally not permitted on ballfields but a waiver of this policy is requested for this event.
- A fee in the amount of \$550 per day is required, three days for each event.

Staff Recommendation

Staff recommends approval of this long running event with the provision for the very detailed plan for clean up after the show dogs.

**CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
PARK USE APPLICATION**



Park Requested: Cady Way Park Email: kport16@gmail.com
 Organization Name: Dog On It Agility Club
 Contact Name: Kris Davenport
 Address: 666 W Minnesota Ave Deland
 Work Phone: 386-238-4990 Home Phone: 386-740-1122 Cell Phone: 407-267-3765
 Organization Status: Profit: Registered Non-Profit: If so, what type? Not For Profit
 Tax Number: 59-3065584 Other (specify) _____
 Proposed Event Date: Nov 20-22, 2015 Second Choice: _____
 Event Time: Friday am - Sun pm Set up time: 8:30 am Friday Break Down Time: 5 pm Sunday
 Are dates/times flexible? No Alternate Dates: none
 Type of Event: Dog Agility Trial Is this a Fundraiser? no
 Describe Event in Detail: competitors + their dogs compete on obstacle courses set
 (Attach detailed outline) by judges; 2 rings, w/ competitors watching outside rings
 Area of Park Requested: softball fields
 Stage? No List Electricity Requirements? plug in computers near outler by bathroom
 Expected size of Crowd: ~100 Estimated Parking Requirements? parking lot, overflow parking near soccer fields
 Will there be amplified music? NO If Yes, type: _____ Hours: _____
 Amplified Voices: NO If Yes, type: _____ Hours: _____
 Are you proposing tents? No If Yes, type: _____
 ***The use of tent stakes is Strictly Prohibited. Tents must be secured with weights.
 Is the consumption of alcoholic beverages requested? NO If yes, will it be sold? _____
 Are you proposing to sell anything? NO T-shirts? _____ Posters? _____
 Other (describe): _____
 Are you proposing food sales? NO If Yes, type: _____
 Describe in detail? _____
 Will there be displays? No If Yes, type: _____
 Are banners/signs requested? No If Yes, type: _____
 Describe banners/signs in detail. What will they say and how many: _____

Please note that the display banners and signs severely limited and subject to zoning and park regulations.
 Will there be booths? No If Yes, type: _____
 Describe booth contents and numbers in detail: _____
 What Sanitation Facilities are planned? Park restrooms
 Central Park has no restrooms. The City of Winter Park requires two portalets per 300 people if no food or drink is on site. If there is food and/or drink on site, two portalets per 125 people are required. The City does not provide portalets.
 What Clean up Arrangements will be made? Club members will clean up area
 Have you held this event in the past? yes Where? Cady Way Park
 Size of Crowd at previous event? ~100 Date of Last Event? March 20-22, 2015
 Name and Phone Number of location official at Last Event: Kris Davenport 407-267-3765
 How will event be advertised/marketed? On Club Website + emails to competitors
 How many event staff members will you provide, describe duties: ~ 25 club members + volunteers on site throughout event to work rings + oversee proceedings
 The City of Winter Park charges a fee for Park use, see fee schedule. Further, a deposit equal to the fee is required and is refundable subject to the condition of the park post event. A certificate of insurance may also be required.
 "By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands, action, or right of action arising out of or by reason of the use of City Owned Facilities, except due to the sole negligence of the City"
 By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.
Kris Davenport 2/25/15
 TYPED NAME INDICATES SIGNATURE DATE

For Office Use Only: Parks and Recreation Board Agenda Date (if needed) _____
 Dep Ck # _____ Parks and Recreation Board Approval: _____ If Yes, list conditions of approval if any: _____
 Deposit Rec # _____
 Dep Date: _____ Rental Fee Receipt #: _____ Check Number: _____ Date Paid _____
 Refunded _____ Comments: _____
 Retained: _____
 Date Ref/Ret: _____ STAFF SIGNATURE: _____ DATE: _____

PD Application fee \$3670 KH

**CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
PARK USE APPLICATION**



Park Requested: Cady Way Park Email: kport16@gmail.com
 Organization Name: Dog On It Agility Club
 Contact Name: Kris Davenport

Address: 1616 W Minnesota Ave Deland
 Work Phone: 386-238-4990 Home Phone: 386-740-1122 Cell Phone: 407-267-3765

Organization Status: Profit: Registered Non-Profit: If so, what type? not for profit
 Tax Number: 59-3065584 Other (specify) _____

Proposed Event Date: Jan 15-17, 2016 Second Choice: _____
 Event Time: Friday pm Set up time: 8:30am Fri Break Down Time: 5pm Sun

Are dates/times flexible? NO Alternate Dates: none
 Type of Event: Dog Agility Trial Is this a Fundraiser? no

Describe Event in Detail: competitors + their dogs compete on obstacle course set
 (Attach detailed outline) by judges: 2 rings, w/competitors watching outside rings

Area of Park Requested: softball fields
 Stage? NO List Electricity Requirements? plug in computers at outlet by bathroom

Expected size of Crowd: 2150 Estimated Parking Requirements? parking lot, overflow parking near soccer fields

Will there be amplified music? No If Yes, type: _____ Hours: _____
 Amplified Voices: No If Yes, type: _____ Hours: _____

Are you proposing tents: No If Yes, type: _____
 ***The use of tent stakes is Strictly Prohibited. Tents must be secured with weights.

Is the consumption of alcoholic beverages requested? No If yes, will it be sold? _____
 Are you proposing to sell anything? No T-shirts? _____ Posters? _____

Other (describe): _____
 Are you proposing food sales? No If Yes, type: _____
 Describe in detail? _____

Will there be displays? No If Yes, type: _____
 Are banners/signs requested? No If Yes, type: _____

Describe banners/signs in detail. What will they say and how many: _____

Please note that the display banners and signs severely limited and subject to zoning and park regulations.
 Will there be booths: No If Yes, type: _____

Describe booth contents and numbers in detail: _____
 What Sanitation Facilities are planned? Park Restrooms

Central Park has no restrooms. The City of Winter Park requires two portalets per 300 people if no food or drink is on site. If there is food and/or drink on site, two portalets per 125 people are required. The City does not provide portalets.

What Clean up Arrangements will be made? Club members will clean up area
 Have you held this event in the past? yes Where? Cady Way Park

Size of Crowd at previous event? 2100 Date of Last Event? 3/20-22/2015
 Name and Phone Number of location official at Last Event: Kris Davenport 407-267-3765

How will event be advertised/marketed? on club website, emails to competitors
 How many event staff members will you provide, describe duties: 25 club members + volunteers on site throughout event to work rings + oversee proceeding

The City of Winter Park charges a fee for Park use, see fee schedule. Further, a deposit equal to the fee is required and is refundable subject to the condition of the park post event. A certificate of insurance may also be required.

