



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 07/15/08

SUBJECT: National Night Out

DEPARTMENT: POLICE

RECEIVED

JUN 30 2008

CITY OF PORT ORANGE
PERSONNEL DEPT.

RECOMMENDED MOTION:

Approval to use the Kenneth W. Parker Amphitheater for National Night Out Against Crime on August 5, 2008.

COMMENTS:

The Port Orange Police Department is requesting use of the Kenneth W. Parker Amphitheater for a National Night Out Against Crime event to be held August 5, 2008. The cost for application fee, rental fee for use of the Amphitheater, personnel and miscellaneous items is \$468.00 (event cost estimate attached). A fee waiver is requested by the Police Department.

ATTACHMENTS: Ordinance Resolution Budget Resolution

Other Support Documents/Contracts Available for Review in Manager's Office

DEPARTMENT HEAD

Gerald M. Monahan, Jr.

Date

7/1/08

FINANCE DEPARTMENT

Approved as to Budget Requirements

Date

7/1/08

CITY ATTORNEY

Approved as to Form and Legality

Date

CITY MANAGER

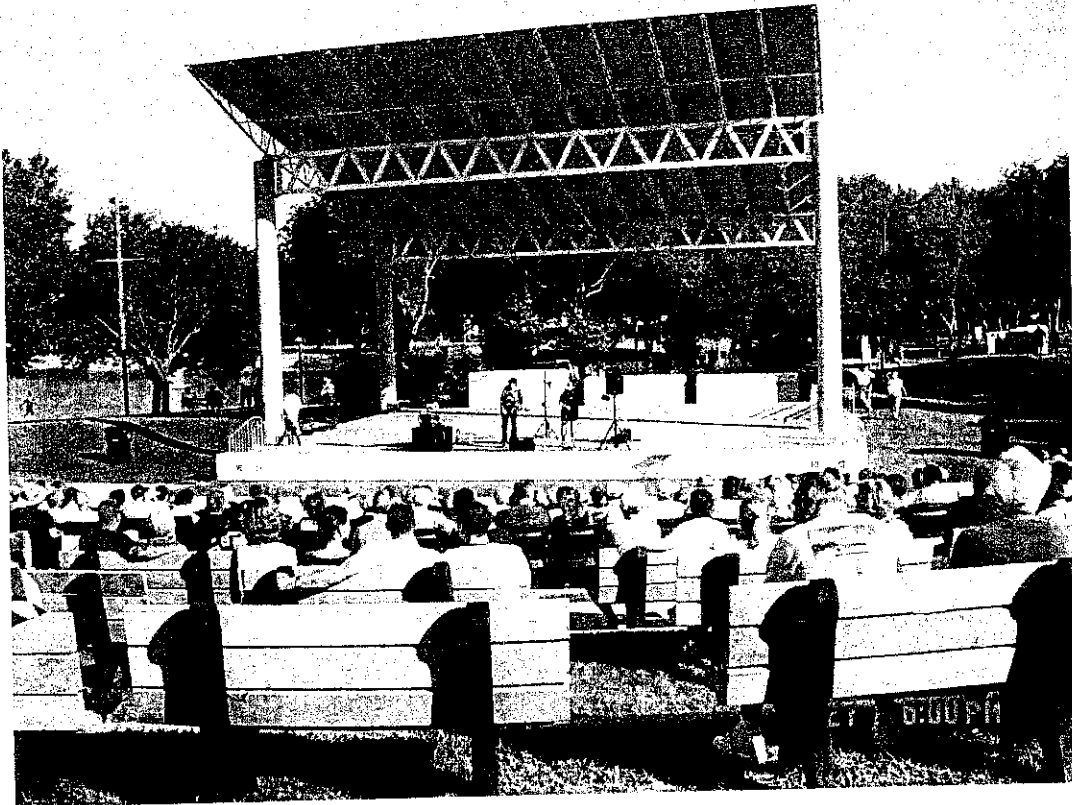
Approved Agenda Item For:

