

CITY OF APOPKA
DEVELOPMENT REVIEW COMMITTEE

DATE: February 15, 2017
TIME: 9:00 AM Development Review Committee Meeting
LOCATION: 120 E. Main Street (City Hall Conference Room – 1st Floor)

I. Staff Comments on the following:

A. Special Events:

1. Event: Townsquare Active – Insane Inflatable 5K
Date: December 2, 2017
Time: 7:30 A.M. thru 12:30 P.M.
Location: Apopka Northwest Recreational Complex

B. Concept Plan: None

C. Site Plans:

1. Raynor Shine Recycling Solutions, LLC
Final Development Plan
Location: 100 & 120 Hermit Smith Rd
Parcel ID #: 01-21-27-0000-00-080; 01-21-27-0000-00-026
SPR16-14

D. Plats: None

E. Street Name Review: None

F. FLUM / Rezoning: None

G. Special Exception: None

II. Other Business:

A. Public Hearing: None

B. Vacate/Variance: None

C. Request for Extension: None

D. Discussion: None

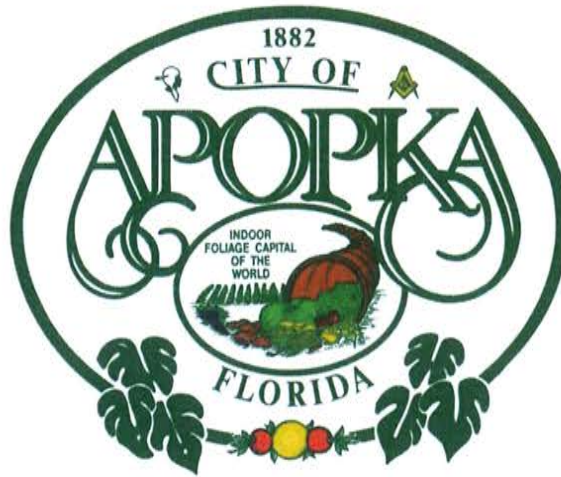
E. Peddlers Permit: None

F. Plan Final Review and Sign-off: Projects at "Zoning Counter"

Please direct any comments or questions concerning the items scheduled for this meeting to the Community Development Department at (407) 703-1739.



David B. Moon, AICP
Planning Manager



City of Apopka
Special Events Permit Application

Special Events Permit Checklist

- ☐ Completed Special Event Permit Application.
- ☐ A site plan (MAP) or Parade/Race Route *MUST* be submitted with your application. Map must identify location of staging, tents, parking, barricades, vendors, and restrooms.
- ☐ A certificate of general liability insurance listing the "City of Apopka" as 'Additional Insured' must be submitted. Other insurance coverage may be required.
- ☐ A non-refundable application fee of \$50.00 or completed application for waiver of permit fee is due when application is submitted.
- ☐ Letter from the property owner granting permission for use of their property.
- ☐ Signed and notarized hold harmless agreement.
- ☐ A list of all concessionaries and vendors (if applicable).
- ☐ Copies of flyers and advertisements (if applicable).

-All applications must be submitted 60 days prior to the event date.

-All required documentation must be attached with the application. A partial application submission will not be accepted.

Special Events Permit

Applicants Information

Name of Applicant: Kane Rowell Phone: 704-441-9348
 Address: 8318 Pineville-Matthews Rd City: Charlotte
 ZIP: 28226 Email address: kane.rowell@townsquaremedia.com
 Secondary Contact: Nick Germano Phone: 518-727-9671

If Special Event is for an organization, please also complete below

Name of Organization: Townsquare Active
 Tax Exempt: Yes: No: ☒ State of Florida Tax Number: 47-1566761
If claiming tax exemption a copy of 501-C3 and tax exemption certificates must be provided. Taxes will be charged if not provided.

Type of Event

Name of the Event: Insane Inflatable 5K
 Date(s) of the Event: 12/2/2017 Hours of Event: 7:30am-12:30pm
 Location of the Event: Apopka Northwest Recreational Complex
 Does the location of the event take place on Public or Private Property? Contained to NRC
 Briefly describe the event and all activities that will occur during the event: Participants will run through 3.1 mile course with 11 inflatable obstacles spread throughout the run. A larger version of the Krazy Kids Inflatable Fun Run that we hold at the complex in April.
 Expected attendance: 1,500-2,000
 Will there be admission, vendor, participant or other fees: Yes: ☒ No:
 Will you be serving alcohol: Yes: No: ☒
 *If yes for serving alcohol, you will be required to obtain approval from City Council. Upon final approval you will need to provide a copy of the liquor license.

Special Events Permit
(Continued)

Type of Event

Description of any equipment being used (Tents, Banners, Signs, Animals, Etc.): _____

6 Tents (5 10x 20, 1 10x10). Small parking signs will be placed throughout the parking areas.

Two utility carts, two forklifts.