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Kris Davenport 7/25/15
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 Deposit Rec # _____
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 Refunded _____ Comments: _____
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 Date Ref/Ret: _____ STAFF SIGNATURE: _____ DATE: _____

**CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
PARK USE APPLICATION**



Park Requested: Cady Way Park Email: Kport16@gmail.com
 Organization Name: Dog On It Agility Club
 Contact Name: Kris Davenport
 Address: 666 W Minnesota Ave Deland
 Work Phone: 386-238-4990 Home Phone: 386-740-1122 Cell Phone: 407-267-3765
 Organization Status: Profit: Registered Non-Profit: If so, what type? not for profit
 Tax Number: 59-3065584 Other (specify) _____

Proposed Event Date: March 18-20, 2016 Second Choice: _____
 Event Time: Fri AM-Sun pm Set up time: 8³⁰ AM Fri Break Down Time: 5pm Sun
 Are dates/times flexible? No Alternate Dates: none

Type of Event: Dog Agility Trial Is this a Fundraiser? No
 Describe Event in Detail: competitors + their dogs compete on obstacle courses set
 (Attach detailed outline) by judges; 2 rings, w/ competitors watching outside rings
 Area of Park Requested: Softball fields

Stage? No List Electricity Requirements? Plug in computers at outler by bathroom
 Expected size of Crowd: ~100 Estimated Parking Requirements? parking lot, overflow parking by soccer fields
 Will there be amplified music? No If Yes, type: _____ Hours: _____
 Amplified Voices: No If Yes, type: _____ Hours: _____

Are you proposing tents: No If Yes, type: _____
 ***The use of tent stakes is Strictly Prohibited. Tents must be secured with weights.
 Is the consumption of alcoholic beverages requested? No If yes, will it be sold? _____
 Are you proposing to sell anything? No T-shirts? _____ Posters? _____

Other (describe): _____
 Are you proposing food sales? No If Yes, type: _____
 Describe in detail? _____

Will there be displays? No If Yes, type: _____
 Are banners/signs requested? No If Yes, type: _____
 Describe banners/signs in detail. What will they say and how many: _____

Please note that the display banners and signs severely limited and subject to zoning and park regulations.
 Will there be booths: No If Yes, type: _____
 Describe booth contents and numbers in detail: _____

What Sanitation Facilities are planned? Park Restrooms
 Central Park has no restrooms. The City of Winter Park requires two portalets per 300 people if no food or drink is on site. If there is food and/or drink on site, two portalets per 125 people are required. The City does not provide portalets.

What Clean up Arrangements will be made? Club members will clean up area
 Have you held this event in the past? yes Where? Cady Way Park
 Size of Crowd at previous event? ~100 Date of Last Event? March 20-22, 2015

Name and Phone Number of location official at Last Event: Kris Davenport 407-267-3765
 How will event be advertised/marketed? On Club website + emails to competitors
 How many event staff members will you provide, describe duties: ~25 members + volunteers
on site throughout event to work rings + oversee proceedings

The City of Winter Park charges a fee for Park use, see fee schedule. Further, a deposit equal to the fee is required and is refundable subject to the condition of the park post event. A certificate of insurance may also be required.
 "By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands, action, or right of action arising out of or by reason of the use of City Owned Facilities, except due to the sole negligence of the City"

By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.
[Signature] 3/25/15
 TYPED NAME INDICATES SIGNATURE DATE

For Office Use Only: Parks and Recreation Board Agenda Date (if needed) _____
 Dep Ck # _____ Parks and Recreation Board Approval: _____ If Yes, list conditions of approval if any: _____
 Deposit Rec # _____
 Dep Date: _____ Rental Fee Receipt #: _____ Check Number: _____ Date Paid _____
 Refunded: _____ Comments: _____
 Retained: _____
 Date Ref/Ret: _____ STAFF SIGNATURE: _____ DATE: _____

Johnny Miller

From: Kris Davenport <kport16@gmail.com>
Sent: Tuesday, June 30, 2015 3:45 PM
To: Johnny Miller
Cc: Scottie Wilson
Subject: Event Request - Dog On It Agility Trials at Cady Way Park

Categories: Green Category

I am writing on behalf of Dog-On-It Agility Club of Central Florida. We would like to hold agility trials at Cady Way Park on the following weekends: November 20-22, 2015, January 15-17, 2016, and March 18-20, 2016. Our Club will be celebrating its 25th Anniversary this fall, and we have held these events at Cady Way Park (and before that at Lake Island Park) for many years.

Our event attracts approximately 100-150 competitors attending from all over the country. Participants and their dogs are judged on their ability to timely complete obstacle courses set by judges certified by the United States Dog Agility Association. Club members are present throughout the weekend to work in the agility rings and oversee the proceedings. The dogs involved are extensively trained, and all participants clean up after their dogs and supervise them at all times.

The Club uses an extension cord to connect to the power outlet near the bathrooms at the Park so we can run the computers we use for scoring. Cars and RVs are parked in the lot at the Park, with a few cars using the lot near the soccer fields. Club members arrive at the field at approximately 9 am on Friday morning to set up, and the show itself runs into the early evening hours on Friday and Saturday, and usually ends in the late afternoon on Sunday, including time to load up our equipment and clean up the area.

Thank you for your time and consideration. I am available to answer any questions you may have about our event or our Club.

Kris Davenport
Dog On It Trial Chair

Agenda Item Overview

Parks and Recreation Advisory Board



Requested Action

Consider request applicant Dan Leaphart of **Cow n Cabs/4R Foundation** event in the West Meadow of Central Park on October 24, 2015 from 6pm to 10pm.

Applicable Rules

- Paid admission/controlled access is permitted in the West Meadow (but not in the east side of Central Park. General Admission \$110, VIP \$140, Lounge \$200, Sponsor/Donor \$500. Event sponsorships: \$3,000 to \$25,000
- Cooking on site requires close coordination and permitting with the Winter Park Fire Marshall.
- Sale of alcohol requires a liquor license from the State Division of Alcohol and Tobacco.
- Restrooms are required, two for every 125 guests.
- A permit for placement of a tent is required.
- Amplified sound must cease by 10 p.m.
- A fee in the amount of \$3,300 is required. This represents double the usual rental rate for a group of 400-2499 people because admission is charged.

Staff Recommendation

Staff recommends approval of this repeating event that is professionally organized.

**CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
PARK USE APPLICATION**



Park Requested:	West Meadow		Email:	dan.leaphart@coxinc.com	
Organization Name:	Cows 'n Cabs / 4R Foundation, Inc.				
Contact Name:	Dan Leaphart				
Address:	4192 North John Young Parkway				
Work Phone:	321-281-2185	Home Phone:	321-277-5900	Cell Phone:	321-277-5900
Organization Status:	Profit: <input type="checkbox"/>	Registered Non-Profit: <input checked="" type="checkbox"/>	If so, what type?	501c3	
Tax Number	47-4062821		Other (specify)		
Proposed Event Date:	October 24, 2015	Second Choice:			
Event Time	6pm-10pm	Set up time	10am	Break Down Time:	10pm-12am
Are dates/times flexible?	Date is not, times are		Alternate Dates:	NA	
Type of Event	Country-themed food and wine event		Is this a Fundraiser?	Yes	
Describe Event in Detail: (Attach detailed outline)	20 high-end restaurants and chefs serving up their finest, live music, alcohol taste				
Area of Park Requested:	Flat, open grassy area for built tent				
Stage?	Yes	List Electricity Requirements?	Access to shore power in southeast corner		
Expected size of Crowd:	500	Estimated Parking Requirements?	Lot across Morse Boulevard		
Will there be amplified music?	Yes	If Yes, type:	country band	Hours:	6pm-10pm
Amplified Voices:	No	If Yes, type:		Hours:	
Are you proposing tents:	Yes	If Yes, type:	150'x90' built by Nelsons	No	
***The use of tent stakes is Strictly Prohibited. Tents must be secured with weights.					
Is the consumption of alcoholic beverages requested?	Yes	If yes, will it be sold?			
Are you proposing to sell anything?	No	T-shirts?	No	Posters?	We have a save-the-date magnet
Other (describe):	NA				
Are you proposing food sales?	No	If Yes, type:	NA		
Describe in detail?	NA				
Will there be displays?	Yes	If Yes, type:	Restaurants each get an area to show off their food		
Are banners/signs requested?	Yes	If Yes, type:	Banners and signage hung inside tent		
Describe banners/signs in detail. What will they say and how many:	All banners or signage will be hung inside tent				
Please note that the display banners and signs severely limited and subject to zoning and park regulations.					
Will there be booths:	No	If Yes, type:	All vendors will be located inside big tent		
Describe booth contents and numbers in detail:	20 restaurants each get two tables				
What Sanitation Facilities are planned?	ADA-compliant restroom trailer provided by TidyCoast (8 stalls)				
Central Park has no restrooms. The City of Winter Park requires two portalets per 300 people if no food or drink is on site. If there is food and/or drink on site, two portalets per 125 people are required. The City does not provide portalets.					
What Clean up Arrangements will be made?	Private clean team on-site during and after event				
Have you held this event in the past? Yes		Where?	West Meadow		
Size of Crowd at previous event?	400	Date of Last Event?	October 25, 2014		
Name and Phone Number of location official at Last Event:	West Meadow (phone NA)				
How will event be advertised/ marketed?	Radio, TV, social media, web site				
How many event staff members will you provide, describe duties:	20 - entryway, setup, breakdown, stage manager, silent auction				
We will also have separate professional staff for security and clean team					
The City of Winter Park charges a fee for Park use, see fee schedule. Further, a deposit equal to the fee is required and is refundable subject to the condition of the park post event. A certificate of insurance may also be required. "By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands, action, or right of action arising out of or by reason of the use of City Owned Facilities, except due to the sole negligence of the City"					
By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.					
	Dan Leaphart	7/30/2015			
TYPED NAME INDICATES SIGNATURE	DATE				
For Office Use Only:	Parks and Recreation Board Agenda Date (if needed)				
Dep Ck #	Parks and Recreation Board Approval: _____ If Yes, list conditions of approval if any: _____				
Deposit Rec #					
Dep Date:	Rental Fee Receipt #:	Check Number:	Date Paid		
Refunded	Comments:				
Retained:					
Date Ref/Ret:	STAFF SIGNATURE:	DATE:			

TD 500 8/12/15 Appl Fee

Event Description – Cows ‘n Cabs

Cows ‘n Cabs is a country-themed event with food, wine and live music held on Saturday night, October 24th, from 6pm until 10pm in Winter Park’s West Meadow. Winter Park restaurants and businesses participate in this event (including 4Rivers Smokehouse, Cask & larder, The Coop, Cocina 214, Peterbrooke Chocolatier and many more), and all funds raised benefit the Community Food and Outreach Center and Elevate Orlando.

The tent will begin loading in to the West Meadow on Monday, October 19th at 9am for setup and will be completed by Friday, October 23rd. After the tent is used for Cows ‘n Cabs it will transition into the Winter Park ice skating rink for the rest of the year. No work on the tent will take place earlier than 7am each day and no later than 7pm each night. All integral pieces to the tent structure, such as audio/visual, electric, air-conditioning and safety requirements will be installed on Tuesday the 20th and Wednesday the 21st.

400 attendees are expected on the night of Saturday the 24th (doors open at 6pm – this number includes working staff). Inside the 80’x144’ tent structure (built by Nelsons Tents and Events) will include a hard floor and raised VIP section with seating. The entryway box office to the structure will be an additional 20’x20’ tent leading in to the larger tent. Music will be played at a level comfortable inside the structure to where it will not affect local residents living around the West Meadow. All music will stop no later than 10:15pm. A fence will be included around the structure with fire exits/openings on each side in case of emergency.

Valet will be provided for attendees free of charge, and Morse Boulevard will be closed from Park Avenue to New York for valet and as a general safety precaution for guests. The Morse street closure will take place at 4pm, and last until post-event roughly at 10:30pm. Police will be posted at every street closure for the event, along with inside the tent structure.

Private security (Andy Frain) has been hired for this event, and will be on-site each night overnight from Monday (the 19th) beginning at 8pm until Sunday morning (the 25th) at 8am.

All audio/visual, electric, restroom trailers and non-permanent structures will be removed on Sunday and by Monday the 26th.

Duration of Event

Saturday, October 24 from 7pm until 10pm. Doors open at 6pm (VIP only).

General Layout of Event

Please see attached schematic of tent design. The location of the tent will be the West Meadow with its entrance facing Morse Boulevard and back area/cigar lounge facing the Post Office. All production vehicles will be parked in the Post Office lot backstage. The VIP area is raised two feet and will have an entryway inside the tent, as well as emergency exits and private restrooms towards the back. The tent will be an open-air structure for this event with no walls.

Other important logistical notes:

- All walkways and pathways to exits and seating will be kept clear of attendees and objects by security, event staff and volunteers throughout the night.
- For all interior decorations and drapery, a certificate will be provided by a third party that is supplying them that shows its equipment meets NFPA 701 and 702 Standards (if we have any interior decoration).
- There will be no pyrotechnics in the event or outside of the event.
- Dan Leaphart, Event Manager, will meet with a representative from the Winter Park Fire Department at 4pm on the day of the event for an inspection prior to the event opening at 6pm.

Please see attached schematic of tent layout, which includes all furniture and bar designs inside the area.

Estimated Attendance of Event

350 guests + 50 staff = 400 total attendees.

Parking

Lot across from West Meadow will be used for valet and event parking by direction of Police.

Safety

Attached floor-plan includes the following safety items:

- All required exits of egress with panic hardware (event tent is open-air with no walls or doors).
- All locations of required emergency lighting that illuminate all exit passageways for at least 90 minutes on backup power supply.
- Locations of approved emergency exit signs properly mounted above all required exits as outlined in the Life Safety Codes.
- Locations of state-certified fire extinguishers classified as 3A-40BC.
- All egress pathways between each of the rows of chairs is at least 44 inches wide.
- All pathways to exits and seating will be kept clear of attendees and objects by security, event staff and volunteers.
- Tent structure is fire-treated with a certificate of documentation to be supplied by Nelsons Tents and Events.
- Travel distance to an exit from any location inside the structure shall not exceed 200 feet.
- All required marked means of egress will have markings on the floor showing patrons the area where not to stand.
- All steps and stairs will have reflective tape attached to it for tripping hazards. Security will also have flashlights to help patrons find their way (the only steps in the structure will be behind each seating area where VIP or skyboxes are located).

There will be an after-hours inspection by the City of Winter Park and WPFD prior to allowing any of the public to enter at least 90 minutes before opening. This inspection will be scheduled with WPFD by Dan Leaphart.

There will be one Trained Crowd Manager for every 250 people inside the tent, totaling two Trained Crowd Managers from OFD per the crowd estimate of 400 (unless otherwise specified by WPFD).

WPFD will also have unlimited access to the event's control center and the public address system to announce to patrons if evacuation will be needed.

(the last three items are also included in *Utilization of City Employees and Equipment* section below)

There shall be an announcement approved by the Fire Marshal prior to the start of the event explaining to everyone in attendance the emergency procedures and locations of exits.

There will be no cooking operations taking place inside the tent.

There will be no use of pyrotechnics or open flame inside the tent.

There shall be state-certified 3A-40BC fire extinguishers for every 75 feet of travel distance inside the venue.

