



City of St. Petersburg

City Council

Co-Sponsored Events Committee

Wednesday, August 30, 2017, 3:30PM

City Hall Room 100

Committee Members

Lisa Wheeler-Bowman

Charlie Gerdes

Jim Kennedy

Ed Montanari

Steve Kornell (Alternate)

Agenda

- I. Call to Order
- II. Approval of one (1) event for FY 17
 - a. requesting waiver of the late fee
- III. Approval of two (2) events for FY 18
 - a. requesting waiver of the late fee
- IV. Adjournment

City of St. Petersburg
Co-Sponsored Events
Event Listing

Event #	Event Name	1st Year	Event Dates	Liquor Letter	Event Location
99	St Pete Asian Festival	YES	9/15/2017	NO	Albert Whitted Park
66	Food Truck Rallys - Monthly	YES	3rd Friday of the Month	NO	Albert Whitted Park
67	Walk for Apraxia	NO	10/29/2017	NO	Flora Wylie Park

**CITY OF ST. PETERSBURG
PARKS & RECREATION DEPARTMENT
CO-SPONSORED EVENT APPLICATION**



Date Received: 8/24/17
 Check or Cash: Sent Invoice
 Application #: D 99
 Packet: D
 Permit #: 21376

Event Title: St. Pete Asian Lantern Festival Phone No.: _____ Fax No.: _____

Entity Name: Gulf to Bay Food Truck Association Federal I.D. Number: 46-4784426

Event Date(s): 9/15/2017 Location: Albert Whitted Park

Day 1 of Event: 9/15/2017 Time Gates Open: 6pm Ending Time: 10pm

Day 2 of Event: _____ Time Gates Open: _____ Ending Time: _____

Day 3 of Event: _____ Time Gates Open: _____ Ending Time: _____

Application Prepared by: Beata Browne Phone: 609-672-82726

Title: Treasurer Cell Phone: _____

Address: 8201 37th Avenue N City: St. Petersburg State: FL Zip: 33710

Email Address: gulftobayfta@gmail.com

Additional Contact Person: Maggie Loflin Day Phone: 727-667-7001

What month/year were you incorporated as nonprofit? 01/27/2014

List all 501(c)3 entities that will benefit from this event. Gulf to Bay Food Truck Association

Name of the for-profit entity? _____

Describe how this event will contribute to the quality of life in and enhance the image of St. Petersburg.

Food truck events always bring a great sense of community as well as fun. They bring many different types of people all together for an evening of fun and food. St. Pete already has a great image of being on the cutting edge and more "in tune" to what the public seeks and this just helps add to the repertoire of that image.

Describe what economic benefit and impact this event will bring to St. Petersburg.

Benefits include creating a wonderful free community event for all ages to enjoy. We also will be utilizing small businesses in the St. Pete area including but not limited to, local ice company, local alcohol delivery, local table and chair rental company and more. We employ city staff (police and parks and rec) which brings additional revenue to the city workers. We will have at least half of the food trucks who are from St. Pete, as well as additional staff hired for the day to work the event local to the St. Pete area. We are the epitome of eat local. Some attendees may not be from St. Pete but may come just for the occasion of participating in the event and may then filter out and go into other businesses in the area, to continue celebrating all things local, so it will help with additional revenue to all the surrounding businesses.

Each co-sponsored entity must possess liability insurance naming the City of St. Petersburg as an additional insured and secure said insurance in the amount determined by the City.

Does your group presently have liability insurance? YES NO How much? _____

Are there plans to sell or distribute beer/wine at your event? YES NO

Will there be an admission / registration fee? YES NO Advanced Fee: _____ Day of: _____

Please provide the website address for your event. FB: https://www.facebook.com/events/1858715594391995/?

Please provide a phone number that can be advertised to the public. 813-720-7060

What is the estimated attendance for this event? Spectators 5000 Participants 100 Last Year's Total Attendance NA

Please check the equipment and/or facilities you are requesting.

Recreation Equipment

Showmobile (Yes/No) no

Bleacher(s) needed. Each bleacher approx. 180 people)

Tables (6 ft) # needed 10 Chairs # needed 50

Public Address System

of portable risers needed (4 in. x 8 in. x 16 in. sections)

Special Events Facilities

Mahaffey Theater

Coliseum

Sunken Gardens

Boyd Hill

Non-City Locations

Which Location?

The following departments may provide and charge for additional services. You will be provided cost estimates in your Co-sponsored Agreement.

POLICE: Public Safety Personnel, Marine Services

TRAFFIC: Personnel, Equipment (cones, barricades, no parking signs)

FIRE: Paramedics, Inspectors

PARKS SERVICES: Cleanup Personnel, Dumpster(s), Trash Receptacles, Event Site Preparation and Restoration

RECREATION SERVICES: On-site Presence, Logistics Help, Liaison with Other Departments

Note: The City does not provide tents, Port-O-Lets, or large quantities of tables and chairs.

I certify that the event will be open to all citizens and that individuals will not be barred from participation due to race, creed, color, national origin, sex, age, or physical impairment. I understand that a financial report of the event is due in the Parks and Recreation office within 30 days of the completion of the event. I also understand that the City is to be shown as a co-sponsor on any promotional materials produced for the event. I agree to obtain the required liability insurance and to secure all necessary city/county/state permits/licenses. I further certify that the facts contained in this application are accurate.

