



# APPLICATION SPECIAL EVENTS ASSISTANCE PROGRAM



Date Received – Date Stamp

CITY OF NORTH PORT  
RECEIVED  
AUG 24 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) ☐ 1<sup>st</sup> Quarter ☐ 2<sup>nd</sup> quarter ☒ 3<sup>rd</sup> Quarter ☐ 4<sup>th</sup> Quarter

## General Information

Applicant: American Cancer Society Relay For Life North Port Indiv. ☐ Corp. ☐ 501c3 ☒

Contact: Brittney Hoogland Other: ☐

Address: 2970 University Parkway Suite 104

City/State/Zip: Sarasota, FL 34243

Telephone: Business: 941-328-3758 Home: \_\_\_\_\_

Cell: \_\_\_\_\_ Email Address: brittney.hoogland@cancer.org

Event Name: American Cancer Society Relay For Life North Port

Location Address: City Center Front Green

Date(s) of Event: 04/07/2018 Hours: 3pm - 11pm Expected Attendance: 2,500+

### *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? 2004

Prior funding from City: ☒ Yes ☐ No If yes, amount received: \$ No money exchanged, City of N.P. Sponsored

Description of Event: \_\_\_\_\_

This annual North Port Relay For Life event is the culmination of fundraising efforts by each of the participating teams.

At the local event, each of the teams will create unique themed campsites. Representatives from each team will take

turns walking the designated path. Throughout the course of the evening, these teams will participate in themed

competitions aimed at building comradery and togetherness, honoring the survivors and in memory of those lost to

cancer.

**Primary Purpose/Mission of your organization:** The American Cancer Society is the nationwide, community-based, voluntary health organization dedicated to eliminating cancer as a major health problem by preventing cancer, saving lives, and diminishing suffering from cancer, through research, education, advocacy and service.

### **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) Brittney Hoogland

Title: American Cancer Society Community Manager - Relay For Life of North Port

Signature of Applicant: 

Date of Application: 8/7/17

## ACS – Relay For Life 2018 Budget

| Projected DBCs (including DBCs already paid) |                                   | Total Expected |
|--|-----------------------------------|----------------|
| 40201 - All Other Direct Expenses            | Decorations                       | \$ 200.00      |
| 40201 - All Other Direct Expenses            | Luminaria                         | \$ -           |
| 40201 - All Other Direct Expenses            | T-shirts                          | \$ 640.80      |
| 40201 - All Other Direct Expenses            | Sponsor Signs/Banners             | \$ 300.00      |
| 40201 - All Other Direct Expenses            | Event Supplies                    | \$ 200.00      |
| 40201 - All Other Direct Expenses            | Survivor Medals/Activities        | \$ 350.00      |
| 40201 - All Other Direct Expenses            | Security                          | \$ -           |
| 40205 - Non Cash Prizes                      | Participant Awards                | \$ 1,000.00    |
| 40206 - Rent / Facility Costs                | Janitorial Fees = Port-o-Johns    | \$ 830.00      |
| 40206 - Rent / Facility Costs                | Permits                           | \$ -           |
| 40206 - Rent / Facility Costs                | Equipment Rentals = Tents, Lights | \$ 1,611.00    |
| 40207 - Food & Beverage                      | Survivor dinner                   | \$ -           |
| 40208 - Entertainment                        | DJ / Audio Visual                 | \$ 600.00      |
| Garbage and Recycle                          | City of North Port Public Works   | \$ 90.00       |
| Site Location                                | City Center Front Green           | \$ 380.00      |
| Total Projected DBCs                         |                                   | \$ 6,201.80    |

# FACILITY SALES RECEIPT

**Receipt #** 215912  
**Payment Date:** 10/11/17  
**Household:** 11055

City of North Port Parks and Recreation  
4970 City Hall Blvd.  
North Port, FL 34286  
Phone: (941)429-3555  
Visit us on the Web at: [www.cityofnorthport.com](http://www.cityofnorthport.com)

American Cancer Society  
2970 University parkway  
Sarasota FL 34243  
[brittanyney.hoogland@cancer.org](mailto:brittanyney.hoogland@cancer.org)

