



APPLICATION SPECIAL EVENTS ASSISTANCE PROGRAM



Date Received – Date Stamp

CITY OF NORTH PORT
RECEIVED
MAR 17 2017

Events Where City Costs are Funded

The City Commission shall on a quarterly basis approve a list of events for which some of the costs of City fees and/or resources are funded through a specially funded account. To be considered as a recipient for fund allocation, the event must be held in the City of North Port and meet the guidelines/criteria as outlined in City Special Events Assistance Program Guidelines.

Guidelines

The entity/organization shall submit for consideration before the North Port City Commission, an application for the Special Events Assistance Program and an approved Special Events Permit with all supporting documents as requested on page three (3) of this application for their event during the quarterly application period.

Any application submitted after the quarterly deadline will not be accepted. (Refer to the Special Event Assistance Program Guidelines for submission time periods).

I am applying for the (check one) ☒ 1st Quarter ☐ 2nd quarter ☐ 3rd Quarter ☐ 4th Quarter

General Information

Applicant: People for Trees, Inc. Indiv. ☐ Corp. ☐ 501c3 ☒ XX

Contact: Alice White Other: ☐ _____

Address: 3597 Froude St.

City/State/Zip: North Port FL 34286, _____

Telephone: Business: 941-426-9752 Home: 941-426-9752

Cell: 941-468-2486 Email Address: treelady12001@yahoo.com

Event Name: Tree Fair 2017!

Location Address: 4940 Pan Am Blvd.

Date(s) of Event: April 22, 2017 Hours: 10-2 Expected Attendance: 200

Start & End

Financial Need: ☒ Yes ☐ No Will this event occur without financial assistance? ☒ Yes ☐ No

Event is (check one): ☐ One-time event ☒ Annual event

If annual event, how many years has your organization been holding this event? 1999-2012, 2016

Prior funding from City: ☐ Yes ☒ No If yes, amount received: \$ _____

Description of Event: Tree Fair designed to promote the importance of protecting and maintaining our native tree canopy. Tree informational workshops to explain native trees, proper planting and maintenance of trees, various environmental groups, represented, native tree sales. A Cloth Diaper Workshop will also be offered that includes diaper kit giveaways, and a "Fairy House" Contest/Display.

Primary Purpose/Mission of your organization:

To promote awareness about the importance of maintaining and protecting
our native tree canopy.

Submission Checklist

1. Approved Special Event Permit attached? ☒ Yes ☐ No (*an approved special event permit must be attached to qualify*)
2. Site plan attached? ☒ Yes ☐ No (*site plan must match the plan submitted with the special event permit and include locations of garbage/recycling receptacles*)
3. Parking plan attached? ☒ Yes ☐ No (*parking plan must match the plan submitted with the special event permit*)
4. Event budget attached? ☒ Yes ☐ No (*an event budget must be attached to qualify*)
5. *Is the event open to the public? ☒ Yes ☐ No Admission charged? ☐ Yes ☒ No

*(If the event is not open to the public and/or admission charged, the event does not qualify for the program)

Affidavit of Applicant:

I certify that the information contained in this Special Events Assistance Program application is true and correct to the best of my knowledge, that I have read and understand that if the grant is approved I agree to abide by the guidelines and procedures governing this program.

Applicant: (print) Alice White

Title: chair

Signature of Applicant: 

Date of Application: March 14, 2017



City of North Port
NEIGHBORHOOD DEVELOPMENT SERVICES
4970 City Hall Boulevard, North Port, FL 34286
Office: 941.429.7156
Fax: 941.429.7164



SPECIAL EVENT PERMIT

DATE ISSUED: March 13, 2017
PERMIT NUMBER: SPE-17-045
DESCRIPTION: TREE FAIR 2017!
EXPIRATION DATE: April 23, 2017

The Special Event Permit for the TREE FAIR 2017! event to be held on April 22, 2017 at the North Port Community Education Center has been approved with the following conditions:

Fire/Rescue Department

- 1) Access for emergency vehicles must be maintained at all times. Vehicles cannot be used as barricades, as barricades must be able to be quickly & easily moved.

Planning Division

- 1) Special Event Permit shall be visibly displayed at the main entrance of the business or in another prominent location for the duration of the event.
- 2) Permit number and expiration date shall be placed on the lower right hand side of each sign. If permit number and expiration date is not on signs, the signs will be removed by city officials.
- 3) Sign shall be placed 10 ft. from the roadway and shall not be in any median.
- 4) Signs shall not impede free ingress and egress or cause a negative visual impact to pedestrians or vehicles. Signs shall maintain the required 10 ft. setback and shall maintain a distance of 50' between each sign and shall not exceed 16 sq. ft. in size. Signs are permitted in the locations specified according to submitted sign plan. However, signs may be placed no earlier than two weeks before and must be removed no later than 24 hours after the event, which is 24 hours after the end of the event.
- 5) It is the responsibility of the applicant to contact FPL/Verizon to verify location of underground wires, optics, services etc. before signs are placed. Any damage sustained to underground equipment is at the sole risk and responsibility of the applicant.
- 6) This event shall adhere to the City's noise ordinance.
- 7) Garbage and recycling receptacles shall be placed in convenient locations.
- 8) Restroom facilities shall be available for public use.

SPE-17-045 TREE FAIR 2017!

Police Department

- 1) Monitor parking conditions during the event, no obstructing free flow of traffic or sidewalks.

Property Standards

- 1) Signs must be removed no later than the expiration date of the permit.