Any cooking station that is cooking any grease laden vapors shall have a state-certified Class K extinguisher.

If deep-fat frying is next to other cooking appliances there shall be the required separation between the appliances (likely no deep-fat frying on-site at Cows 'n Cabs).

No unapproved candles will be allowed on-site without the Fire Marshal's prior approval.

All trained crowd managers shall have the approved certificate showing the attendance of the Office of the Fire Marshal's course or the Florida Fire Marshals and Inspectors Association training course.

The VIP area is raised two feet from ground level. There will be two staircase entrances and two remote staircase exits in the VIP area, while the rest of the VIP area will be cordoned off with retractable movie theater stanchions that can be moved in the event of an emergency.

Sanitation and Waste Disposal

We will order a dumpster from WastePro to be placed in the parking lot of the Post Office on Saturday morning. Toilet facilities include one 43' restroom trailer for both men and women, with four stalls for women, three stalls for men with additional urinals, running water for sanitation and two staffers to keep the units clean. Production workers will have two portalets placed backstage beginning on Monday morning (October 12th) that will be serviced each morning through Saturday (the 24th). The 43' trailer will be open to show attendees on Saturday night only for this event.

Street and Sidewalk Closures

No sidewalks will be closed. Morse Boulevard will be closed Saturday night (the 24th) from Park until New York, beginning at 4pm until 10pm. Winter Park Police will be required for street closures.

Utilization of City Employees and Equipment

Cows 'n Cabs requests the help of Steve Mathis on-site for the day-of, for use of the electrical box inside the park. This box is capable of powering 100% of the entire production, and will cut down on generator and fuel usage, and help make the event safer. The invoice for usage will be invoiced to Shine Event Productions (owner of event) for all fees incurred and Steve Mathis' (or City of Winter Park representatives) time serving the event.

There will be an after-hours inspection by the City of Winter Park and WPFD prior to allowing any of the public to enter at least 90 minutes before opening. This inspection has been scheduled with WPFD.

There will be one Trained Crowd Manager for every 250 people inside the tent, totaling two Trained Crowd Managers from OFD per the crowd estimate of 400 (unless otherwise specified by WPFD).

WPFD will also have unlimited access to the event's control center and the public address system to announce to patrons if evacuation will be needed.

Billing Information

The 4R Foundation, Inc.
210 North Park Avenue
Winter Park, FL 32789

Event Contacts

Dan Leaphart
Event Production Manager - Cox Events Group
321-277-5900

Tina Larue
Event Owner
813-326-9835

David Larue
Event Owner
407-557-4094

Agenda Item Overview

Parks and Recreation Advisory Board



Requested Action

Consider request applicant Dan Leaphart of **Park Avenue Fashion Week** event in the West Meadow of Central Park on October 17, 2015 from 6pm to 10pm.

Applicable Rules

- Paid admission/controlled access is permitted in the West Meadow (but not in the east side of Central Park.) Tickets \$55-\$300 per person. 850 expected
- Cooking on site requires close coordination and permitting with the Winter Park Fire Marshall.
- Sale of alcohol requires a liquor license from the State Division of Alcohol and Tobacco.
- Restrooms are required, two for every 125 guests.
- A permit for placement of a tent is required.
- Amplified sound must cease by **10 p.m.**
- A fee in the amount of \$3,300 is required. This represents double the usual rental rate for a group of 400-2499 people because admission is charged.
- Additional fee of \$412.50 per day for three days of set up use of the park.

Staff Recommendation

Staff recommends approval of this repeating event that is professionally organized.

**CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
PARK USE APPLICATION**



Park Requested: West Meadow Email: dan.leaphart@coxinc.com

Organization Name: Shel Marks PR and Events

Contact Name: Dan Leaphart

Address: 4192 John Young Parkway

Work Phone: 321-281-2185 Home Phone: 321-277-5900 Cell Phone: 321-277-5900

Organization Status: Profit: Registered Non-Profit: If so, what type? _____

Tax Number: 46-5558215 Other (specify) _____

Proposed Event Date: October 17, 2015 Second Choice: _____

Event Time: 6pm Set up time: _____ Starting Monday, October 12 at 7am Break Down Time: Immediately after

Are dates/times flexible? No Alternate Dates: _____

Type of Event: Fashion Show Is this a Fundraiser? Yes

Describe Event in Detail: Local Park Avenue boutiques display their finest attire on the runway
(Attach detailed outline) _____

Area of Park Requested: Flat grass field of West Meadow

Stage? No List Electricity Requirements? Access to shore power in park

Expected size of Crowd: 850 Estimated Parking Requirements? Lot across Morse Boulevard

Will there be amplified music? Yes If Yes, type: Dance, upbeat Hours: 6pm-10pm

Amplified Voices: Yes If Yes, type: Emcee announcements Hours: 6pm-10pm

Are you proposing tents: Yes If Yes, type: One big clearspan tent Yes (and given away in VIP)

***The use of tent stakes is Strictly Prohibited. Tents must be secured with weights.

Is the consumption of alcoholic beverages requested? Yes If yes, will it be sold? _____

Are you proposing to sell anything? No T-shirts? No Posters? No

Other (describe): NA

Are you proposing food sales? Yes If Yes, type: Catered small bites and snacks

Describe in detail? Work with a catering company to provide light fare for attendees who do not purchase a VIP ticket and would like to eat

Will there be displays? Yes If Yes, type: Automotive - display cars, sponsor tables

Are banners/signs requested? Yes If Yes, type: All signage and gobo logos will be on or inside the tent

Describe banners/signs in detail. What will they say and how many: A gobo (lighted sign) on front of tent with event logo
A gobo inside tent with Luma logo in VIP area

Please note that the display banners and signs severely limited and subject to zoning and park regulations.

Will there be booths: No If Yes, type: Limited sponsor and vendor tables for food

Describe booth contents and numbers in detail: Food and alcohol

What Sanitation Facilities are planned? Dumpster with full private clean team during and post-event

Central Park has no restrooms. The City of Winter Park requires two portalets per 300 people if no food or drink is on site. If there is food and/or drink on site, two portalets per 125 people are required. The City does not provide portalets.

What Clean up Arrangements will be made? A full clean team will be on-site until the venue is completely clean post-event

Have you held this event in the past? Yes Where? West Meadow

Size of Crowd at previous event? 800-900 Date of Last Event? November 1, 2015

Name and Phone Number of location official at Last Event: West Meadow / 321-277-5900

How will event be advertised/ marketed? Radio, print, Facebook, Twitter, Instagram, Pinterest, web site

How many event staff members will you provide, describe duties: 40 - bar service, ushers, security, hair and makeup, audio/visual
food service, restroom service

The City of Winter Park charges a fee for Park use, see fee schedule. Further, a deposit equal to the fee is required and is refundable subject to the condition of the park post event. A certificate of insurance may also be required. "By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands, action, or right of action arising out of or by reason of the use of City Owned Facilities, except due to the sole negligence of the City"

By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.

