

## MEMORANDUM

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October 15, 2021

**TO:** Honorable Mayor and City Commission

**VIA:** James Slaton, City Manager

**FROM:** Jennifer Nanek, City Clerk

**SUBJECT:** Blossom Charitable Foundation Application to sponsor "Orange Blossom Revue" December 3 - December 4 2021 Special Event Permit Application

**SYNOPSIS:** Approval of this request will allow the Blossom Charitable Foundation to hold the annual "Orange Blossom Revue" event in Lake Wailes Park on Friday, December 3 and Saturday, December 4, 2021, allow a designated area for wine and craft beer sales, and allow the set up to begin on Thursday, December 2, 2021.

### RECOMMENDATION

It is recommended that the City Commission consider taking the following action:

1. Approve the Special Event Permit Application from the Blossom Charitable Foundation to hold an "Orange Blossom Revue" in Lake Wailes Park December 3 and 4, 2021 with set up beginning on Thursday, December 2, 2021
2. Approve the hours as follows:
  - Thursday, December 2, 2021 - Begin set up at 8:00 a.m.
  - Friday, December 3, 2021 – The event will be open to the public at 4:00 p.m. and end at 10:00 p.m.
  - Saturday, December 4, 2021 - The hours will be 11:00 a.m.–10:00p.m.
  - Sunday December 5th and Monday December 6th - Clean up and removal of tents and booths will take place
3. Approve the request from the Blossom Charitable Foundation to have wine and craft beer sales and consumption in a designated area in the Park on both Friday and Saturday.
4. Approve the request for RV's to set up in the areas approved and designated by City staff beginning on Thursday night.

### BACKGROUND

The Blossom Charitable Foundation submitted a Special Event Permit Application to hold its "Orange Blossom Revue" a music festival in Lake Wailes Park.

The event has been approved by staff with the following stipulations:

- The RV's will be parked in the designated area only.
- The designated parking area for the public must be clearly identified on site.
- No vehicles shall be parked within 15 feet of the trunk of any trees within the park. No vehicles shall drive or park on the bike path or cross the bike path
- The Blossom Charitable Foundation is responsible for ensuring that the vendors and artists bringing in RV's adhere to the conditions for parking.
- Sanitary facilities and dumpsters are the responsibility of the sponsor. A separate dumpster will be required for disposal of ash by the vendors.

- Tent permits are required in advance by the sponsor and can be obtained from the City's Planning Department so that inspections can be completed by the Fire Marshall during set up times.
- The alcohol permit application must be completed by the sponsor and submitted to the Planning Department for review and approval before submitting to the Department of Alcohol Beverage & Tobacco. Once the final permit is obtained, a copy must be provided to the City no later than November 29, 2021.
- The required Certificate of Liability Insurance with an alcohol insurance rider has been received by the City.
- In-Kind Services will be provided by the City's Field Operations Divisions for clean up services on Saturday and Sunday and costs associated with these services will be paid by the sponsor at 25%. Off-duty officers from the Lake Wales Police Department will be hired by the sponsor for security purposes.

#### **OTHER OPTIONS**

Do not approve the event

#### **FISCAL IMPACT**

This BBQ event is part of the FY21/22 special events budget. In-Kind services will cost the City approximately \$1,979 with the sponsor paying 25% of the cost or \$495. Off-duty officers from the Lake Wales Police Department will be hired for security and will be paid by the sponsor.

#### **ATTACHMENTS**

Special Event Permit Application  
Agreement to assume Financial Responsibility  
Site Map