



SANTA ROSA COUNTY TOURIST DEVELOPMENT OFFICE

JULIE MORGAN
Tourist Development Director
julie@santarosa.fl.gov

8543 Navarre Parkway | Navarre, Florida 32566

TO: Board of County Commissioners

FROM: Julie Morgan, Tourist Development Director

DATE: October 24, 2016

SUBJECT: Special Event Application for the 31st Annual Navarre Mardi Gras Parade hosted by the Navarre Krewe of Jesters.

RECOMMENDATION

Discussion that the Board of County Commissioners consider and approve the Special Event Permit application from the Navarre Krewe of Jesters to hosts the 31st Annual Navarre Mardi Gras parade. The parade takes place on February 18, 2017 from 1:00 p.m. to 5:00 p.m. on Navarre Beach. The parade will utilize White Sands Boulevard, Arkansas Street, Gulf Boulevard and will conclude at the Navarre Beach Marine Park entrance. The estimated attendance for the event is 9,000 to 35,000 spectators.

As a separate request by the Krewe of Jesters they are asking for \$2,000 to fund off duty officers. Please see the two separate letters attached received on September 16, 2016 and October 19, 2016.

BACKGROUND

The Santa Rosa County Tourist Development Office awarded the Navarre Krewe of Jesters \$4,000 in grant funding for the 2017 Annual Navarre Mardi Gras parade to be utilized for expenditures for the primary purpose of promoting tourism. Funds are budgeted in the current fiscal year, in Aid to Private Organizations 5820028.

NEXT STEPS

If approved by the Board of County Commissioners, staff will work with the applicant to finalize arrangements for the event.

received
10-12-16

Bill
Adm
Ray
Shaw
Jayne



Navarre Krewe of Jesters
P.O. Box 5879
Navarre, FL 32566



September 16, 2016

Santa Rosa County Board of Commissioners
6495 Caroline St.
Milton, FL 32570

Honorable Commissioners:

The Navarre Krewe of Jesters is again asking for the privilege of hosting the 31st Annual Navarre Mardi Gras parade. We are seeking permission to hold this most worthy event on February 18, 2017, proceeding East down Gulf Blvd from White Sands Blvd concluding in the County park. We are also requesting the use of the two parking lots on the Gulf Side of this parking for pre and post staging of the parade entries.

In addition, we are requesting that the County approve funds to pay for the Sheriff's Deputies required for this event. The Krewe has been solely responsible for funds to put on this event for the past 10 years. We are a small organization and generating the \$1700 to \$3500 dollars to pay the off duty deputies is become a tremendous burden on our Krewe.

I am sure you are aware that this event brings in large revenue for the businesses in this area not to mention the taxes that it generates for the county. It was estimated by the Sheriff's Department that last year that there were between 30,000 and 35,000 spectators.

We provide awards, sanitation stations throughout the parade route, advertisement and allow many school and civic units to parade at no expense. Funds that our Krewe raises are used for these items along with sponsoring a \$2000.00 scholarship to a graduating Navarre High Senior; to date we have contributed over \$44,000 in scholarship monies.

The Krewe is under that the County is curtailing the consumption of alcohol in county parks. In the past many Krewe's bring alcohol for their own consumption. The NKOJ does not sell any alcohol, and to our knowledge nether do any of the other Krewes or parade participants. The Krewe of Jesters tries their best to monitor alcohol consumption. The rules for participation in the parade are that there will be no consumption of alcohol consumption on any unit while participating in the parade. In addition none of the drivers may consume alcohol prior to driving or while driving in the parade.

We hope that you will approve this request in its entirety, to enable our Krewe to continue this highly touted endeavor. This year we are estimating an even larger gathering of several of the larger and more prestigious units from around the Panhandle.