Dan Leaphart 8/3/2015

TYPED NAME INDICATES SIGNATURE DATE

For Office Use Only: Parks and Recreation Board Agenda Date (if needed) _____

Dep Ck # _____ Parks and Recreation Board Approval: _____ If Yes, list conditions of approval if any: _____

Deposit Rec # _____

Dep Date: _____ Rental Fee Receipt #: _____ Check Number: _____ Date Paid _____

Refunded _____ Comments: _____

Retained: _____

Date Ref/Ret: _____ STAFF SIGNATURE: _____ DATE: _____

PD \$500.00 8/12/15 Appl Fee

Permit #: 15-2421

SPECIAL EVENT
DEPARTMENTAL APPROVAL LOG

Date application submitted: 8-7

Event title: Park Ave Fashion Week

Date & time of event: 10/17/15 6 pm - 10 pm

DEPARTMENT/DIVISION AND CONTACT PERSON	APPROVE/ DISAPPROVE	DATE EMAIL REC'D	ESTIMATED COST AND/OR CONDITIONS
Public Works - Traffic Wayne "Butch" Margraf			
Public Works - Facilities Steve Mathes			
Fire-Rescue Pat McCabe			
Fire-Rescue Scott Donovan			
Police Stan Locke/John Bologna			
Parks & Recreation Johnny Miller/John Holland			
Streets Larry Sylvester			
Risk Management Keri Martin			
Economic Development Kyle Dudgeon			
Code Compliance			
Building & Permitting Services George Wiggins			
City Management Randy Knight/Michelle delValle			

Additional comments/restrictions:

Permit & application cc: to Craig O'Neil/Clarissa Howard (Communications Dept.): _____



SPECIAL EVENT PERMIT APPLICATION

City of Winter Park
401 S. Park Ave.
Winter Park, FL 32789
407-599-3237

PERMIT # 15-2821

DATE OF SUBMITTAL: 9/7

FEES:	FOR PROFIT:	NON-PROFIT:
PROCESSING	\$100.00	\$10.00
PERMIT	\$50.00	\$30.00
STREET CLOSURES (UP TO 400 PEOPLE)	\$100.00	\$100.00
STREET CLOSURES (401 + PEOPLE)	\$200.00	\$200.00

ALL FEES ARE NON-REFUNDABLE

CHECK ONE: For Profit Non-Profit (Must provide proof of IRS Code 501c(3))

NAME OF EVENT: PARK AVENUE FASHION WEEK

ADDRESS OF EVENT: 150 NEW YORK AVENUE

DATE OF EVENT: From 10/17/15 To 10/17/15

TIME OF EVENT: From 6 a.m./p.m. To 10 a.m./p.m.

ANY EVENTS THAT INVOLVE USE OF PUBLIC PROPERTY, CREATE TRAFFIC, NOISE OR SIMILAR CONCERNS MAY REQUIRE APPROVAL BY CITY COMMISSION

ARE YOU REQUESTING ANY STREET CLOSURES? YES NO

If yes, where? MOUSE BOULEVARD FROM NEW YORK TO PARK

ARE YOU REQUESTING ELECTRICAL ACCESS? YES - SHORE POWER IN PARK

DETAILED EVENT DESCRIPTION EXPLAINING BRIEFLY HOW EVENT WILL BENEFIT THE RESIDENTS AND BUSINESSES OF WINTER PARK. Please see attached information sheet.

PARK AVENUE FASHION WEEK'S RUNWAY SHOW BRINGS TOGETHER LOCAL BOUTIQUES FROM THE AVENUE, AS WELL AS WINTER PARK RESTAURANTS. THROUGH MULTIPLE FASHION PARTIES DURING THE WEEK, COCKTAIL HOURS AND GATHERINGS, PARK AVENUE FASHION WEEK BOOSTS INTEREST AND CONFIDENCE.

City staff requested: YES NO Estimated attendance: 800

Will there be any type of sound equipment: YES NO If yes, please describe below:
AMPLIFIED SOUND INSIDE TENT WITH MUSIC AND EMCEE

Are there any active construction sites within the area of this event? YES NO

Are alcoholic beverages being: Served? YES NO Sold? YES NO
(State Alcoholic Beverage License REQUIRED for sale of alcoholic beverages. 1-800-375-6975)

APPLICANT/CONTACT PERSON NAME: DAN LEAPHART

ADDRESS: 4192 JOHN YOUNG PARKWAY, ORLANDO, FL 32804

PHONE: 321-281-2185 FAX: 321-281-2086 EMAIL: DAN.LEAPHART@COXINC.COM

APPLICANT SIGNATURE

9-6-15
DATE



SPECIAL EVENT- HOLD HARMLESS AGREEMENT

Date of Coverage: 10/17/15

CITY OF WINTER PARK
401 S. PARK AVE.
WINTER PARK, FL 32789

BUSINESS NAME: COX EVENTS GROUP

BUSINESS ADDRESS: 4192 JOHN YOUNG PARKWAY, ORLANDO, FL 32804

I, DAN LEAPHANT, agree to protect, indemnify, defend, save and hold harmless the City of Winter Park, its officers, and employees from any and all claims, liability, lawsuits, damages, and causes of action which may arise out of the permit or the permittee's activity on the permitted premises in accordance with Chapter 90, Section 90-161 (a) of the City of Winter Park Code of Ordinance.

Signed this 6th day of AUGUST, 2015

Signature

DAN LEAPHANT - EVENT MANAGER

Printed name and title

Event Description – Park Avenue Fashion Week Presented by Harriett Lake

Park Avenue Fashion Week Presented by Harriett Lake is a grouping of week-long events at local boutiques and businesses, culminating in a four-hour runway show on Saturday night, October 17th, from 6pm until 10pm in Winter Park's West Meadow. Fourteen local Park Avenue boutiques participate in this show, along with other Winter Park restaurants and businesses that donate to and sponsor the event.

The tent will begin building in the West Meadow on Monday, October 12th at 8am for setup of the runway event on Saturday night, and will be completed by Friday evening on the 16th. After the tent is completed for Park Avenue Fashion Week, changes will be made to the tent starting on Monday, November 19th for Cows 'n Cabs on October 24th, then another restructure for the Winter in the Park ice skating rink taking place the rest of the year. No work on the tent will take place earlier than 7am each day and no later than 7pm each night. All integral pieces to the tent structure, such as audio/visual, electric, air-conditioning and safety requirements will be installed on Tuesday, October 13th and Wednesday the 14th.

800 attendees are expected on the night of Saturday the 17th (doors open at 6pm). Inside the 80'x144' tent structure (built by Nelsons Tents and Events) will include an 80' runway, an open lobby area for food and drinks and a raised VIP section with a bar, furniture and two exits. The entryway box office to the structure is a separate 20'x40' marquee, and will be an open-air extension of the structure. Music will be played at a level comfortable inside the tent to where it will not affect local residents living around the West Meadow. All music will stop at 10:15pm. A fence will be included around the structure with fire exits/openings on each side in case of emergency.

Valet will be provided for attendees by One Way Valet, free of charge from 5:30pm until 10:30pm, and Morse Boulevard will be closed from Park Avenue to New York for valet and as a general safety precaution for guests. The Morse street closure will take place at 4pm, and last until after post-show roughly at 10:30pm. Police will be posted at every street closure for the event, along with inside the tent structure.

Private security (Andy Frain) has been hired for this event, and will be on-site each night overnight from Tuesday (the 13th of October) beginning at 8pm until Sunday morning (the 25th of October) at 8am.

All audio/visual, electric, restroom trailers and non-permanent structures will be removed on Sunday and by Monday, October 26th.

Duration of Event

Runway Show - Saturday, October 17th from 7pm until 10pm. Doors open at 6pm.

General Layout of Event

Please see attached schematic of tent design. The location of the tent will be the West Meadow with its front doors facing Morse Boulevard and backstage facing the Post Office. All production vehicles will be

parked in the Post Office lot backstage. The VIP area is raised two feet and will have an entryway inside the tent, as well as emergency exits and private restrooms towards the back.