Hm Ph: (941)328-3758

## Reservation Details: City Center, City Center Fr Green

Address: 4970 City Hall Blvd., North Port, FL, 34286  
Reserv. Contact: **American Cancer Society**  
Phone Number: **(941)328-3758**  
Discounts: **\$280.00**  
Reserv. Number: 6476  
Status: Firm  
Purpose: Relay For Life  
Anticipated Count: 2500

|          | <u>New Fees</u> | <u>Total Fees</u> | <u>New Paid</u> | <u>Total Paid</u> | <u>Amount Due</u> |
|----------|-----------------|-------------------|-----------------|-------------------|-------------------|
|          | 280.00          | 280.00            | 0.00            | 0.00              | 280.00            |
| Deposit: | 100.00          | 100.00            | 0.00            | 0.00              | 100.00            |

Date(s): Sat @ 10:00am - 12:00am: 4/7/18  
Special Questions: Maintenance Comment Code:  
Reservation Comment Code:  
Event Type:  
Print Opt:  
Site Type:  
Link to Reservation #: 6476  
Display Reservation on WebTrac: No  
Web Event: No  
Set up/Load in (up to 3 Hours): No  
Clean up/ Load Out (up to 3 Hours): No  
Event (up to ten hours): No

Processed on 10/11/17 @ 11:56am by jwheatley

|                        |        |
|------------------------|--------|
| Total New Deposit Fees | 100.00 |
| Total New Fees         | 560.00 |
| Discount Applied       | 280.00 |
| Total New Taxes        | 0.00   |

|                  |               |
|------------------|---------------|
| <b>Total Due</b> | <b>380.00</b> |
|------------------|---------------|

|                  |      |
|------------------|------|
| Total Fees Paid  | 0.00 |
| Total Taxes Paid | 0.00 |

|                   |             |
|-------------------|-------------|
| <b>Total Paid</b> | <b>0.00</b> |
|-------------------|-------------|

|                      |        |
|----------------------|--------|
| Balance From Receipt | 380.00 |
|----------------------|--------|

## Household Balance Information

|  |        |
|--|--------|
| Overall Household Credit Balance Available | 0.00   |
| Overall Household Balance Due              | 380.00 |

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|                  |               |
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It is the intent of the North Port Parks and Recreation Division to make our facilities available to the public on a fair and equitable basis. A person seeking issuance of a permit shall sign the Facility Rental Agreement form indicating that he or she has read and understands the rules, regulations and guidelines for rentals.

1. **Agreement:** The Facility Rental Agreement must be completed in full, signed by an adult (18 years or older) who assumes responsibility for the group and is present during the entire rental period. Inaccurate information will result in cancellation of the permit with the loss of rental charges or deposits. A Special Event Permit may also be required for events held on City property that are open and advertised to the public or could limit normal use and access to an area by the general public or which is deemed to have an impact on the City rights-of-way or could affect public safety.
2. **Access:** Renters may not enter or utilize the facility prior to the agreed upon rental time. Rental fees are charged for all time used in the facility, which includes set-up and clean-up and should be included in the rental time requested. Rental groups are required to vacate at the time designated on the Facility Rental Agreement. Unauthorized time used will be assessed at the hourly rate and may include an overtime rate.
3. **Use:** The premises shall not be used for illegal purposes or to create a nuisance. The premises shall be used only as authorized by the City and in accordance with all City of North Port rules, regulations and ordinances. All individuals, groups and organizations are responsible for the orderly condition of the facility and are expected to leave the facility neat and clean, putting all trash in the receptacle. Failure to abide by established rules, regulations and terms of this agreement could result in cancellation of the scheduled event.
4. **Smoking:** Smoking is prohibited in all City facilities.
5. **Parking:** Please use designated parking areas. Parking is not allowed at or near any picnic pavilions.
6. **Alcohol:** If alcohol is to be served or consumed, additional insurance and/or permitting will be required.
7. **Default:** It is understood that the Renter has agreed to carefully supervise this activity. Should any damage occur to the facility and/or property, the Renter will be held financially responsible to the City of North Port. If the Renter fails to pay any charges or fees when due, or if the Renter fails to comply with the provisions of this agreement, the City may terminate this agreement and pursue any remedies available under Florida law.
8. **Indemnification:** At all times, the Renter will indemnify the City from all losses, damages, liabilities and expenses that arise or are claimed against the City and that are in favor of any person, firm or corporation for personal injuries or property damages, including but not limited to assault or sexual harassment, that arose about or on the premises as a result on the Renter's use or occupancy of the premises, or that arose from the Renter's failure to comply with any laws, statutes, ordinances or regulations. The Renter shall be fully liable for the actions of its directors, officers, members, partners or subcontractors, and the employees and agents of each of them and shall fully indemnify and hold harmless the City of North Port, its employees, agents and assigns from claims, suits, actions, damages and costs of every type and description, including attorney's fees (at both trial and appellate levels), arising from or relating to personal injury or death, including but not limited to assault or sexual harassment, and damage to real property or tangible personal property, alleged to be caused in whole or in part by the Renter, its officers, directors, members, partners or subcontractors and employees or agents of any of them; provided, however, that the Renter shall not indemnify for that portion of any loss or damages proximately caused by the negligent acts or omission of the City. The Renter shall fully indemnify and hold harmless the City, and its agents, employees and assigns from any claims, suits, actions, damages and costs of every type and description, including attorney's fees (at both trial and appellate levels), arising from or