Zoning Division

- 1) Signs shall not impede free ingress and egress or cause a negative visual impact to pedestrians or vehicles.

Rita Leopold
Approved by (Planning Administration)

3.13.17
Date

Projected Budget for Tree Fair 2017

Room Rental: \$360 (Peterson Room)

Event Insurance: \$250

Newspaper calendar ads: \$50

GoFish email advertising: \$45

Other advertising: \$100

Printing of handouts for workshops: \$115

3-gallon trees to sell: \$2,000

Lunch, refreshments for volunteers: \$150

Event t-shirts: \$250

Cloth Diaper Packs and Starter Kits: \$500

FACILITY SALES RECEIPT

Receipt # 128675
Payment Date: 02/21/17
Household: 3477

Morgan Family Center
6207 West Price Blvd.
North Port FL 34291
Phone: (941)429-7275
Visit us on the Web at: www.cityofnorthport.com

Alice White
3597 Froude St.
North Port FL 34286
treelady12001@yahoo.com

Hm Ph: (941)426-9752

Reservation Details: Comm Ed Center, Peterson Room

Address: 4940 Pan American Blvd., North Port, FL, 34287
Reserv. Contact: Alice White
Phone Number: (941)426-9752
Reserv. Number: 5671
Status: Firm
Purpose: People for Trees
Anticipated Count: 50

	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Deposit:	100.00	100.00	100.00	100.00	0.00

Date(s): Sat @ 8:00am - 2:00pm: 4/22
Special Questions: Maintenance Comment Code:
Reservation Comment Code:
Event Type:
Print Opt:
Site Type:
Link to Reservation #: 5671
Display Reservation on WebTrac: No
Web Event: No

Processed on 02/21/17 @ 5:15pm by sharrison

Total New Deposit Fees	100.00
Total New Fees	360.00
Discount Applied	0.00
Total New Taxes	0.00

Total Due	460.00
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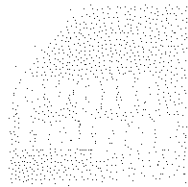
Total Deposit Fees Paid	100.00
Total Fees Paid	360.00
Total Taxes Paid	0.00

Total Paid	460.00
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Household Balance Information

Overall Household Credit Balance Available	0.00
Overall Household Balance Due	0.00

Payment of: 460.00 Made By: MASTER CARD Auth: 002852 Card#: xxxxxxxxxxxx8170 With Reference:



Event General Liability Insurance Proposal & Application

All Premiums have been paid!

PROPOSAL NUMBER 1438166
PREPARED ON 02/26/2017
PROPOSAL VALID UNTIL 03/05/2017 (7 days)

PREPARED FOR People for Trees Alice White 3597 Froude St., North Port, FL 34286 Phone: 9414269752 Email: treelady12001@yahoo.com		LICENSED AGENT (ALL 50 STATES) East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley, CA 95945											
PROPOSAL CREATED BY www.TheEventHelper.com Inc. Direct Sale 1020 McCourtney Rd. Suite B, Grass Valley, CA 95949 Phone: (530) 477-6521 Email: info@eventhelper.com		INSURED BY Evanston Insurance Company NAIC: 35378 Rating: A.M. BEST A(Excellent) XIV											
COVERAGE LIMITS Each Occurrence (Includes Bodily Injury and Property Damage) \$1,000,000 Personal & Advertising Injury \$1,000,000 Products / Completed Operations Aggregate \$1,000,000 General Aggregate \$2,000,000 Medical Payments \$5,000 Liquor Liability Host Included Waiver of Subrogation Not Included Additional Insured(s) Included Hired & Non-Owned Auto Not Included Deductible \$1,000		POLICY COVERAGE INTENT This is just an brief overview, see policy for exact coverage. Property Damage Coverage for your rented Event Locations. Bodily Injury Coverage for your Event Attendees. Protection from Property Damage & Bodily Injury Lawsuits. Liquor Liability coverage included to over-served attendees.											
		COST BREAKDOWN <table> <tr> <td>Premium</td> <td>\$175.00</td> </tr> <tr> <td>Stamping Fees</td> <td>\$0.26</td> </tr> <tr> <td>Tax</td> <td>\$11.94</td> </tr> <tr> <td>Policy Fee</td> <td>\$35.00</td> </tr> <tr> <td>Risk Purchasing Group Membership Cost</td> <td>\$28.89</td> </tr> </table>		Premium	\$175.00	Stamping Fees	\$0.26	Tax	\$11.94	Policy Fee	\$35.00	Risk Purchasing Group Membership Cost	\$28.89
Premium	\$175.00												
Stamping Fees	\$0.26												
Tax	\$11.94												
Policy Fee	\$35.00												
Risk Purchasing Group Membership Cost	\$28.89												
		Amount Paid \$251.09											
EVENT DETAILS Where is your event? FL Total days of coverage you need? 1 Estimated total attendance? 200 Festival & Fair - No Rides		UNDERWRITING QUESTIONS Are there amusement devices, inflatables, rides or animals? No Are there water activities? No Is there camping, sleeping overnight or events past 2am? No											
COVERAGE TERM Dates of Coverage: 04/22/2017		EVENT DESCRIPTION Tree Fair 2017. Educational workshops about native trees which can be purchased at the event.											
ADDITIONAL INSUREDS (SHOWING 1 OF 1) People for Trees/Tree Fair 2017 April 22, 2017 City of North Port 4970 City Hall Blvd. North Port, FL 34286													

Tree Fair
April 22, 2017

PAN AMERICAN BOULEVARD