Other important logistical notes:

- All chairs will be zip-tied and secured together per each row.
- All walkways and pathways to exits and seating will be kept clear of attendees and objects by security, event staff and volunteers throughout the night.
- For all interior decorations and drapery, a certificate will be provided by a third party that is supplying them that shows its equipment meets NFPA 701 and 702 Standards (if we have any interior decoration).
- Any display vehicles must be approved by the Fire Marshal during the inspection before the event is to open.
- There will be no use of pyrotechnics in the event or outside the event.

Please see attached schematic of VIP tent area (also is included on final overall tent layout to scale), which includes all furniture and bar designs inside of that area.

Please see attached schematic of back-of-house staging area for models and production staff.

Please see attached schematic of box office layout for show-time.

Estimated Attendance of Event

750 guests + 50 staff.

Parking

Lot across from West Meadow will be used for valet and event parking by direction of Police.

Safety

Attached floor-plan includes the following safety items:

- All required doors/exits of egress with panic hardware
- All locations of required emergency lighting that illuminate all exit passageways for at least 90 minutes on backup power supply
- Locations of approved emergency exit signs properly mounted above all required exits as outlined in the Life Safety Codes
- Locations of state-certified fire extinguishers classified as 3A-40BC
- Separation requirements for rows of chairs as outlined in the Life Safety Codes
- All rows of chairs will be zip-tied and secured together
- All egress pathways between each of the rows of chairs is at least 44 inches wide
- All pathways to exits and seating will be kept clear of attendees and objects by security, event staff and volunteers
- Tent structure is fire-treated with a certificate of documentation to be supplied by Arena Group

- Travel distance to an exit from any location inside the structure shall not exceed 200 feet.
- Seating areas adjacent to the catwalk shall not exceed thirty feet of travel pathway (the aisles)
- All required marked means of egress will have markings on the floor showing patrons the area where not to stand.
- All steps and stairs will have reflective tape attached to it for tripping hazards. Security will also have flashlights to help patrons find their way (the only steps in the structure will be behind each seating area where the four sky lounges are located)

There will be an after-hours inspection with Dan Leaphart and the City of Winter Park Fire Department prior to allowing any of the public to enter at least 90 minutes before opening. This inspection will be scheduled with WPFDF.

There will be one Trained Crowd Manager for every 250 people inside the tent, totaling three Trained Crowd Managers from WPFDF per the crowd estimate of 750 (unless otherwise specified by WPFDF).

WPFDF will also have unlimited access to the event's control center and the public address system to announce to patrons if evacuation will be needed.

(the last three items are also included in *Utilization of City Employees and Equipment* section below)

There shall be an announcement approved by the Fire Marshal prior to the start of the event explaining to everyone in attendance the emergency procedures and locations of exits.

There will be no cooking operations taking place inside the tent.

There will be no use of pyrotechnics or open flame inside the tent.

The VIP area is raised two feet from ground level. There will be two staircase entrances and two remote staircase exits in the VIP area, while the rest of the VIP area will be cordoned off with retractable movie theater stanchions that can be moved in the event of an emergency.

Sanitation and Waste Disposal

We will order a dumpster from the City to be placed in the parking lot of the Post Office on Saturday morning. Toilet facilities include one 43' restroom trailer for both men and women, with eight stalls for women, six stalls for men with additional urinals, running water for sanitation and two staffers to keep the units clean. There will also be a ground-level ADA-compliant restroom next to the trailer for wheelchair access. Production workers will have two portalets placed backstage beginning on Monday morning (October 12th) that will be serviced each morning through Saturday (October 24th). The 43' trailer will be open to show attendees on Saturday night only, and will be used for Cows 'n Cabs and the ice rink as well (serviced between events).

Street and Sidewalk Closures

No sidewalks will be closed. Morse Boulevard will be closed Saturday night (October 17th) from Park until New York, beginning at 4pm until 10pm.

Utilization of City Employees and Equipment

The Committee requests the help of Steve Mathis on-site for the day of, for use of the electrical box inside the park. This box is capable of powering 70% of the entire production, and will cut down on generator and fuel usage, and help make the event safer. The invoice for usage will be invoiced to the Park Avenue Area Association for all fees incurred and Steve Mathis' time serving the event.

There will be an after-hours inspection by the City of Winter Park and WPFDD prior to allowing any of the public to enter at least 90 minutes before opening. This inspection has been scheduled with WPFDD.

There will be one Trained Crowd Manager for every 250 people inside the tent, totaling three Trained Crowd Managers from OFD per the crowd estimate of 750 (unless otherwise specified by WPFDD).

WPFDD will also have unlimited access to the event's control center and the public address system to announce to patrons if evacuation will be needed.

Event Contacts

Dan Leaphart
Event Production Manager - Cox Events Group
321-277-5900

Shel Marks
Event Operator – Shel Marks PR and Events, LLC
678-367-7508



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/14/2015

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 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 Arthur J. Gallagher Risk Management Services, Inc. 1040 Crown Pointe Parkway Suite 700 Atlanta GA 30338	CONTACT NAME: Linda Smith	
	PHONE (A/C, No, Ext): 678-393-5228	FAX (A/C, No): 678-393-5240
E-MAIL ADDRESS: linda_smith@ajg.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : National Union Fire Ins Co Pittsbur		19445
INSURER B : New Hampshire Insurance Company		23841
INSURER C : Illinois National Insurance Company		23817
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES **CERTIFICATE NUMBER:** 1534730879 **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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> XS of \$500,000 <input checked="" type="checkbox"/> SELF INSURED RET GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GL9645408	1/1/2015	1/1/2016	EACH OCCURRENCE \$4,500,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$4,500,000 MED EXP (Any one person) \$Excluded PERSONAL & ADV INJURY \$4,500,000 GENERAL AGGREGATE \$30,000,000 PRODUCTS - COMP/OP AGG \$6,000,000 \$
A B A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			CA4875685(VA) CA4875684(MA) CA4875683(AOS)	1/1/2015 1/1/2015 1/1/2015	1/1/2016 1/1/2016 1/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B A C A B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC024508422(AOS) WC024508423(CA) WC024508428(OR) WC024508424(FL) WC024508427(ME)	1/1/2015 1/1/2015 1/1/2015 1/1/2015 1/1/2015	1/1/2016 1/1/2016 1/1/2016 1/1/2016 1/1/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
B B	<input type="checkbox"/> WORK COMP/EMPLOYERS LIAB <input type="checkbox"/> WORK COMP/EMPLOYERS LIAB <input type="checkbox"/> WORK COMP/EMPLOYERS LIAB			WC024508425(AZ/NL/KY- INC/NH/NJ/PA/UT/VA/VT) WC024508426(MA/ND/OH/WA/WV- /WY)	1/1/2015 1/1/2015	1/1/2016 1/1/2016	SEE ABOVE AMT OFINSURANCE SEE ABOVE AMT OFINSURANCE SEE ABOVE AMT OFINSURANCE

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

CERTIFICATE HOLDER For Information Purposes Only	CANCELLATION 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 