Charlene Tremor, President
Navarre Krewe of Jesters

Charlene Tremor
Email address:
charlenetremor@yahoo.com

850-382-2841

Thank you for your consideration in this matter.
C. Tremor

JM *Received*

ATTENTION: Nicole Dees

1. We only need the two parking lots for the floats to load beads, stereo's and personnel rather than have individuals park on the West end, they might use the restroom facilities but most of these units are equipped with their own bathroom facilities. The parking lots are the first two on the right hand side when you enter the park. We used these same two lots last year to keep from congesting the West end. The parade route is line-up on White Sands turn right onto Arkansas and begin the parade when the units turn left onto Gulf Blvd. They will proceed East to the county park where they will dismount and wait for traffic to clear. Some units will be allowed to exit across Navarre bridge, units like Radio stations and local units that must get their employees to work when the final units.
2. The Krewe requested funds from the County last year to pay the off duty deputies but they were denied, so the funds were from the Krewe's General operating funds that the Krewe raises on numerous fund raising events to pay the \$27.50 per hour, per deputy for a minimum of 6 hours. The Krewe and Sheriff agreed to 12 off duty deputies to assist in traffic and crowd control. The estimated fee would be \$2000.00.
3. The Sheriff estimated roughly 35,000 spectators the application should have read between 25,000 and 35,000 spectators. Depending on the weather the parade has drawn as few as 9,000 upward to the 35,000 spectators we estimated last year.
4. I hope this clarifies your questions, if not please don't hesitate either myself or Wayne Hall, (850) 499-3010, email, rtchief47@bellsouth.net



Tourism Development Office
8543 Navarre Parkway • Navarre, FL 32566
Phone: (850) 981-8900 Fax: (850) 981-8903
tdo@santarosa.fl.gov

Special Event
Permit Application

EVENT INFORMATION
(PLEASE CHECK ALL THAT APPLY)

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

Event Name: NAVARRE KREWE of JESTERS MARDI GRAS PARADE
Event Location: NAVARRE BEACH GULF BLVD
Date(s) of the event: FEBRUARY 28, 2016 Start time: 1:00 PM End time: 5:00 PM

Estimated Attendance: 25,000 /per day

Brief description of event: A celebration parade with 50 to 60 decorated entries provide throws to the spectators. PARADE route is from ARKANSAS EAST down Gulf Blvd to The County Park

APPLICANT & EVENT ORGANIZER INFORMATION

Name of Organization: NAVARRE KREWE of JESTERS
Address: P.O. Box 5879 City: NAV State: FL Zip: 32566
Phone: (850) 382-2841 Email: charlenetremor@yahoo.com
Point of Contact: CHARLENE TREMOR

Event Questions

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

Does your event require the use of:

County park pavilion or community center? If yes, a Park Facility Rental Application must be attached. YES NO

County auditorium? If yes, an Auditorium Application must be attached. YES NO

Will portable restroom facilities be available on site? YES NO

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 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

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.

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.

<u>Department & Representative</u>	<u>Contact</u>	<u>Field of Expertise</u>	<u>Contact Method</u>	<u>Approval Received</u>
Sheriff's Office Sergeant Rich Aloy RAloy@SRSO.net 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 type="checkbox"/> EMAIL <input type="checkbox"/> PHONE <input checked="" type="checkbox"/> IN PERSON <input type="checkbox"/> NOT APPLICABLE	_____/_____ Month Day
Emergency Management Tom Lloyd, Operations Chief TomL@santarosa.fl.gov 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 type="checkbox"/> NOT APPLICABLE	_____/_____ Month Day
Risk Management Melissa Lloyd, Risk Manager melissal@santarosa.fl.gov	6495 Caroline Street, Suite I Milton, FL 32570 Office 850-983-1863	Insurance requirements	<input type="checkbox"/> EMAIL <input type="checkbox"/> PHONE <input checked="" type="checkbox"/> IN PERSON <input type="checkbox"/> NOT APPLICABLE	_____/_____ Month Day
Development Services Tambre Lee or Amber Aaron tambref@santarosa.fl.gov ambera@santarosa.fl.gov	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
Parks Tammy Simmons tammys@santarosa.fl.gov	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 checked="" type="checkbox"/> IN PERSON <input type="checkbox"/> NOT APPLICABLE	_____/_____ Month Day
Navarre Beach Roger Blaylock RogerB@santarosa.fl.gov Terry Wallace TerryW@santarosa.fl.gov and Sonja Lusk SonjaL@santarosa.fl.gov	1411 Utility Dr. Navarre, FL 32561 850-981-8888	Navarre Beach pavilion rentals	<input type="checkbox"/> EMAIL <input checked="" type="checkbox"/> PHONE <input type="checkbox"/> IN PERSON <input type="checkbox"/> NOT APPLICABLE	_____/_____ Month Day
Health Department Herman Davies, Environmental Supervisor II herman.davies@flhealth.gov	P.O. Box 929 Milton, FL 32570 850-983-5200 x318	Questions related to portable toilet requirements	<input type="checkbox"/> EMAIL <input checked="" type="checkbox"/> PHONE <input type="checkbox"/> IN PERSON <input type="checkbox"/> NOT APPLICABLE	_____/_____ Month Day

To be accomplished before parade date
Results To be emailed or Faxed as they
become accomplished

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 14 day of October in 2016.