Date

7/15/08

COUNCIL ACTION: Approved as Recommended Disapproved Tabled Indefinitely
 Continued to Date Certain Approved with Modification:

CITY OF PORT ORANGE SPECIAL EVENT APPLICATION



**PLEASE MAIL APPLICATION BACK TO:
PORT ORANGE
PARKS & RECREATION DEPARTMENT
C/O SPECIAL EVENTS
1000 CITY CENTER CIRCLE
PORT ORANGE, FLORIDA 32129
Ph(386)506-5851 Fax(386)322-5147**

REVISED February 2008

**KENNETH W. PARKER AMPHITHEATER
& SPECIAL EVENT GUIDELINES**

Revised February 2008

Use of the Kenneth W. Parker Amphitheater & City Center complex are subject to the following:

DEPOSITS & APPLICATION FEE

1. A damage deposit of \$100.00 is due at the time of application. This deposit is refundable.
2. Applications must be received at least 30 days prior to the event.

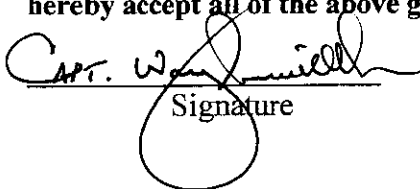
SERVICE RATES

1. Any event needing more than 20 amps total power at 110 volts must use "road service" at an additional \$200.00 per day. A licensed electrician is required.
2. Rental rates do not include fees for support staff, or services such as stagehands, Police, Fire, etc.

GUIDELINES

1. All events and functions must file a permit with the City of Port Orange Parks and Recreation Department. Sub-leasing is prohibited.
2. All groups renting the amphitheater are required to pay the applicable rental fee 14 days prior to the event.
3. The City of Port Orange prohibits gate admission being charged to the public on City property without the express written consent of the City Manager, or his designee.
4. All lessees must supply the City with a certificate of liability insurance in the amount of \$1,000,000 (1 million dollars) per occurrence, listing the City of Port Orange as an additional insured, unless otherwise noted by the Risk Manager.
5. If additional staging is added to the present stage, a \$1,000.00 bond (cash) must be posted before construction.
6. No heavy equipment or props will be brought into the Kenneth W. Parker Amphitheater, or seating area without the expressed written consent of the City.
7. Lessee's are responsible for the clean up of the facility proceeding their event and may be charged for excessive clean up incurred by the Parks and Recreation Department once the lessee has vacated the premises.
8. The lessee agrees to remove from the amphitheater and seating area any equipment, decorations, props, etc. at the termination of their permit. The lessee agrees to pay any costs associated with the storage, moving or disposal of such items and holds harmless the City for any damage, which may occur during the moving or storage of items.
9. Permanent attachment of props or decorations by using screws, nails etc. is prohibited on the amphitheater.
10. Lessees are responsible for any damage obtained as a direct result of the lessee's guests, activities etc.
11. Alcoholic beverages are prohibited in all City parks and facilities without the express written consent of the City Manager, or his designee.
12. Profanity, or unacceptable behavior by performers, lessee, or their guests will not be tolerated. If Parks and Recreation personnel deem behavior and or performances unacceptable, they have the right to revoke all permits, present and future, for this facility and terminate any and all activities.
13. The City holds the right to cancel, or terminate any permit if they feel that the public's safety is in jeopardy.
14. It is the lessee's responsibility to hire and pay for any required City Services such as, but not limited to, Police, Fire, Parks, Public Works etc., unless written consent has been granted by the City Manager, City Council, or their designees.

As a representative of (organization or event name) NATIONAL NIGHT OUT I have read and do hereby accept all of the above guidelines.


Signature

CAPT. W.M. MILLER
Print Name

06/30/08
Date

HOLD HARMLESS/ INSURANCE AGREEMENT

Section II:

The contractor, vendor, or user, hereby promises and agrees to indemnify and save harmless the City of Port Orange, a municipal corporation, its officers, agents, and employees from and against any and all liability claims, damages, demands, expenses, fees, fines, penalties, suits, proceedings, actions and costs of actions, including attorneys fees, for trial and on appeal of any kind and nature arising or growing out of, or in any way connected with the performance of the agreement whether by act or omission of the contractor, vendor, officers, agents, servants, employees, or others, or because of, or due to the mere existence of the agreement between parties.