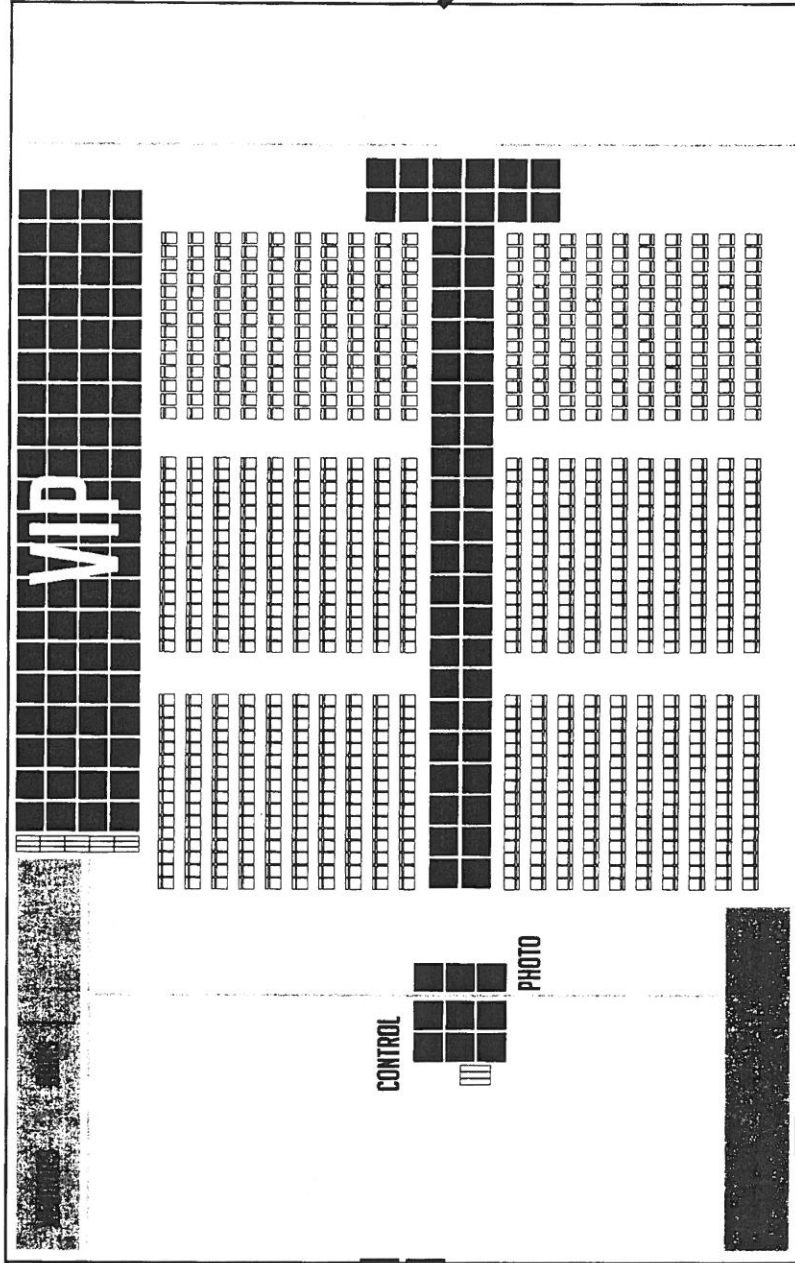
HARRIETT'S PAFW

Shel (PR) Marks
Shel (PR) Marks is a Division of Cox Events

COX
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BACK OF
HOUSE



BOX
OFFICE



WINTER
PARK
MEMORIAL
HOSPITAL

OCTOBER 17, 2015 - RUNWAY SHOW

Agenda Item Overview

Parks and Recreation Advisory Board



Requested Action

Consider request applicant Jill Altomare of **Parke House Academy** for a safety event in the Southeastern portion of Central Park on April 16, 2016 from 10am to 2pm.

Applicable Rules

- Paid admission/controlled access is permitted in the West Meadow (but not in the east side of Central Park.) Tickets \$55-\$300 per person. 850 expected
- Cooking on site requires close coordination and permitting with the Winter Park Fire Marshall.
- Bounce houses require a certificate of insurance naming the city as co-insured provided to the city prior to the event by the bounce house vendor.
- Restrooms are required, two for every 125 guests.
- A fee in the amount of \$550 is required.

Staff Recommendation

Staff recommends approval of this community event with the provision that the appropriate number of porta lets are delivered. (the application states two but guidelines require 4)

**CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
PARK USE APPLICATION**



Park Requested: Central Park Email: jaltonare@theparkehouseacademy.com
 Organization Name: The Parke House Academy
 Contact Name: Jill Altonare
 Address: 1766 Minnesota Ave
 Work Phone: 407647-3624 Home Phone: _____ Cell Phone: 407 325-6385
 Organization Status: Profit: Registered Non-Profit: If so, what type? _____
 Tax Number _____ Other (specify) _____
 Proposed Event Date: April 16, 2016 Second Choice: _____
 Event Time: 10-2 Set up time: 9 Break Down Time: _____
 Are dates/times flexible? _____ Alternate Dates: _____
 Type of Event: Safety Fair Is this a Fundraiser? _____
 Describe Event in Detail: _____
 (Attach detailed outline) _____
 Area of Park Requested: Central Park by Rose Garden
 Stage? _____ List Electricity Requirements? _____
 Expected size of Crowd: _____ Estimated Parking Requirements? _____
 Will there be amplified music? yes If Yes, type: performances Hours: 10-2
 Amplified Voices: yes If Yes, type: _____ Hours: 10-2
 Are you proposing tents: yes If Yes, type: 10x10 (Qty 20)
 ***The use of tent stakes is Strictly Prohibited. Tents must be secured with weights.
 Is the consumption of alcoholic beverages requested? No If yes, will it be sold? _____
 Are you proposing to sell anything? NO T-shirts? NO Posters? _____
 Other (describe): _____
 Are you proposing food sales? NO If Yes, type: _____
 Describe in detail? _____
 Will there be displays? yes If Yes, type: Safety displays, Fire + police dept.
 Are banners/signs requested? yes If Yes, type: promoting the event
 Describe banners/signs in detail. What will they say and how many: _____

Please note that the display banners and signs severely limited and subject to zoning and park regulations.
 Will there be booths: yes If Yes, type: 10x10 tents
 Describe booth contents and numbers in detail: safety education
 What Sanitation Facilities are planned? two porta-potties
 Central Park has no restrooms. The City of Winter Park requires two portalets per 300 people if no food or drink is on site. If there is food and/or drink on site, two portalets per 125 people are required. The City does not provide portalets.
 What Clean up Arrangements will be made? _____
 Have you held this event in the past? yes Where? Central Park 5/17/14
 Size of Crowd at previous event? under 400 Date of Last Event? 4/25/2015
 Name and Phone Number of location official at Last Event: Johnny Miller
 How will event be advertised/marketed? printed ads, radio
 How many event staff members will you provide, describe duties: 30+ - assisting vendors

The City of Winter Park charges a fee for Park use, see fee schedule. Further, a deposit equal to the fee is required and is refundable subject to the condition of the park post event. A certificate of insurance may also be required.
 "By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands, action, or right of action arising out of or by reason of the use of City Owned Facilities, except due to the sole negligence of the City"
 By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.
Jill Altonare July 28, 2015
 TYPED NAME INDICATES SIGNATURE DATE

For Office Use Only: Parks and Recreation Board Agenda Date (if needed) _____
 Dep Ck # _____ Parks and Recreation Board Approval: _____ If Yes, list conditions of approval if any: _____
 Deposit Rec # _____
 Dep Date: _____ Rental Fee Receipt #: _____ Check Number: _____ Date Paid _____
 Refunded _____ Comments: _____
 Retained: _____
 Date Ref/Ret: _____ STAFF SIGNATURE: _____ DATE: _____

App Fee: 50.00 pd. 8/19/15 Ref. 219064

Need letter
Got 450-
Parks Board



August, 2015

Winter Park Parks and Recreation committee,

The Parke House Academy would like to host our third annual Summer Safety Fair on Saturday, April 16, 2016 from 10am-2pm in Winter Park's beautiful Central Park. Our goal is to provide a free family event focusing on the safety and health of our most precious resource, our children.

