

**M E M O R A N D U M**

Date: December 29, 2015

**TO:** Dave Bullock, Town Manager  
**FROM:** Juan Florensa, Public Works Director  
**SUBJECT:** Request for Town Support for Longboat Key Chamber Concert and Fireworks Event

---

At the October 5, 2015 Regular Meeting, the Town Commission approved funding assistance for a concert, fireworks, and picnic to celebrate the Town's 60<sup>th</sup> Anniversary. The fireworks portion of the event was cancelled due to weather conditions and has been rescheduled for January 23, 2016. The Longboat Key Chamber of Commerce is requesting Town Commission support for a concert and fireworks event at Bayfront Park on January 23, 2016. This event is free and open to all members of the public. There is no request for funding assistance, except in the form of "in kind" services from Town staff.

A copy of the Public Forums Permit is attached to provide the Commission with additional information in their consideration of this request. Please note the Chamber's Certificate of Insurance is included and names the Town as an additional insured, as required by Town Code.

Estimated costs of "in kind" services, based on the costs calculated for November 15, 2015 event, are as follows:

Public Works Department	\$ 4,600
Police Department <sup>1</sup>	173
Fire Department <sup>2</sup>	385
<hr/>	
Total	\$ 5,158

<sup>1</sup>Police Department charges for two (2) off-duty officers are paid directly by the Chamber. Estimated charges shown are for one (1) on-duty marine officer.

<sup>2</sup>Fire Department charges for on-duty personnel are for personnel who will also be available for emergency response and not strictly committed to the event.

Please let me know if you have any questions regarding this item.

Attachment: Public Forum Permit Application 2015055

Please note that beach projects will occur on Longboat Key beaches during 2015/2016 that will include beach access closures.

Filing Date: 12-19-15  
Date of Event: 1-23-16  
Date of Approval:  
Application #: 2015055

TOWN OF LONGBOAT KEY PUBLIC FORUMS PERMIT APPLICATION  
Attention: Public Works Department, 600 General Harris Street, Longboat Key, FL 34228  
Phone: (941) 316-1988 Fax: (941) 316-1984 Email: [dspencer@longboatkey.org](mailto:dspencer@longboatkey.org)

Name: LONGBOAT KEY CHAMBER OF COMMERCE  
Address: 5390 GULF OF MEXICO DR. #102 City: LONGBOAT KEY State: FL Zip: 34228  
Phone: 383-2466 Fax: 383-8217 Email address: glaetgren@lkcchamber.com

Number of Attendees: (Public Forum Permits only required for parties of 10 or more) 300

Location of Event: DAYFRONT PARK

Type of Event:

- |   |                                       |  |   |
|---|---------------------------------------|--|---|
| <input type="checkbox"/> Celebration    | <input type="checkbox"/> Race, Rally  | <input type="checkbox"/> Fair          | <input type="checkbox"/> Bicycle Run        |
| <input type="checkbox"/> Wedding        | <input type="checkbox"/> Parade       | <input type="checkbox"/> Grand Opening | <input checked="" type="checkbox"/> Concert |
| <input type="checkbox"/> Birthday Party | <input type="checkbox"/> Art Festival | <input type="checkbox"/> Tour          | <input type="checkbox"/> Block Party        |
| <input type="checkbox"/> Other:         |                                       |  |   |

Description of Event: (Include any number and location of booths, tents, trailers, etc.; number of barricades or request for parking assistance; site plan sketch required) Attach additional pages if needed.

Concert in the park. Attendees may bring own picnic, chairs, etc. May have 1 or 2 food trucks. Beer + wine truck. Fireworks that were not used at Town's Anniversary Celebration will be set off weather permitting. Need set-up, parking + clean-up + fireworks assistance.

Date of Event: 1-23-16 Time of Event (include time for preparation and clean-up): Start: 4pm End: 9pm  
Park hours - Dawn to Dusk; Beach hours - 5AM - 11PM

The following are being requested in connection with this event. I will coordinate with the appropriate Town Department concerning these regulations, prepay any required fees and reimburse to the Town for any costs incurred in connection with the permitted event. Insurance may be required to meet some conditions and will be provided to the Town prior to issuance of the permit.