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relating to violation or infringement of a trademark, copyright, patent, trade secret or intellectual property right made by third parties for any alleged violations by Renter, its agents, employees or assigns. In the event of a claim, the City shall promptly notify the Renter in writing by prepaid certified mail (return receipt requested), or by delivery through any nationally recognized courier service (such as Federal Express or UPS), which provides evidence of delivery, at the notice address provided. The City shall provide all available information and assistance that the Renter may reasonably require regarding any claim. In the event that there is a conflict between the Agreement and any other applicable indemnification agreement between the City and the Renter, the agreement which provides the most protection for the City shall take precedence. The provisions of this agreement are severable, and if any one or more provisions may be determined to be illegal or otherwise unenforceable by a court of competent jurisdiction, in whole or in part, the remaining provisions, and any partially unenforceable provisions to the extent enforceable, shall nevertheless be binding and enforceable.

9. Security Deposit/Refunds: Excluding meetings, a refundable security deposit (in accordance with the established City Fee Ordinance) is required for all rentals. Refunds, minus a \$25 cancellation fee, will be provided if notice of cancellation is submitted in writing 14 days prior to the event. A refund of the security deposit will be mailed after the event if the venue is returned clean without damage, and key returned (if applicable). For check payments, a copy of the cleared check is required to process refunds.

10. If your reserved location is occupied at the permitted time of your reservation and the occupants do not vacate, please call the non-emergency City of North Port Police Department at (941)429-7300.

Renters Signature\_\_\_\_\_ Date\_\_\_\_\_ Acknowledge agreement of terms and understanding of policies.



Event Date: 4-7-18

Organization/Event: Relay for Life

Contact Name/Number: Tammie Jacobs Ext 7305

The above organization is renting the listed Solid Waste Containers.

| Container Type                   | Quantity | Rental Fees   |
|----------------------------------|----------|---------------|
| Garbage Totes \$3.00/container   | 10       | \$ 30.00      |
| Event Recycling \$2.00/container | 5        | \$ 10.00      |
| Container Delivery \$25.00/trip  | 2        | \$ 50.00      |
|                                  |          | \$            |
|                                  |          | Total \$90.00 |

**Please apply payments to account number 120-0000-343-40-10**

Delivery Date: 4-6-18

Pick up Date: 4-9-18

Return Date: \_\_\_\_\_

Delivery Instructions:

Container List:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

In the event the containers are not returned, are returned damaged beyond repair, or are returned dirty, the following fees will be charged per container:

|                   | <u>Lost/Damaged</u> | <u>Dirty</u> |
|-------------------|---------------------|--------------|
| Recycling Bins    | \$10                | \$2.50       |
| Event Recycling   | \$100               | \$2.50       |
| Automated Garbage | \$100               | \$10.00      |

Signed \_\_\_\_\_

Print Name \_\_\_\_\_



Achieve Anything

[www.cityofnorthport.com](http://www.cityofnorthport.com)

**Department of Public Works, Solid Waste Division**

941.240.8050, 1100 N. Chamberlain Boulevard, North Port, FL 34286





June 15, 2017

Dear City of North Port,

Wow! What a successful outcome of the Relay For Life of North Port 2017 Event. We not only raised over \$54,000.00, but also raised awareness of the plethora of available services through the American Cancer Society (ACS), for survivors, caregivers, families, all effected by cancer.

