



# SANTA ROSA COUNTY BOARD OF COMMISSIONERS

Administrative Offices | 6495 Caroline Street, Suite M | Milton, Florida 32570-4592

VACANT, District 1  
ROBERT A. "BOB" COLE, District 2  
W. D. "DON" SALTER, District 3  
ROB WILLIAMSON, District 4  
R. LANE LYNCHARD, District 5

TONY GOMILLION, County Administrator  
ROY V. ANDREWS, County Attorney  
JAYNE BELL, OMB Director

To: Board of County Commissioners

From: Tony Gomillion

Date: September 15, 2016

Subject: Benny Russell Park, Inc. Request to have the Mary Stewart Fortune Fun Run

## **DISCUSSION**

Discussion of the Benny Russell Park, Inc's request to utilize Spencerfield sidewalks for the 2<sup>nd</sup> Annual Mary Stewart Fortune Fun Run. The event is scheduled for December 3<sup>rd</sup> from 7:00 am to 12 pm. Requestor would also like to close Benny Russell Park for the event to set up vendors in the parking lot.

## **ACTION NEEDED**

Board approval is needed to allow:

1. The utilization of County right-of-way and park property for the fun run event. (Ordinance No. 2016-18 Section 19.5-3)



Commissioner Approval
Event Application

Please use this application if your request involves any of the following activities: Commercial activity, alcohol consumption or sale on county property, reservation of park open space or parking lot, use of county roads, or any request to vary county policies.

EVENT INFORMATION

(PLEASE CHECK ALL THAT APPLY)

- CONCERT, PARK FESTIVAL, SALE/MARKET, RUN/WALK, FUNDRAISER, PARADE/PROCESSION, SPORTS EVENT, FISHING EVENT, PRIVATE EVENT, PUBLIC EVENT, OTHER

Event Name: 2nd Annual Maey Stewart Fortune Fun Run

Event Location: Benny Russell Park and Spencerfield Air Field Sidewalk

Date(s) of the event: December 3, 2016 Start time: 7:00 am End time: 12:00 pm

Applicant allowed 1 hour prior to start time for set-up and 1 hour after end time for breakdown.

Estimated Attendance: 400 /per day

Brief description of event: This fun run will be sponsored by Benny Russell Park, Inc and other local businesses. The fun run will begin @ 9:00am. We will need approx. 2 hours to set up. Participants will run/walk the perimeter of the air field using the sidewalk. We will begin at Benny Russell and end @ Benny Russell Over. Flow parking will be at Pace Community Church.

APPLICANT & EVENT ORGANIZER INFORMATION

Name of Organization: Benny Russell Park, Inc.

Address: 4960 Forest Creek Dr. City: Pace State: FL Zip: 32571

Phone: (850) 450-6120 Email: dahendu1@gmail.com

Point of Contact: Dawn S. Henderson

## Event Questions

Below are questions about the event. Please answer all questions and attach additional documents, if necessary, to the application.

If either of the following apply to your event, please use the Special Event Application: attendance of 1000+ people per day on public or private property which will substantially and demonstrably promote tourism in Santa Rosa County; or, alcohol use on public or private property at times or locations not otherwise allowed by county ordinance.

Does your event require the use of:

*possibly?*

County park pavilion or community center? If yes, a Park Facility Rental Application must be attached.

County auditorium? If yes, an Auditorium Application must be attached.

Will portable restroom facilities be available on site?

YES  NO

*if needed.*

Will there be amplified sound?

YES  NO

Will food or non/alcoholic beverages be sold or given away?

YES  NO

Will alcohol be sold or given away? If yes, attach liquor liability insurance.

YES  NO

Will food be cooked at the event?

YES  NO

Will an admission fee be charged?

YES  NO

Will there be fireworks? If yes, a pyrotechnics plan must be attached.

YES  NO

Will off-site lots be used for parking? If yes, a parking plan must be attached.

YES  NO

Will a county park be utilized?

YES  NO

Will tents larger than 400 sq. ft. or multiple tents be erected? If yes, attach tent permit.

YES  NO

Will an EMT be on site?

YES  NO

Will stages be erected?

YES  NO

Will your event be using State Roads? If yes, state approval is required 60 days prior to your event.  YES  NO

*crossing of West Spencerfield Rd.*

Clean-up must be performed immediately following the event. Clean-up includes but is not limited to the removal of all garbage, signs, banners, tents, and traffic control devices (i.e. cones, barrels, signs, barricades, and changeable message signs) from the event area, public right-of-way, and/or county property.