Planning, Zoning & Building Department: (316-1966)

- Electrical (Chapter 153, Electric Code)
- Plumbing (Chapter 155, Plumbing Code)
- Temporary Structures requested

Police Department: (316-1977)

- Parking assistance required

Fire Department: Fire Marshal (316-1944)

- Information regarding requests for fireworks, flame retardant materials or structures.

Public Works Department: (316-1988)

- Sanitation plan required

**AFFIDAVIT OF COMPLIANCE:** I swear/affirm that I will comply with the terms and conditions of this permit. I am aware that beach sand placement projects will take place on Longboat Key beaches in 2015/2016 that will require some beach access closures with little notice and that beach conditions are NOT guaranteed on the date of my event. I will plan my event accordingly.

Date: 12-18-2015

Signature: Bruce Lutz

(Departments: List required fees and date paid; if denied, list criteria (Ord. 2011-09) upon which your denial is based. Return to Public Works following your review. )

Department Review	Approved	Denied	Fee
<p><b>Planning, Zoning &amp; Building</b> Comments: No zoning issues.</p>	12/18/15		
<p><b>Police Department</b> Comments: Approval implies applicant is aware of and will comply with Town Code §130.02, Sound Regulations (copy attached).  Two off-duty officers will be paid directly by the Chamber. One on-duty marine officer will be available.</p>			
<p><b>Fire Department</b> Comments:  On duty personnel and one truck will also be available for emergency response.</p>			
<p><b>Public Works Department</b> Comments: All guests, any temporary structures (i.e. arbor) and chairs shall refrain from intruding into dune vegetation and avoid all marked seashore bird nesting and/or sea turtle nesting sites. (Sea Turtle nesting season – May 1 to October 31. Seashore bird nesting season – February 1 to August 31.)  <i>From time to time the Town may be required to perform unscheduled, emergency work on the beach that may require the closure of a beach access. Conditions on the beach are not guaranteed.</i></p>	12/23/15		
<p><b>Finance Department (Indemnification)</b> Comments:  Certificate of Insurance on file.</p>	12/21/15		

# Bayfront Park Recreation Center Area

-  Bayfront Park Recreation Center (Town of Longboat Key)
-  Bayfront Park 2012 Addition (Town of Longboat Key)
-  Longboat Key Site (Sarasota County - Neighborhood Parkland Acq)



Aerial Date: 2012



# CERTIFICATE OF LIABILITY INSURANCE

LONGB-3

OP ID: TB

DATE (MM/DD/YYYY)  
06/03/2015

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 <b>AI Purmort Insurance, Inc.</b> 3340 Bee Ridge Road Sarasota, FL 34239 AI Purmort	CONTACT NAME: <b>Patrick Del Medico</b>	
	PHONE (A/C, No, Ext): <b>941-924-3808</b>	FAX (A/C, No): <b>941-924-8799</b>
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: <b>Mount Vernon Fire Insurance Co</b>		
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED: **Longboat Key Chamber of Commerce Version 2**  
**595 Bay Isles Road**  
**Longboat Key, FL 34228**

**COVERAGES**

CERTIFICATE NUMBER:

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		NBP2551466	04/28/2015	04/28/2016	EACH OCCURRENCE \$ <b>1,000,000</b>
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below.						<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A				NBP2551466	04/28/2015	04/28/2016	

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

Certificate Holder Named Additional Insured  
 Freedom Fest July 4, 2015 at Bicentennial Park on Longboat Key  
 chamber of Commerce not for profit organization Chamber of Commerce Not-For-Profit Only

**CERTIFICATE HOLDER****CANCELLATION**

TOWNL02  Town of Longboat Key 501 Bay Isles Rd Longboat Key, FL 34228	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 
---	---

© 1988-2010 ACORD CORPORATION. All rights reserved.



**End of Agenda Item**