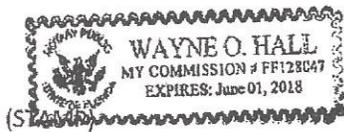
Name of Event NAVARRE KREWE of Sisters Mardi Gras Parade

Date(s) of Event FEBRUARY 19, 2017

[Signature]
Notary Signature

NAVARRE KREWE of Sisters
Name of Organization

CHARLENE TREMOR
Printed Name



[Signature]
Signature of Legally Authorized Representative

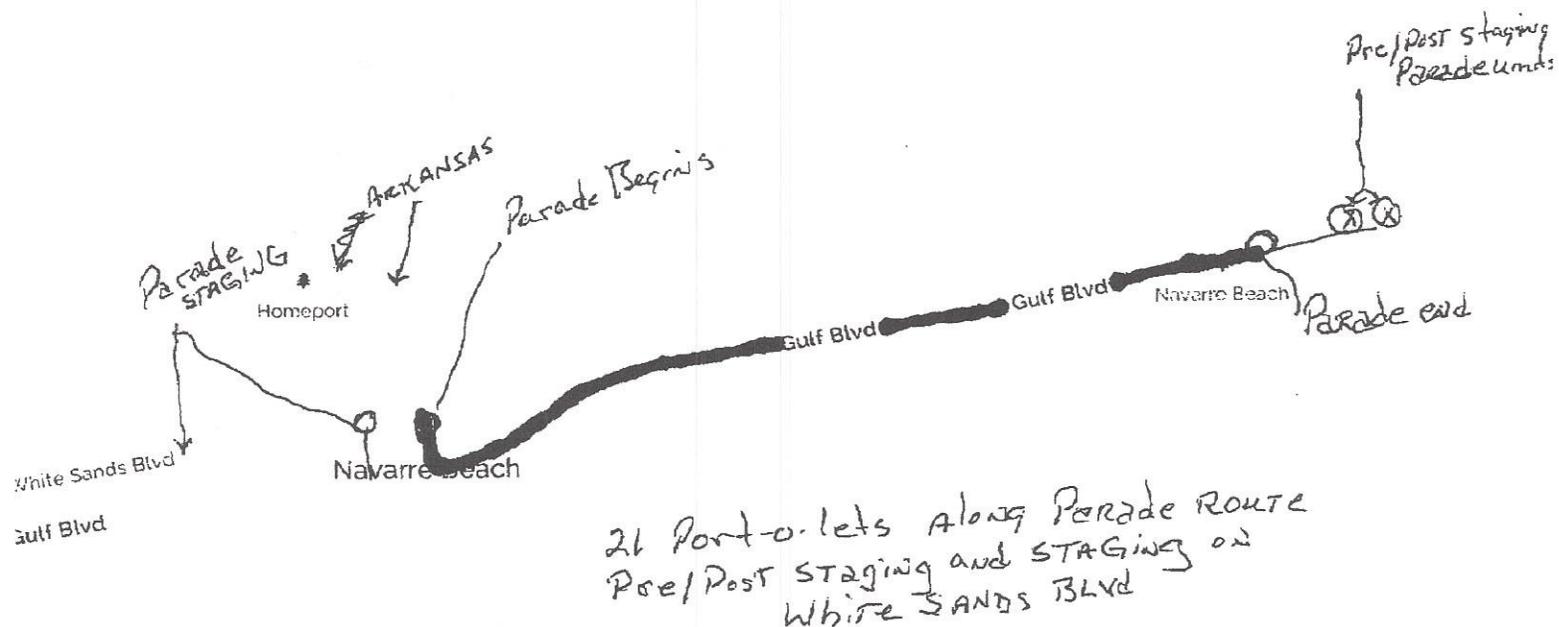
President
Title

Date: October 14, 2016

mapquest

each cswy

399



— Parade Route

NKOS PARADE INFORMATION