Last year, our event provided safety tips and entertainment to many Winter Park families. Our event location in Winter Park provided excellent exposure to participating vendors and shops along the avenue. We provided bounce houses, music, yummy samples, and over twenty informative booths. The Winter Park Fire Department brought a fire truck, inflatable walk through safety house and a helicopter!. The Winter Park Police Department arrived with a SWAT tank! Our Summer Safety Fair 2016 promises to be even better!

The Parke House Academy will advertise this event throughout local media, businesses, and social networks. Net proceeds will be donated to charity. We will make an effort not to duplicate services represented at our fair and food will not be for sale.

Please notify The Parke House Academy at jaltomare@theparkehouseacademy.com or call 407-325-6385, with any questions regarding our event. We hope you can join us!

Thank you,

Jill Altomare

Jill Altomare
Community Relations Director
The Parke House Academy

Agenda Item Overview

Parks and Recreation Advisory Board



Requested Action

Consider the addition of the **Chalk the Walk** event to become a fully supported City event.

Applicable Rules

- Restrooms are required, two for every 125 guests.
- Requesting addition of event to city supported would remove the \$550 fee for use of the park.

Staff Recommendation

Staff recommends support of this second annual event and adding it permanently to the parks and recreation department's in-house events.

City cost to support event is approximately \$2,000 for chalk, portalets, bottled water, posters.

**CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
CENTRAL PARK USE APPLICATION**



Organization Name: Winter Park Chalk the Walk in Central Park partnership with city

Contact Name: Robert T. Earll Jr

Address: 1300 West Maitland Blvd, Maitland, FL 32751

Work Phone: 407-339-0223 Home Phone: _____ Cell Phone: 407-951-4799

Organization Status: no Registered Non no _____ If so, what type? Spend all monies raised

Tax Number NO TAX number Other (specify) _____

Proposed Event Date: November 6, 7 2015 Second Choice: _____

Event Time 7AM-5PM Set up time _____ Break Down Time: 5PM Saturday

Are dates/times flexible? _____ Alternate Dates: _____

Type of Event ART Street Painting on sidewalk Is this a Fundraiser? NO

Describe Event in Detail: We will have approx 90 squares of artists (up to 180 artists participating but probably 140) creating 90 works of art in chalk pastel

(Attach detailed outline) Taping Squares Friday 9AM-Complete Set up Sat 7AM sign in 730 Artists begin 8AM judge 3PM announce winners from stage 4PM break down by 5PM

Area of Park Requested: All sidewalk through the park on the fountain side and the sunrail station side

Stage? yes to ann List Electricity Requirements? speaker and microphone by 4PM Saturday

Expected size of Crowd: 1000 thru Estimated Parking Requirements? just need parking for artists and volunteers on street without having to move

Will there be amplified music? NO If Yes, type: _____ Hours: _____

Amplified Voices: YES If Yes, type: on stage announcing Hours: 4PM-5PM

Are you proposing tents: _____ If Yes, type: _____

***The use of tent stakes in Central Park is Strictly Prohibited. Tents must be secured with weights.

Is the consumption of alcoholic beverages requested? NO If yes, will it be sold? _____

Are you proposing to sell anything? NO T-shirts? _____ Posters? _____

Other (describe): _____

Are you proposing food sales? NO If Yes, type: _____

Describe in detail? Mr. Holland wanted to prohibit vendors to allow city establishments to benefit

Will there be displays? NO If Yes, type: _____

Are banners/signs requested? NO If Yes, type: _____

Describe banners/signs in detail. What will they say and how many: _____

Please note that the display banners and signs severely limited and subject to zoning and park regulations.

Will there be booths: NO If Yes, type: _____

Describe booth contents and numbers in detail: 2 tents were provided by park for distributing chalk and water.

What Sanitation Facilities are planned? _____

Central Park has no restrooms. The City of Winter Park requires two portalets per 300 people if no food or drink is on site. If there is food and/or drink on site, two portalets per 125 people are required. The City does not provide portalets.

What Clean up Arrangements will be made? There is minimal trash that will be bagged up for disposal.

Have you held this event in the past? YES Where? Last Year Nov. 8 in Central Park

Size of Crowd at previous event? _____ Date of Last Event? _____

Name and Phone Number of location official at Last Event: John Holland 321-303-4859

How will event be advertised/marketed? We plan on having posters made to post throughout the area.to promote it will be also

advertised on Craigslist and other local TV stations.

How many event staff members will you provide, describe duties: Approximately 4 Friday taping of squares....Approximately 6-8 signing people in distributing chalk distributing water and facilitating event.

The City of Winter Park charges a fee for use of Central Park, see fee schedule. Further, a deposit equal to the fee is required and is refundable subject to the condition of the park post event. A certificate of insurance may also be required.

"By execution hereof,the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands,action, or right of action arising out of or by reason of the use of City Owned Facilities, except due to the sole negligence of the City"

By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.

Robert T. Earll Jr. #####

SIGNATURE DATE

For Office Use Only: Parks and Recreation Board Agenda Date (if needed) _____

Dep Ck # _____ Parks and Recreation Board Approval: _____ If Yes, list conditions of approval if any: _____

Deposit Rec # _____

Dep Date: _____ Rental Fee Receipt #: _____ Check Number: _____ Date Paid _____

Refunded _____ Comments: _____

Retained: _____

Date Ref/Ret: _____ STAFF SIGNATURE: _____ DATE: _____

Winter Park "Chalk the Walk" 2015

August 19,2015

Dear Park and Recreation Department,

In conjunction with our partnering again for the Second Annual Chalk the Walk in Central Park I would like to request the use of Central Park on Saturday, November 7, 2015 . This will be a FREE event to the public and to all the artists participating. We will have approximately 80-90 squares used by 120-150 artists to create beautiful street paintings. My team will tape off the squares on Friday in preparation for Saturday's event. WE will have sign in at 7:30 AM and artists beginning at 8 AM and announcing winners at 4PM giving approximately \$2500.00 in prize money to the artists.

There are 3 categories of artists...Middle School, High School and Adult.

All awards will be awards of excellence given at the judge's discretion.

1. FIGURATAIVE /PORTRAITURE MASTERPIECE

2. TRIBUTE TO A MASTER (must include parts of 3 works or more of an artist or art period.)

3. NON-FIGURATIVE MASTERPIECE

4. ORIGINAL WORK BY THE ARTIST

5. PHOTOGRAPH

I believe the event was a success for the city last year and we hope to continue our partnership with the city to make it an annual event growing in popularity and recognition among the street art community. Last year the city provided the water and ice for the artists, two tents and chairs for my helpers, portalets for bathrooms and a cleanup station especially for the artists but also for the visitors, and speaker and microphone at the stage for our announcing the winners. I have raised \$5,000.00 from an endowment. I would ask if the city could cover the expense of the chalk (96 boxes) to allow us money in our budget for advertising and other essentials. While we do not make a profit we do pay our workers a small stipend for their time. I look forward to helping the city bring a nother great event to the park.

Thank you,

Robert T. Earll, Jr.

Event coordinator