## Additional Required Documents

Below are documents that are required to be submitted with the application. Applications will be considered incomplete without these documents. For additional information about these documents please contact Sabrina White at 850-983-1943 or [sabrinaw@santarosa.fl.gov](mailto:sabrinaw@santarosa.fl.gov).

**Event Site Map or Race Route Map:** Event organizers must provide a **site map** with vendor locations, porta potties, run/walk route, etc.

**Insurance Certificate**

**Tent Permit**

## County Approval Form

Event organizers must receive approval from applicable departments below. Read the field of expertise to determine which applies to the event. When emailing staff please copy Sabrina White at [sabrinaw@santarosa.fl.gov](mailto:sabrinaw@santarosa.fl.gov).

<u>Department &amp; Representative</u>	<u>Contact</u>	<u>Field of Expertise</u>	<u>Contact Method</u>	<u>Approval Received</u>
<b>Sheriff's Office</b> Sergeant Rich Aloy <a href="mailto:RAloy@SRSO.net">RAloy@SRSO.net</a> Cell (850)-485-7084	5755 East Milton Rd Milton, FL 32583 Office 850-983-1225	Street closures; traffic & safety plans; parade routes; run/ walk/bicycle routes; security	<input checked="" type="checkbox"/> EMAIL <input type="checkbox"/> PHONE <input type="checkbox"/> IN PERSON <input type="checkbox"/> NOT APPLICABLE	_____ / _____ Month      Day
<b>Emergency Management</b> Tom Lloyd, Operations Chief <a href="mailto:TomL@santarosa.fl.gov">TomL@santarosa.fl.gov</a> Cell 850-698-7401	4499 Pine Forest Rd Milton, FL 32583 Office 850-983-4608	Fire lane; fire truck; outdoor cooking / grilling; flame activities; EMT requirements	<input type="checkbox"/> EMAIL <input type="checkbox"/> PHONE <input type="checkbox"/> IN PERSON <input checked="" type="checkbox"/> NOT APPLICABLE	_____ / _____ Month      Day
<b>Risk Management</b> Melissa Lloyd, Risk Manager <a href="mailto:melissal@santarosa.fl.gov">melissal@santarosa.fl.gov</a>	6495 Caroline Street, Suite I Milton, FL 32570 Office 850-983-1863	Insurance requirements	<input type="checkbox"/> EMAIL <input type="checkbox"/> PHONE <input type="checkbox"/> IN PERSON <input checked="" type="checkbox"/> NOT APPLICABLE	_____ / _____ Month      Day
<b>Development Services</b> Tambre Lee or Amber Aaron <a href="mailto:tambrel@santarosa.fl.gov">tambrel@santarosa.fl.gov</a> <a href="mailto:ambera@santarosa.fl.gov">ambera@santarosa.fl.gov</a>	6051 Old Bagdad Hwy Milton, FL 32583 Office 850-981-7000	Permits for large tents, stages & platforms	<input type="checkbox"/> EMAIL <input type="checkbox"/> PHONE <input type="checkbox"/> IN PERSON <input checked="" type="checkbox"/> NOT APPLICABLE	_____ / _____ Month      Day
<b>Parks</b> Tammy Simmons <a href="mailto:tammys@santarosa.fl.gov">tammys@santarosa.fl.gov</a>	6075 Old Bagdad Hwy Milton, FL 32583 850-983-1858 Phone 850-623-1331 Fax	Pavilion rentals other than Navarre Beach	<input type="checkbox"/> EMAIL <input type="checkbox"/> PHONE <input type="checkbox"/> IN PERSON <input type="checkbox"/> NOT APPLICABLE	_____ / _____ Month      Day
<b>Navarre Beach</b> Roger Blaylock <a href="mailto:RogerB@santarosa.fl.gov">RogerB@santarosa.fl.gov</a> , Terry Wallace <a href="mailto:TerryW@santarosa.fl.gov">TerryW@santarosa.fl.gov</a> , and Sonja Lusk <a href="mailto:SonjaL@santarosa.fl.gov">SonjaL@santarosa.fl.gov</a>	1411 Utility Dr. Navarre, FL 32561 850-981-8888	Navarre Beach pavilion rentals	<input type="checkbox"/> EMAIL <input type="checkbox"/> PHONE <input type="checkbox"/> IN PERSON <input checked="" type="checkbox"/> NOT APPLICABLE	_____ / _____ Month      Day
<b>Health Department</b> Herman Davies, Environmental Supervisor II <a href="mailto:herman.davies@flhealth.gov">herman.davies@flhealth.gov</a>	P.O. Box 929 Milton, FL 32570 850-983-5200 x318	Questions related to portable toilet requirements	<input type="checkbox"/> EMAIL <input type="checkbox"/> PHONE <input type="checkbox"/> IN PERSON <input checked="" type="checkbox"/> NOT APPLICABLE	_____ / _____ Month      Day

