

CITY OF AOPKA
DEVELOPMENT REVIEW COMMITTEE
NO DRC MEETING

DATE: January 06, 2016
TIME: 9:00 AM Development Review Committee Meeting
LOCATION: 120 E. Main Street (Community Development Conference Room)

I. Staff Comments on the following:

A. Special Events:

1. Event: Townsquare Active
Date: April 23, 2016
Time: 8:00 AM to 1:00 PM
Location: Northwest Recreation Complex

B. Concept Plan:

C. Site Plans:

D. Plats:

E. Street Name Review

F. FLUM / Rezoning:

G. Special Exception:

II. Other Business:

A. Public Hearing:

B. Vacate/Variance:

C. Request for Extension:

D. Discussion:

E. Peddlers Permit:

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) 703-1712.



David B. Moon, AICP,
Planning Manager

Backup material for agenda item:

1. Event: Townsquare Active
Date: April 23, 2016
Time: 8:00 AM to 1:00 PM
Location: Northwest Recreation Complex

CITY OF APOPKA

SPECIAL EVENT/OUTDOOR ASSEMBLY REQUIREMENTS

- ☐ Completed application for Special Event/Outdoor Assembly
- ☐ Approval from Police, Fire and Zoning (DRC) Departments
- ☐ Map of the specific location of event, identifying staging, parking, vendors, etc.
- ☐ Letter from property owner granting permission for the use of their property.
- ☐ Certificate of Insurance, in the amount of \$1,000,000, naming the City of Apopka as Additional Insured
- ☐ Payment of \$50.00 Permit fee or completed application for waiver of permit fee.
(If requesting waiver of the \$50.00 fee, submit a copy of organization's 501(c)(3).
- ☐ City Council approval
- ☐ Completed Hold Harmless Agreement
- ☐ Additional Requirements of City Council _____

SPECIAL EVENTS PRELIMINARY INFORMATION

Special Events occurring within the Apopka incorporated City limits may require the following:

1. Completed Special Events Permit Application. Applicant must provide written authorization for applicant to apply for permit on behalf of group or organization.
2. Lease agreement with property owner or notarized letter of approval from the property owner.
3. Certificate of Insurance in the amount of \$1,000,000.00, naming the City of Apopka as the additional insured.
4. Applicant must provide adequate restroom facilities during event.
5. Tents:
 - a. Copy of Certificate of Flame Resistance for tent.
 - b. City Inspection Sheet signed by Fire/Building Department Officials
 - c. Copy of tent permit from Building Department
6. Approval from Police, Fire, and Zoning (DRC) Departments. Applicant is responsible to provide police and fire protection, if deemed necessary by the Police Chief and/or Fire Chief.
7. City Council approval. City Council may have additional requirements.
8. Executed Hold Harmless Agreement after City Council has approved event.
9. Payment of appropriate fees. Special Event Permit Fee = \$50.00

The City of Apopka realizes that special events vary in size, activity, participation, nature, etc. Therefore, the above items may or may not apply to your particular event, and depending on the type of event, may not include all the requirements.

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 Development Department at 407-703-1739, or visit us at 120 E. Main Street, 2nd Floor, Apopka, Florida, Monday through Friday, 8:00 a.m. until 5:00 p.m.

CITY OF APOPKA

APPLICATION FOR SPECIAL EVENT/OUTDOOR ASSEMBLY PERMIT

APPLICANT'S NAME: Kane Rowell

MAILING ADDRESS: 240 Greenwich Ave Greenwich CT 06830

PHONE: CELL 704-441-9348 HOME Use cell STATE ZIP+4 WORK Use cell

NAME OF GROUP/ORGANIZATION: Townsquare Active

MAILING ADDRESS: 240 Greenwich Ave Greenwich CT 06830

PHONE: 704-441-9348 PO BOX OR STREET CITY STATE ZIP+4

CONTACT PERSON: Kane Rowell

CHAIRPERSON OF PARADE: Kane Rowell is the Event Director. Same information listed above.

MAILING ADDRESS: _____

PHONE: CELL _____ HOME _____ WORK _____

DATE(S) OF EVENT: April 23rd

HOURS OF EVENT (BEGIN): 8:00am (END): 1:00pm

EXACT LOCATION OF EVENT: Northwest Recreation Complex

(ATTACH MAP)

PUBLIC FACILITIES OR EQUIPMENT TO BE USED: Open grass areas on property (no playing fields.)