Will you have any street, lane, or sidewalk closures?

Yes: _____ No: ☒

If yes, explain: _____

Once your completed event permit is received the following will happen:

- The event calendar will be checked to make sure there are no conflicting events (if so, you will be notified immediately).
- Your application will be submitted and reviewed by DRC (Development & Review Committee).
- If approved the event may require additional approval from the City Council if there are any street closures or alcohol sales.
- If the location of the event takes place on City Property, you will be required to complete the Facility Use Agreement.
- You may be required to hire off-duty Apopka Police and Fire Fighters depending upon the size of the event.
- Temporary event signage will require a weekend directional sign permit from the Building Department.
- Any tents 200 square feet or larger will require the following:
 - Copy of Certificate of Flame Resistance for tent.
 - City Inspection Sheet signed by Fire/Building Department Officials
 - Copy of tent permit from Building Department
- Applicants must provide adequate restroom facilities during event.
- Meetings are scheduled, if need be, to solve any conflicts or concerns. A meeting will be required for events with more than 1,000 people in attendance.
- If approved, your final permit will be sent to you.
- You must have your final permit with you on the day of your event. If you don't provide it when asked, your event may be shut down.

For further information, to determine if the event location is in the City limits, or to inquire about special requirements for your event, please contact the Community Relations and Events Coordinator, at 407-703-1809, or visit us at 120 E. Main Street, 1st Floor, Apopka, Florida, Monday through Friday, 8:30 a.m. until 4:30 p.m.

HOLD HARMLESS AGREEMENT

I, Kane Rowell, on behalf of Townsquare Active, agree to indemnify and hold harmless the City of Apopka, its agents, employees or any other person against loss or expense including attorneys' fees, by reason of the liability imposed by law upon the City of Apopka except in the case of the City of Apopka's sole negligence, for damage because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons, or on account of damage to property arising out of or in consequence of the issuance of the permit or conduct of the assembly or any of its participants, in whole or in part, whether such injuries to persons or damage to property are due or claim to be due to any passive negligence of its employees or agents or any other person. It is further understood and agreed that Townsquare Active shall, at the option of the City of Apopka, defend the City of Apopka with appropriate counsel and shall further bear all costs and expenses, including the expense of counsel, in the defense of any suit arising hereunder.

Kane Rowell

PRINTED NAME OF APPLICANT

Kane Rowell

SIGNATURE OF APPLICANT

2/3/2017

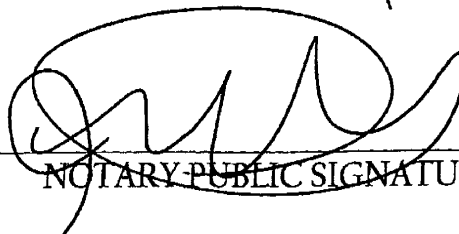
DATE SUBMITTED

Insane Inflatable 5K/ 12/2/2017/ Northwest Recreation Complex

EVENT NAME / EVENT DATE / LOCATION OF EVENT

STATE OF FLORIDA
COUNTY OF ORANGE

SWORN TO (OR AFFIRMED) AND SUBSCRIBED BEFORE ME THIS 6 DAY OF February, 2017 BY Kane Rowell, WHO IS PERSONALLY KNOWN TO ME OR HAS PRODUCED photo ID AS IDENTIFICATION.


NOTARY PUBLIC SIGNATURE

Jennifer Scheihing
NOTARY PUBLIC PRINTED NAME

JENNIFER SCHEIHING
Notary Public, North Carolina
Mecklenburg County
My Commission Expires

4/14/21

Special Event Permit Application | 2016

FOR OFFICIAL USE ONLY

DRC APPROVAL: _____ **DATE:** _____

DRC COMMENTS:

FIRE APPROVAL: _____ **DATE:** _____

FIRE COMMENTS:

POLICE APPROVAL: _____ **DATE:** _____

POLICE COMMENTS:

EVENTS APPROVAL: _____ **DATE:** _____

EVENTS COMMENTS:

RISK MANAGEMENT APPROVAL: _____ **DATE:** _____

RISK MANAGEMENT COMMENTS:

RECREATION APPROVAL: _____ **DATE:** _____

RECREATION COMMENTS:

CITY COUNCIL WILL CONSIDER THIS REQUEST SUBJECT TO APPLICANT MEETING ALL CITY REQUIREMENTS ON:

MEETING DATE: _____ **APPROVED:** _____ **DENIED:** _____

PERMIT FEE: \$50.00 **DATE PAID:** _____ **REC'D BY:** _____ **DATE EXEMPTED:** _____