**HOLD HARMLESS AGREEMENT**

For and in consideration of having been granted permission by Santa Rosa County to hold an event within the Santa Rosa County limits, the undersigned hereby agrees on behalf of the organization, to indemnify and hold harmless the county of Santa Rosa, its subsidiaries or affiliates, elected and appointed officials, employees, volunteers, representatives and agents from any and all claims, suits, actions, damages, liability and expenses in conjunction with loss of life, bodily injury or personal injury, or property damage, including loss of use thereof, directly or indirectly caused by, resulting from, arising out of or occurring in connection with this permitted activity.

The undersigned also agrees to protect and hold harmless the county of Santa Rosa, its subsidiaries or affiliates, elected and appointed officials, employees, volunteers, representatives and agents from any and all claims, suits, actions, damages, liability and expenses, present, past or future which may be asserted by this organization, or any member of this organization, or any participant of third party arising out of or occurring in connection with this permitted event.

By the signature to this document the undersigned acknowledges that it understands the contents of this document and is voluntarily agreeing to its terms.

In witness whereof I have here unto set my hand and seal this 31<sup>st</sup> day of August in 2016.

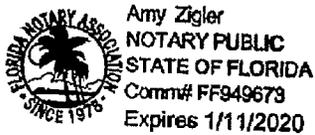
Name of Event 2<sup>nd</sup> Annual Maey Stewart Fortune Fun Run

Date(s) of Event December 3, 2016

Amy Zigler  
Notary Signature

Benny Russell Park  
Name of Organization

Dawn S. Henderson  
Printed Name



Dawn S. Henderson  
Signature of Legally Authorized Representative

(STAMP)

Title

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

**Please Read and Initial Below - Park Rental Rules and Guidelines**

---

Initial

DA

User agrees to provide full cleanup and accomplish reasonable cleanup of the rented park area utilized. This cleanup operation shall be completed by directly following the event. If trash receptacles provided by the county are full, applicant agrees to dispose of refuse/trash. If the applicant fails to remove all trash/refuse from the event site, the applicant will be billed for all fees incurred Santa Rosa County to remove said trash/refuse from the site.

DA

User shall be liable for any and all damage done to the property covered by this agreement located in and on the rented park area, regardless of who causes such damage or how such damage is caused, during the period of use contained in this agreement. Further, User shall agree to defend, indemnify and hold-harmless the county, its officials, employees, and representatives for any and all claims caused by or arising out of, in whole or in part, the activities permitted by this agreement.

DA

I hereby attest that the information contained in this contract is true and correct. I agree: (1) if any of the information contained in the contract is found to be false; or (2) should my conduct, or the conduct of any participants or guests not be described in the contract; or (3) should any applicable county, state or federal rules, regulations, codes or laws be violated, this contract shall automatically become null and void and any activity associated with this reservation will immediately cease. If the event has not taken place, the contract will be cancelled.

I am aware of the rules and regulations as they pertain to events and agree to abide by these rules and regulations. I understand that the event must adhere to all Santa Rosa County ordinances. I am duly authorized by the organization to submit this application on its behalf and agree to be financially responsible for any fees and costs that may be incurred by or on behalf of the event in Santa Rosa County. I certify that the information that I have provided on this application is true and to best of my knowledge. If the event details change, I agree to submit a revised application or provide additional information in writing at least 10 days prior to the event.

Name (please print): Dawn S. Henderson

Signature: Dawn S. Henderson Date: 8/30/2016

**OFFICE USE ONLY**

Agreement Received - Date: \_\_\_\_\_

Fee Paid -  YES  NO  CASH  CHECK  CHARGE Amount: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Additional Documents Received (if applicable)  INSURANCE CERTIFICATE  TENT PERMIT  EVENT SITE PLAN  PARKING PLAN

County Representative Signature: \_\_\_\_\_

Restrooms  
Announcements  
Sound System  
Fire  
Ambulance  
Kona Ice  
Concessions  
Donuts  
Denotation Table

Parking Lot

Benny Russell Park

Registration  
National Anthem

START

Royvat Rd.

FINISH

Water / Fruit

Mary Stewart Fortune  
Fun Run Map

W. Spencerfield Rd.

North Spencerfield Rd.

Church

Over Flow Parking

SPENCER OUTLYING FIELD

CERT VOLUNTEERS

Water / Fruit

BAND ??

