



City Council Agenda Form

Meeting Date: 11/13/2023
 Department: Planning
 Public Hearing: Yes No

For Clerk's Use Only
AGENDA ITEM #

X		
Consent Agenda	Regular Agenda	Closed Session

Presenter: Sandra Macon

Request Type: Informational Discussion Action Item

Does this item require legal review? Yes No **City Attorney E-Mail attached?** Yes No

Time Required for Request: 5 Minutes

Agenda Item Title:

Subject:

11th Annual Black History Parade

Attachment(s):

11th Annual Black History Parade Special Event Permit Application

Brief Summary:

The 11th Annual Black History Parade lineup registration will be on Baldwin Avenue (Baldwin Avenue & South 20th Street), start at Baldwin Avenue (Baldwin Avenue & South 10th Street), and end at the Tivoli Complex.

Action Requested:

Council's approval to conduct the event with a parade with street closures by the City of DeFuniak Springs and roadblocks with the local enforcement.

Issue Overview:

Background Information & Issue Summary:

If approved, the event is scheduled for Saturday, 2/17/2024, hosted by Walton County Democratic Black Caucus. The event is to celebrate black history.

Timeframe for Event:

- Line-up – 8:30am, at Baldwin Avenue (Baldwin Avenue & South 20th Street)
- Parade Start Time – 11am
- End Time – 12:30pm, at Tivoli Complex

Requests:

- Street closure from 8:30am to 12pm on Baldwin Avenue from South 11th Street to Dorsey Avenue.
- Roadblocks as needed by local law enforcement for the intersections that need to be blocked for safety reasons.

They are estimating 150 - 200 participants and 35 - 40 vehicles.

The Walton County Democratic Black Caucus method of notifying participants will be through email and telephone.

Financial Impacts:

N/A

Staff Recommendations/Comments:

Approval as requested.

City of DeFuniak Springs
Post Office Box 685

1350 Baldwin Ave
DeFuniak Springs, FL 32435



Phone: 850-892-8571
Fax: 850-892-8570
TDD: 850-892-8504

DeFuniak Springs, FL 32435

SPECIAL EVENT PERMIT APPLICATION

Section 1, Applicant:

- Applicant's Name:
- Mailing Address:
- Telephone Number:
- Email Address:
- Name of Organization:
- Is this organization qualified under IRS Code Section 501(c)(3) and registered under Ch. 496, Florida Statutes? Yes No (If yes, please provide additional information on page 2.)
- Mailing Address:
- Chairman Responsible of Special Event:
- Mailing Address:
- Telephone Number:

Section 2, Event Information:

- Name of Event:
- Purpose of Event:
- Date(s) of Event:
- Time of Event (hours it will begin and end):
- Location(s) of Event: (Please note: Submission and/or approval of this application **does not** reserve your space; please contact city hall to reserve any city building or property.)
- Describe any fees associated with the event (fees charged vendors, attendees, items to be sold at the event, etc.):
- The method of notifying participants of the terms and conditions of the special event:
- Number of: Participants/Attendees: Vehicles:

9. Number of Event Monitors:
- a. How will they be identified? (t-shirts, badges, etc.)
10. Will there be vendors at event? Yes No
- a. If yes, how many vendors:
- b. Attach a map to illustrate vendor locations.
11. Will any music be provided, either live or recorded? Yes No (If yes, city council **must** approve.)
12. Will amplification devices be used at event? Yes No (If yes, city council **must** approve.)
- a. If yes, provide: How many:
- b. Type/Quality:
- c. Attach a map to illustration the loudspeakers and amplifying devices to be used.
13. Is electricity required for event? Yes No Is water service required for event? Yes No
14. Is a street closure required for the event? Yes No (If yes, city council **must** approve.)
- a. List names of streets to be closed:
- b. Attach a map to illustrate the areas to be closed.
15. Is there a parade associated with event? Yes No (If yes, city council **must** approve.)
- a. Describe route:
- b. Attach a map to help illustrate the parade route and include any specific areas for staging and/or loading.
16. Does the parade cross the railroad? Yes No (Applicant is responsible for contacting RR.)
17. Provide information on how provisions shall be made for the following in the spaces provided with each statement and initial as requested:
- a. The applicant will make provision for adequate police presence, if any, and that the applicant will conform to necessary fire prevention rules, regulations, and guidelines.
-
- Initials
- b. The applicant will make provision for garbage and litter cleanup associated with the special event during and after the special event in the specified area, to include a signed statement by public waste department that satisfactory arrangements have been made. For events ending by 6:00 p.m., all cleaning activities shall be completed within six (6) hours after the end of the event; and for events ending after 6:00 p.m., all cleanup activities shall be completed by 8:00 a.m. the following morning.
-
- Initials
- c. The applicant will cause all booths, stands, signs and any other movable fixtures pertaining to the event to be removed immediately after the special event.
-
- Initials

