

MEMORANDUM

February 14, 2023

TO: Honorable Mayor and City Commission

VIA: James Slaton, City Manager

FROM: Jennifer Nanek, City Clerk

SUBJECT: 2023 Lake Wales Art Show at Lake Wailes Park
Special Event Permit Application

SYNOPSIS: Approval of this Special Event Application will allow the 52nd Annual Lake Wales Art Show to be held in Lake Wailes Park Friday, February 24, 2023 to Sunday, February 26, 2023.

RECOMMENDATION

Staff recommends that the City Commission consider taking the following action:

1. Approve the Special Event Permit Application for the 52nd Annual Lake Wales Art Show to be held February 24 – February 26, 2023 in Lake Wailes Park.
2. Approve the request to allow for a designated area for alcohol consumption.
3. Approve the hours as follows: February 23 - set up at 7:00 a.m. and evening festivities beginning on February 24 at 6:00 p.m. and ending at 5:00 p.m., February 25 and February 26 – 10:00 a.m. to 5:00 p.m.
4. Approve the request for set up by the artists on Friday February 24, 2023 at approximately 10:00 a.m.

BACKGROUND

The Lake Wales Art Council, Inc. submitted a Special Event Permit Application for the 52nd Annual Lake Wales Art Show to be held February 24 to February 26, 2023 in Lake Wailes Park. This event would begin on Friday evening, February 24, 2023 at 6:00 p.m. with a barbeque and musical entertainment and it will conclude at 8:00 p.m. This event includes a designated area to sell and consume alcohol.

On Saturday and Sunday activities will begin at 10:00 a.m. and end at 5:00 p.m. The Special Event Permit Application includes a request for the artists to set up on Friday, February 24 at approximately 10:00 a.m.

The Art Council will be using the services of off-duty officers from the Lake Wales Police Department each evening during the entire event. This will be paid at 100% by the Art Council. The Field Operations Division will be providing clean up services on Saturday and Sunday with the Arts Council paying 25% of those costs. The Arts Council will also be responsible for site set

up, obtaining tent permits, providing licensing for food vendors, acquiring sanitary facilities and dumpsters and providing liability insurance for the event.

OTHER OPTIONS

Do not approve the event

FISCAL IMPACT

In-kind services provided by the City were budgeted for FY22-23 in the amount of \$1725. The Arts Council will be responsible for 25% or \$431. Private security will be provided by the Lake Wales Police Department and will be paid at 100% by the Arts Council.

ATTACHMENTS

Special Event Permit Application