ANTICIPATED # OF DAILY PARTICIPANTS: 1,500 ANTICIPATED # OF DAILY SPECTATORS: 500

DESCRIBE ALL ACTIVITIES WHICH WILL OCCUR DURING THE EVENT: A 1.5 mile course will be completed by the kids. In the course we have 11 inflatable obstacles for the kids to complete. Our midway area will consist of more inflatables, kids games, and food and beverage.

WILL ALCOHOLIC BEVERAGES BE SOLD? YES _____ NO ☒ IF YES, EXPLAIN: _____

DESCRIPTION OF ANY EQUIPMENT AND/OR PRODUCTS, TO BE USED: (TENTS, AMPLIFIERS, BANNERS, SIGNS, ANIMALS, ETC.): 5 10x20 tents, 1 10x10tents. Speakers in our midway for our DJ.

APPLICANT MUST PROVIDE ADEQUATE RESTROOM FACILITIES DURING EVENT, APPLICANT IS RESPONSIBLE TO PROVIDE POLICE AND FIRE PROTECTION IF DEEMED NECESSARY BY THE POLICE CHIEF AND/OR FIRE CHIEF. APPLICANT MUST PROVIDE WRITTEN AUTHORIZATION FOR APPLICANT TO APPLY FOR PERMIT ON BEHALF OF GROUP OR ORGANIZATION.

PLEASE CONTINUE ON REVERSE SIDE.

COMMENTS BY APPLICANT: We will book our porta johns, tables and chairs, trash cans and dumpsters
from third party vendors unless the venue can provide these materials. The course map is still tentative.

I, Kane Rowell, HEREBY REPRESENT, STIPULATE, CONTRACT AND AGREE THAT
Townsquare Active WILL JOINTLY AND SEVERALLY INDEMNIFY AND HOLD THE
CITY HARMLESS AGAINST LIABILITY, INCLUDING COURT COSTS AND ATTORNEY'S FEES, AND INCLUDING
ATTORNEY'S FEES FOR AN APPEAL, FOR ANY AND ALL CLAIMS FOR DAMAGE TO PROPERTY OR INJURY TO
OR DEATH OF PERSONS ARISING OUT OF OR RESULTING FROM THE ISSUANCE OF THE PERMIT OR THE
CONDUCT OF THE ASSEMBLY OR ANY OF ITS PARTICIPANTS.

Kane Rowell

SIGNATURE OF APPLICANT

Kane Rowell

PRINTED NAME OF APPLICANT

1/4/2016

DATE SUBMITTED TO COMMUNITY DEV. DEPT.

STATE OF FLORIDA
COUNTY OF ORANGE

SWORN TO (OR AFFIRMED) AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____,
20____, BY _____, WHO IS PERSONALLY KNOWN OR PRODUCED
_____ AS IDENTIFICATION.

NOTARY PUBLIC SIGNATURE

NOTARY PUBLIC PRINTED NAME

FOR OFFICIAL USE ONLY

DRC APPROVAL: _____ **DATE:** _____

DRC COMMENTS: _____

FIRE APPROVAL: _____ **DATE:** _____

FIRE COMMENTS: _____

POLICE APPROVAL: _____ **DATE:** _____

POLICE 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:** _____

HOLD HARMLESS AGREEMENT

I, Kane Rowell, HEREBY REPRESENT, STIPULATE CONTRACT AND AGREE THAT Townsquare Active WILL JOINTLY AND SEVERALLY INDEMNIFY AND HOLD THE CITY OF APOPKA HARMLESS AGAINST LIABILITY, INCLUDING COURT COSTS AND ATTORNEY'S FEES, AND INCLUDING ATTORNEY'S FEES FOR AN APPEAL, FOR ANY AND ALL CLAIMS FOR DAMAGE TO PROPERTY OR INJURY TO OR DEATH OF PERSONS ARISING OUT OF OR RESULTING FROM THE ISSUANCE OF THE PERMIT OR THE CONDUCT OF THE ASSEMBLY OR ANY OF ITS PARTICIPANTS.

Kane Rowell

SIGNATURE OF APPLICANT

Kane Rowell

PRINTED NAME OF APPLICANT

1/4/2016

DATE SUBMITTED

STATE OF FLORIDA
COUNTY OF ORANGE

SWORN TO (OR AFFIRMED) AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 20__ BY _____, WHO IS PERSONALLY KNOWN TO ME OR HAS PRODUCED _____ AS IDENTIFICATION.

NOTARY PUBLIC SIGNATURE

NOTARY PUBLIC PRINTED NAME