Important Notes for Applicant:

1. **Any business, group, organization, or individual** who is approved for a special event permit:
 - a. Will not be required by the City, to carry additional General Liability Insurance for such event; however, this does not relieve any business, group, organization, or individual of any liability for damages to persons or property, and at their option and expense, may obtain General Liability Insurance coverage.
 - b. Shall comply with all City Code requirements and any special conditions established by the City Council. Code requirements may be viewed in online at www.defuniaksprings.net.
2. **If the organization is IRS qualified 501(c)(3) and registered with the State pursuant to Chapter 496, Florida Statutes, the following additional information is required to be submitted:**
 - a. A plan for the safety of all persons participating in the solicitation, as well as the motoring public, at the location(s) where the solicitation will take place;
 - b. Specific details of the locations(s) of the proposed solicitation and the hours during which the solicitation activities will occur;
 - c. Proof of commercial general liability insurance against claims for bodily injury and property damage occurring on streets, roads, or rights of way arising from the solicitor's activities or use of the streets, roads, or rights of way by the solicitor or solicitor's agents, contractors, or employees. The insurance shall have a limit of not less than \$1 million per occurrence for the general aggregate. The certificate of insurance shall name the City of DeFuniak Springs as an additional insured and shall be filed not later than 72 hours (three days) before the date of the solicitation.
 - d. Proof of registration with the Florida Department of Agriculture and Consumer Services pursuant to Section 496.405, Florida Statutes, or proof that the soliciting organization is exempt from the registration requirement.
 - e. The following requirements apply to solicitation in public streets, roads, and rights of way:
 - 1) All solicitation shall occur during daylight hours only;
 - 2) Solicitation activities shall not interfere with the safe and efficient movement of traffic and shall not cause danger to the participants or public;
 - 3) No person engaging in solicitation activities shall persist after solicitation has been denied, act in a demanding or harassing manner, or use sound or a voice amplifying apparatus or device;
 - 4) All persons participating in the solicitation shall be at least 18 years of age and shall at all times during the solicitation activity possess picture identification;
 - 5) Signage providing notice of the solicitation shall be posted at least 500 feet before the site of the solicitation.
3. By signing this form, I certify that the information provided is complete and accurate, to the best of my knowledge.


 Applicant's Signature

11/2/2023
 Date


If the event is approved, you may contact the following individuals for additional assistance, where needed:

Signs, Zoning, Code Enforcement: (850) 892-8571 Ext 1118	Banner on 331 South (City's Property): (850) 892-8500	Banner on Highway 90 (CHELCO's Property): (850) 892-5069, Ext. 1105
Barricades: (850) 892-8534	Public Works: (850) 892-8534	City of DeFuniak Springs Fire Department: (850) 892-8515
City of DeFuniak Springs Police Department: (850) 892-8513	Walton County Mosquito Control: (850) 892-8183	City Clerk: (850) 892-8500

For City Staff


Code Enforcement - Compliance Review


Date


City Manager


Date

If City Council approval required:

City council agenda date: 