The licensee shall supply a "Certificate of Liability Insurance" reflecting minimum coverage of \$1,000,000 (one million dollars) per occurrence. The City of Port Orange shall be named as an additional insured, which shall be noted on the certificate. The certificate shall indicate that the applicant's insurance policy shall not be cancelable without thirty days prior written notice to the City. The undersigned agrees to abide by the regulations governing the said facility and is responsible for charges incurred and must supply a "Certificate of Insurance" to the Department of Recreation no later than thirty (30) calendar days prior to program/event date.

COPYRIGHT LAW: Licensee assumes all costs arising from the use of patented, trademarked, or copyrighted materials, equipment, devices, processes, or dramatic rights used on, or incorporated in the conduct of any event covered under the agreement; and licensee agrees to indemnify and hold harmless the City, from all damages, costs and expenses in law or equity for, or on account of, any patented, trademarked or copyrighted materials, equipment, devices, processes, or dramatic rights furnished or used by licensee in connection with this agreement and will defend the City from any such suit, or action, regardless of whether it be groundless, or fraudulent.

Licensee Signature Wendell Miller

Date 06/30/08

LICENSEE ACKNOWLEDGEMENT

Section Four:

You are required to sign and date your agreement. Falsification of information may result in rejection of the agreement, or cancellation of the event by the City of Port Orange.

Licensee Signature Wendell Miller

Date 06/30/08

THE PARKS AND RECREATION DEPARTMENT IS NOT AUTHORIZED TO WAIVE FEES WITHOUT THE EXPRESSED WRITTEN CONSENT OF THE CITY'S CHIEF ADMINISTRATIVE OFFICER.

The program/event will be terminated should it create or cause any violation of Local, State, or Federal laws, or ordinances.

Litter resulting from the use of this facility is to be picked up and deposited in refuse containers before leaving the area, or facility. Facility must be left in the same condition, as when rented; if not, the damage/clean-up costs will be charged back to applicant.

SPECIAL EVENT FEE WORKSHEET

Revised February 2008

All rentals require a \$100.00 refundable damage deposit

KENNETH PARKER AMPHITHEATER

Time	Non- profit, Non Commercial Rate	For Profit, Commercial Rate
Up To 4 hrs	\$200.00	\$300.00
4- 10 hrs	\$400.00	\$500.00
More than 10 hrs	\$600.00	\$700.00

CITY CENTER CIRCLE

Time	Non- profit, Non Commercial Rate	For Profit, Commercial Rate
Up To 4 hrs	\$150.00	\$200.00
4- 10 hrs	\$200.00	\$250.00
More than 10 hrs	\$250.00	\$300.00

CITY HALL PLAZA AND GREEN

Time	Non- profit, Non Commercial Rate	For Profit, Commercial Rate
Up To 4 hrs	\$50.00	\$100.00
4- 10 hrs	\$75.00	\$150.00
More than 10 hrs	\$100.00	\$200.00

PACKAGE RENTAL FOR TWO OR MORE AREAS

Time	Non- profit, Non Commercial Rate	For Profit, Commercial Rate
One Day	\$500.00	\$1000.00
Two Days	\$700.00	\$1500.00
Three Days	\$1000.00	\$2000.00

* All Rentals Are Subject To Sales Tax *

ADDITIONAL SPECIAL EVENT FEES

Services Supplied by the City	Fee
Electrical Fee for Pedestals	\$50.00 @
Trash Cans (Rental Includes Two)	\$2.00 @
Barricades (Rental Includes ¼ Closure)	\$2.00 @
Police Services	\$27.00 per hr
VIPS (volunteers in police services)	
Fire Services- including 1 st aid	\$55.00 per hr
Park Services	\$25.00 per hr
Public Works Services	\$25.00 per hr
Water Hook Up	\$25.00
Portable Stage	\$150 non- profit \$250 for profit

Services Supplied by Private Industry	Fee
Generators	Market Price
Light Towers	Market Price
Golf Carts	Market Price
Liability Insurance	Market Price
Overnight Security	Market Price

CITY OF PORT ORANGE EVENT APPLICATION

(Please submit a check for \$100.00 rendered to the City of Port Orange upon application)

Parks and Recreation Department Facility use contract.

