

CITY OF AOPKA

DEVELOPMENT REVIEW COMMITTEE

DATE: November 16, 2016
TIME: 9:00 AM Development Review Committee Meeting
LOCATION: 120 E. Main Street (Administration Conference Room – 1st Floor)

I. Staff Comments on the following:

A. Special Events:

1. Event: Krazy Kids Inflatable Fun Run
Date: April 1, 2017 Time: 8:30 A.M – 1:00 P.M.
Location: Northwest Recreation Complex

B. Concept Plan:

2. Oak Pointe Concept Plan PR16-30C
Parcel I.D. No.'s: 29-21-28-0000-00-011; 29-21-28-0000-00-016;
29-21-28-0000-00-033; 29-21-28-0000-00-038;
32-21-28-0000-00-030

C. Site Plans:

3. Southland Construction (Re-Submittal) SPR16-18R
Redevelopment Site Plan
Parcel ID #: 09-21-28-0196-10-340
Location: 179 W. 4th Street
4. Tractor Supply SPR16-29
Final Development Plan
Parcel I.D. No.: 09-21-28-0196-10-040
Location: 180 West 1st Street

- D. Plats: None
E. Street Name Review: None
F. FLUM / Rezoning: None
G. Special Exception: None

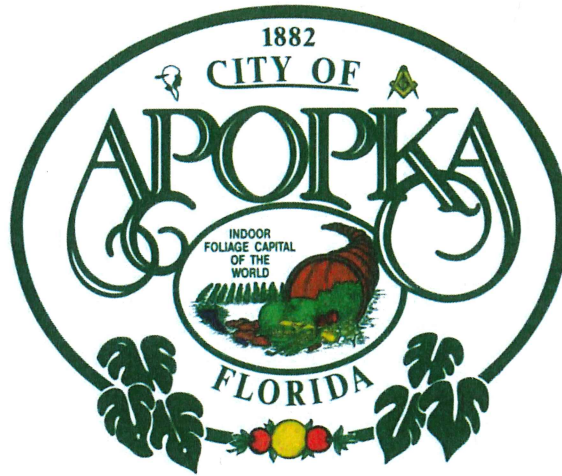
II. Other Business:

- 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, STE 295 City: Charlotte, NC
ZIP: 28226 Email address: kane.rowell@townsquaremedia.com
Secondary Contact: Stuart Kaul Phone: 980-253-0911

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: _____
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: Krazy Kids Inflatable Fun Run
Date(s) of the Event: April 1st, 2017 Hours of Event: 8:30am-1:00pm
Location of the Event: Northwest Recreation Complex
Does the location of the event take place on Public or Private Property? On complex property
Briefly describe the event and all activities that will occur during the event: _____
Our event includes a 1.5 mile course with 11 inflatables spread throughout the course. We also have a
midway area that includes our registration, sponsors, vendors, and is the location everyone will be
pre and post race.
Expected attendance: 1,000
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.): We use tents (10x10 and 10x20), inflatables, parking signs, utility carts, 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 _____ 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

11/8/2017

DATE SUBMITTED

Krazy Kids Inflatable Fun Run - 4/1/17 - 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 _____ DAY OF _____, 20__ BY _____, WHO IS PERSONALLY KNOWN TO ME OR HAS 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:

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: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/11/2016

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 Ascend Insurance Brokerage 14850 Montfort Dr. Suite 131 LB9 Dallas TX 75254	CONTACT NAME: Paul Hoffman PHONE (A/C, No, Ext): (214) 635-3308 E-MAIL: phoffman@ascendib.com FAX (A/C, No): (800) 590-3211 ADDRESS: phoffman@ascendib.com
INSURED Townsquare Lifestyle Events, LLC, DBA: Insane Inflatable 5K & Neon Vibe 5K 240 Greenwich Ave Greenwich CT 06830	INSURER(S) AFFORDING COVERAGE INSURER A: Everest Insurance INSURER B: US Fire INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER: CL154220719

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 SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X	SI8ML00100-141	4/1/2015	4/1/2016	EACH OCCURRENCE \$ 1,000,000
	☒ COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000
	☐ CLAIMS-MADE ☒ OCCUR					MED EXP (Any one person) \$ EXCLUDED
	☒ Retail Liquor Liability:					PERSONAL & ADV INJURY \$ 1,000,000
	\$250,000 occ/\$250,000 ag					GENERAL AGGREGATE \$ 2,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 1,000,000
☒ POLICY	☐ PRO-JECT	☐ LOC				HOST LIQUOR LIABILITY \$ 1,000,000
A	AUTOMOBILE LIABILITY		SI8ML00100-141	4/1/2015	4/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☐ ANY AUTO		Comp Ded: \$100			BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS	☐ SCHEDULED AUTOS	Coll Ded: \$1,000			BODILY INJURY (Per accident) \$
	☒ HIRED AUTOS	☒ NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident) \$
						Hired Auto Phys Damage \$ ACV
	UMBRELLA LIAB					EACH OCCURRENCE \$
	EXCESS LIAB					AGGREGATE \$
	DED	RETENTION \$				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N/A				WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					
	If yes, describe under DESCRIPTION OF OPERATIONS below					
B	Participant Accident Medical		US161165	4/1/2015	4/1/2016	\$10,000

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

City of Apopka, its officers, representatives, employees, agents, instructors, and volunteers are added as additional insured but only in respect to liability arising out of operations of the named insured.

Coverage is Primary & Non-Contributory with respect to the City.

CERTIFICATE HOLDER**CANCELLATION**

City of Apopka
120 East Main Street
Apopka, FL 32703

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

1 Bassman/KRYSTA

9

HOLD HARMLESS AGREEMENT

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Kane Rowell

PRINTED NAME OF APPLICANT

Kane Rowell

SIGNATURE OF APPLICANT

11/8/2017

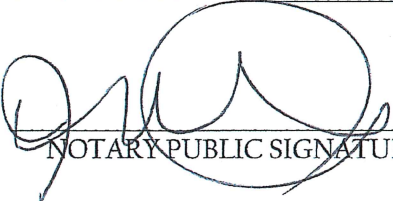
DATE SUBMITTED

Krazy Kids Inflatable Fun Run - 4/1/17 - 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 8 DAY OF November, 2016 BY Kane Rowell, WHO IS PERSONALLY KNOWN TO ME OR HAS PRODUCED n/a AS IDENTIFICATION.


NOTARY PUBLIC SIGNATURE

Jennifer Scheining
NOTARY PUBLIC PRINTED NAME