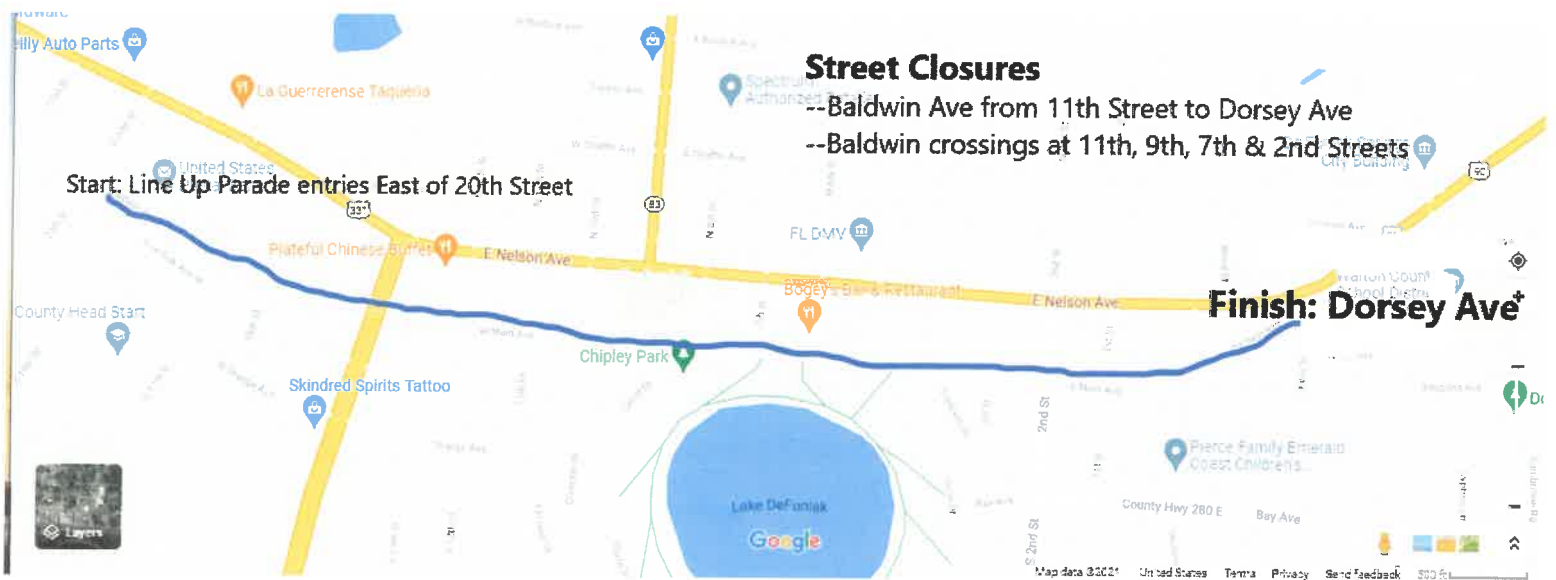
Approved Denied

List conditions of approval (if any):



Map to help illustrate the parade route

- Starting time: 11am sharp
- Minimum speed: 0.5 mile per hour
- Maximum speed: 10 mph
- Maximum interval of space to be maintained between units, if the special event is a parade:
1 car length
- The portions of the streets to be traversed that may be occupied by the special event:
Baldwin Avenue from 11th Street to Dorsey Avenue
- The maximum length of the special event in miles or fractions thereof:
Maximum = 0.5 mile



Street Closures

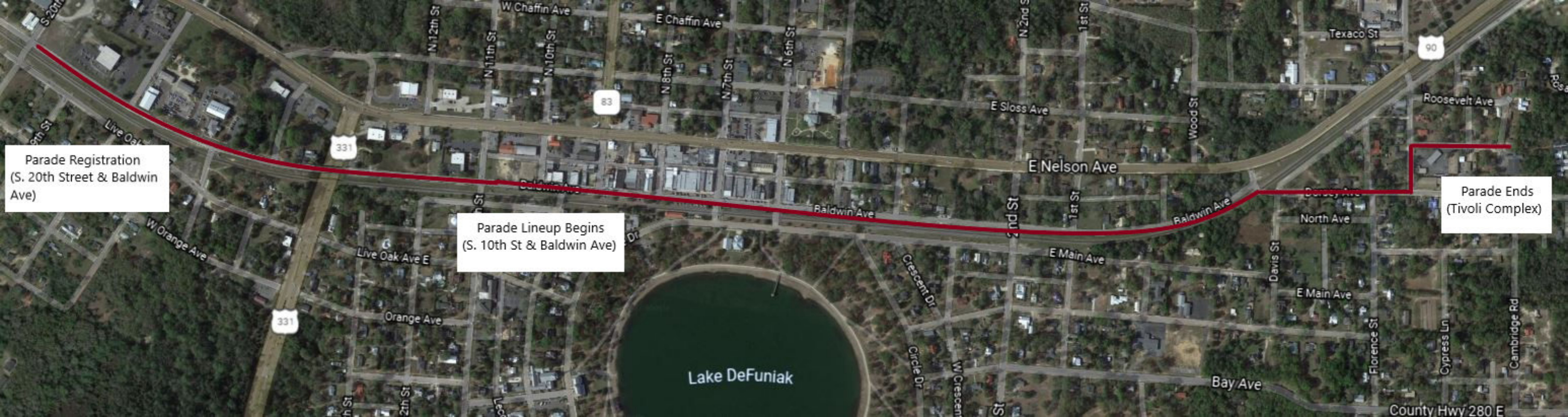
--Baldwin Ave from 11th Street to Dorsey Ave

--Baldwin crossings at 11th, 9th, 7th & 2nd Streets

Start: Line Up Parade entries East of 20th Street

Finish: Dorsey Ave

Google



Parade Registration
(S. 20th Street & Baldwin Ave)

Parade Lineup Begins
(S. 10th St & Baldwin Ave)

Parade Ends
(Tivoli Complex)

Lake DeFuniak

County Hwy 280 E