Today's Date 06-30-08

Name of Event NATIONAL NIGHT OUT Block Party

Date of event 08-05-08

Applicant/ Sponsor Name PORT ORANGE POLICE DEPT

Home Ph _____

Address 1395 Dunlawton Port Orange, FL 32129
Street City State Zip

Work Ph 506-5822

Describe event NATIONAL Event to Celebrate Crime Prevention

Fax # 756-5305

Event Times 6pm - 8pm

Estimated Attendance: 1500

(please include set up and tear down)

Set up 2:30 - 5:30 pm

Facility requested _____

Person responsible for program Officer David Miller

Home Ph _____

Address 1395 Dunlawton Port Orange, FL 32129
Street City State Zip

Work Ph 506-5822

Signature _____

Describe how your event will be promoted, or advertised.

Tv ___ Radio Paper

Other Please describe POSTERS, CITIZEN Alerts

Does your organization have current insurance for these activities?	Yes _____ No _____
If yes, please provide proof of coverage in the amount of \$1,000,000 (one million dollars) per occurrence and list the City of Port Orange as an additional insured.	Insurance received Yes _____ No _____

Please describe any special needs: Parking ___ Lighting ___ Seating ___ electric ___

Other ___ Please describe _____

Will admission be charged for activity?

Yes ___ No

If yes, explain cost per person/ revenue sources (tickets, donations, solicitations): _____

Cost per person \$ _____

The following activities/ uses may require a permit, fee and/ or additional documentation. Please check (x) all that apply to your event.

Amplified sound _____	Amusement rides _____	Street, lane, sidewalk closure <input checked="" type="checkbox"/>
Live or recorded music <input checked="" type="checkbox"/>	Stages _____	Commercial filming/photography _____
Additional power source _____	Parachutes _____	Parade _____
Hot air balloons _____	Helicopters _____	Tents/ banners/signs <input checked="" type="checkbox"/>
Inflatable devices <input checked="" type="checkbox"/>	Sales of food, goods, svc _____	Police officers <input checked="" type="checkbox"/>
Fireworks/pyrotechnics _____	Alcohol, sold, dispensed _____	Live animals _____

If you checked any of the above items, please provide a complete description of the activity or need.

EVENT COST ESTIMATES

EVENT: National Night Out

Date: 8/5/08 Time: 2:30-9:00pm

RENTAL ITEM	UNIT COST	RENTAL FEE
Amphitheater	\$ 200.00	\$ 200.00
City Center Circle		\$ -
City Center Plaza		\$ -
Soccer Fields	\$25.00 per hr X 4 hrs	
Light Tower		
Trash Cans	\$2.00 @ 6	
Barricades	\$2.00 @4	\$8.00
Veteren's Park		
Tents		
SUB TOTAL		\$ 208.00
SERVICE ITEMS		
Road Closures	yes	
Electrical hook up (pedastools)	\$50.00 each	
Power supply		
Golf Carts		
Bleachers		
Stage(portable)		
Water Hook Up		
Insurance		
SUB TOTAL		\$ -

PERSONEL	Reg. Man Hrs	Reg. Labor Cost	O.T. Man Hrs	O.T. Labor Cost
Parks & Recreation:				
Event Supervisor				
Parks Supervisor				
2 Parks Employees	6.5			\$ 260.00
Recreation staff				
Police:				
Sgt.				
Patrol Officers				
VIPS				
Fire:				
ERV				
Public Works:				
staff-city hall restrooms				
SUB TOTAL	6.5	\$ -	0	\$ 260.00
GRAND TOTAL	\$ 468.00			