It is difficult to give you an exact number of attendees, but we feel we surpassed the amount of 2,500 people. There were 28 teams, over 500 participants, 800 luminarias, and 65 survivors registered. Not to mention countless others volunteers and attendees.

Thank you for your generosity in granting the approval of the Special Events Assistance Permit. Words cannot express the gratitude we have for the support provided by the City of North Port. Being a non-for profit organization, 501C3, we greatly appreciate the City of North Port's sponsorship and hope we can acquire that partnership again for next year.

There were endless complements on the home town feel of the event on the City Front Green. What a difference this location made on the success of our event. We are already planning the 2018 event and will be submitting the necessary paperwork, in hopes of having it on the City Front Green again.

The use of the City Front Green really showcased the city moto of "Achieving Anything" and possibilities for the future.

Thank you again.

Sincerely,

Tammie Jacobs

Relay For Life of North Port, Executive Leadership Team



08/03/2017

Dear City of North Port Commission,

On behalf of the local North Port Relay For Life Committee, an extension of the American Cancer Society, the committee asks that you kindly consider the sponsorship of the City Center Front Green through the City Special Events Assistance Program for the 2018 Relay For Life North Port Event. Holding this annual Relay For Life event on the City Greenway will not only promote much of the City's Strategic Plan through community unity but will also provide a unique atmosphere for an event celebrated annually worldwide.

Since its inception in 1985, the American Cancer Society Relay For Life has been a life-changing event that brings communities around the globe together to celebrate the lives of people who have battled cancer, remember loved ones lost and fight back against the disease.

At North Port Relay, teams will build themed campsites on the City Center Front Green and take turns walking around the designated path. Each team is asked to have a representative on the track at all times during the event, "because cancer never sleeps". Although every Relay For Life is different, there are certain traditions at all Relays, no matter where they are held. These traditions help participants: Celebrate – The Survivor Lap, Remember – The Luminaria Ceremony, and Fight Back – Through Fundraising. This event increases the opportunity for positive publicity of North Port and engages the residents and the business in our local community to participate in an event that touches many lives.

As a non-profit, always trying our best to be good stewards of our donor dollars, we would like to take advantage of the Special Events Assistance Program. Pursuant to the Special Event guidelines, we anticipate in excess of 2500 participants throughout the duration of the event; therefore, making us eligible for and humbly requesting the Special Event Assistance in the amount of \$1,000. In exchange for your generosity, we would like to recognize the City of North Port with a Gold Level Sponsor. If approved we would like the event to take place on Saturday, April 7, 2018.

With your generosity we can allocate funds that would have been used to secure a venue towards saving lives and fighting for every birthday threatened by cancer.

Thank you for your consideration,

Brittney Hoogland and the North Port Relay for Life Committee

American Cancer Society

Community Manager

Relay For Life of North Port

Office: 941-328-3758

Email: [brittney.hoogland@cancer.org](mailto:brittney.hoogland@cancer.org)





**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: August 24, 2017  
PERMIT NUMBER: SPE-17-118  
DESCRIPTION: RELAY FOR LIFE OF NORTH PORT  
EXPIRATION DATE: April 9, 2018

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The Special Event Permit for the RELAY FOR LIFE OF NORTH PORT event to be held on April 7, 2018 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) Food vendor's license shall be displayed in a prominent location.
- 8) Garbage and recycling receptacles shall be placed in convenient locations.
- 9) Restroom facilities shall be available for public use.
- 10) Wildlife/animals shall be supplied adequate ventilation, light and water. The handling of animals shall adhere to the federal and state animal controls.
- 11) Alcohol Consumption or sales is **not permitted** for this event.



SPE-17-118 RELAY FOR LIFE OF NORTH PORT

**Police Department**

- 1) Ensure SCAT is notified of road closures, also a media blast should be put out on city's web site indicating road closures during that time frame.
- 2) Must have barricades staffed to allow emergency vehicles entry if needed.
- 3) Highly suggest volunteer's to monitor parking conditions during event.

**Property Maintenance**

- 1) Check with Utilities for the generator if it is City provided.

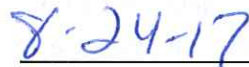
**Property Standards**

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

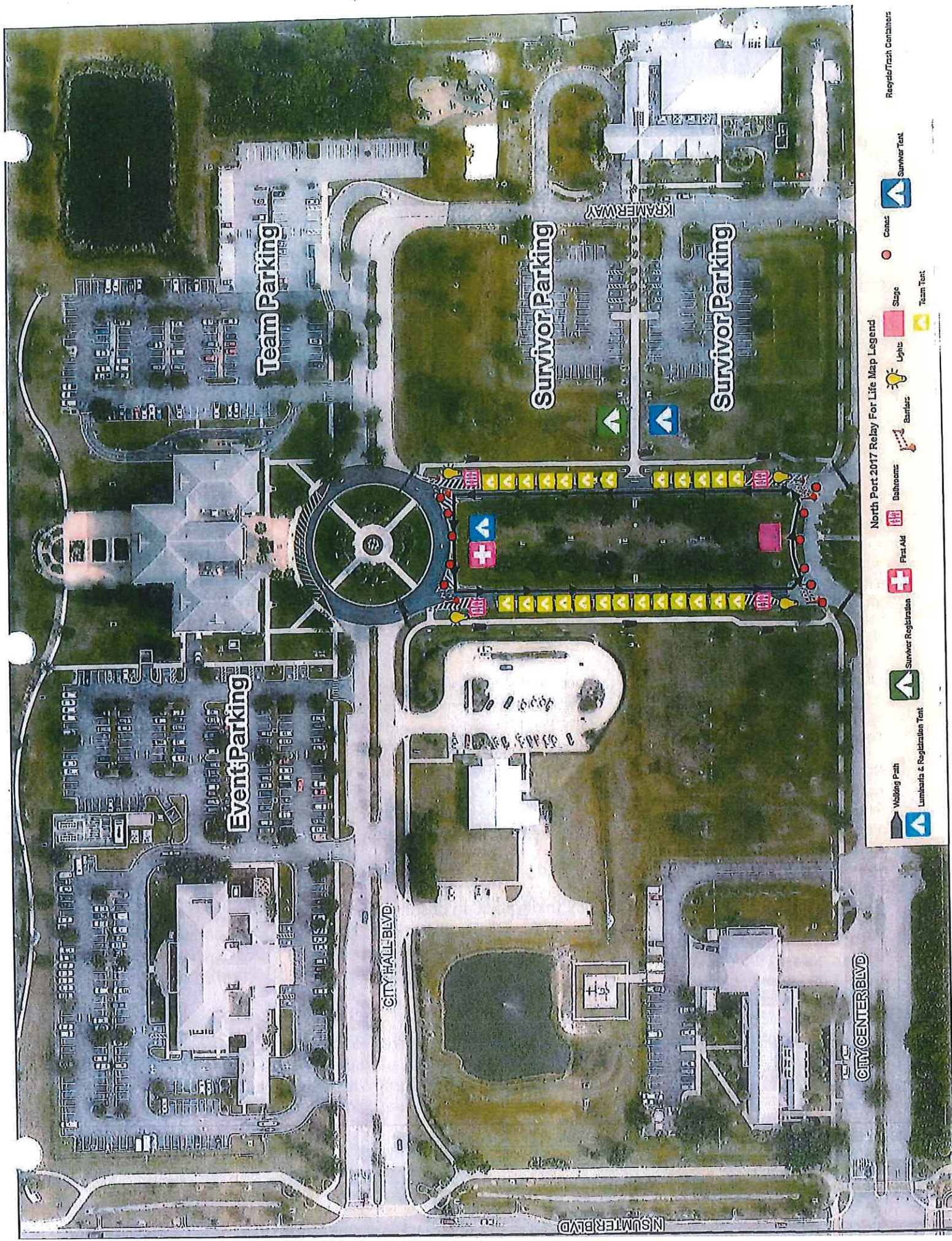
**Zoning Division**

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

  
\_\_\_\_\_  
Approved by (Planning Administration)

  
\_\_\_\_\_  
Date





North Port 2017 Relay For Life Map Legend