Name: Beata Browne Title: Treasurer Date: 8/23/17

Co-Sign: Maggie Loflin Title: President Date: 8/23/17

- NOTE: a. **If person/entity preparing this application is not representing a nonprofit entity, the application must be co-signed by someone from a sponsoring nonprofit entity. A copy of the sponsoring entity's 501(c)3 designation must accompany this application.**
- b. **If your entity has outstanding financial obligations with any department within the City of St. Petersburg, your application will not be processed until debt is paid.**
- c. **Applications lacking information or the required completed appendixes listed below will not be processed.**

PLEASE ATTACH THE FOLLOWING

1. Route map for parade, run, walk, and/or bike event.
2. Site map of event and detail schedule of each day's events including open and close times.
3. Complete Appendix B and Appendix C.
4. Check for \$30.00 for co-sponsored application processing (non-refundable).
5. Check for park permit fee. See Appendix A for fee structure.
6. A copy of 501(c)3 designation (if applicable)

FOR FURTHER INFORMATION, PLEASE CALL LYNN GORDON, PARKS & RECREATION MANAGER,
727-893-7766 or EMAIL: StPeteEvents@stpete.org



PARKS & RECREATION DEPARTMENT
CO-SPONSORED EVENTS
SUMMARY SHEET



Review and check all conditions which apply to this event: Note the corresponding obligation for each condition.

<u>Condition</u>		<u>Obligation</u>
<input checked="" type="checkbox"/>	Public Invited	General Liability Insurance
<input checked="" type="checkbox"/>	Located in Park	Park Permit
<input type="checkbox"/>	Vending Product / Merchandise Sales	Occupational License
<input checked="" type="checkbox"/>	Vending Food / Beverage	Health Inspection
<input type="checkbox"/>	Vendors / Exhibitors	How many? _____
<input checked="" type="checkbox"/>	Vending Beer / Wine	Alcohol Permit Additional insurance Required
<input checked="" type="checkbox"/>	Erecting Tents - Larger than 10ft x 12ft	How many? _____ Temporary Structure Permit
<input checked="" type="checkbox"/>	Fence Installation	What type? _____ Temporary Structure Permit
<input type="checkbox"/>	Other Structures	What structure? _____ Temporary Structure Permit
<input type="checkbox"/>	Open Flame Food Preparation	Fire Inspection Permit
<input type="checkbox"/>	Pyrotechnics	Fireworks Permit
<input type="checkbox"/>	Require Street Closure	Parade or Street Closure Permit(s)
<input type="checkbox"/>	VIP Area	
<input checked="" type="checkbox"/>	Staging	<input type="checkbox"/> Professional <input type="checkbox"/> Showmobile <input type="checkbox"/> Other
<input type="checkbox"/>	Amplified Sound	<input type="checkbox"/> Performers <input type="checkbox"/> Announcement Only
<input checked="" type="checkbox"/>	Security	<input type="checkbox"/> Daytime - Private <input type="checkbox"/> Overnight - Private <input checked="" type="checkbox"/> Event Time Frame - SPPD
<input checked="" type="checkbox"/>	Sanitary Facilities - Port-O-Lets	Regular Units 10 Disabled Units 2 Hand Washing 2
<input checked="" type="checkbox"/>	Off-site Parking / Shuttle	
<input type="checkbox"/>	Semitruck / Tractor Trailer	

Marketing: Please check all that apply.

- | | |
|--|---|
| <input type="checkbox"/> Invitations | <input checked="" type="checkbox"/> Radio |
| <input checked="" type="checkbox"/> Posters / Flyers | <input type="checkbox"/> Television |
| <input checked="" type="checkbox"/> Newspaper / Internet | <input type="checkbox"/> Remote Broadcast |

City logo should be used in any promotional materials, posters, flyers, ads, website, public service announcements, and press releases.

Electrical Requirements:

Does your event require any power needs using more than the standard 110/20amp located in the parks? YES NO

If YES, check all that apply. RV'S Coffee Vendors Ice Bins Freezers Ice Cream Vendors Catering Trucks
 Other:

Please explain the details of the above items checked. Tell us how much and what type of power they would require.

Will you supply your own generators? YES NO

Will your event have a licensed electrician on-site during the event? YES NO If YES, who?

Will your event be requesting any variances from City policies or procedures? If YES, please explain.

If City permits, licenses, or services are required for event, who will pay for them?

Name: Gulf to Bay Food Truck Association Phone: 813-720-7060

Address (including zip): 8201 37th Avenue N, St. Petersburg, 33710

Type of music, # of stages, and # of bands.

Live Band, one stage

List Vending Products. Name & Provider.

NA

For Use of Beer/Wine - Please provide name, address and phone number of the sponsoring 501(c)3 or catering company.

We will carry our own liquor license for the event.

Explain subject/purpose of all speeches/demonstrations which will occur.

NA

Discuss your load in/load out parking needs, include times and dates.

We will need parking for the attendees on 9/15/17 friday. We will need to have the park area block off as early as possible, on the day of the event until the crowds disperse at the end of the event at 10pm.

Other Comments: Please describe your fee structure.

Other comments:

I represent and warrant that the purpose of the proposed activity/event and conduct of the sponsor(s) and the participants shall conform to all requirements of law and all ordinances of the State of Florida, Pinellas County, and the City of St. Petersburg including, but not limited to, City noise ordinances and Parks and Recreation Department Policies and Procedures. I acknowledge that failure to observe such laws, ordinances, or policies and procedures will result in an immediate cancellation of the event and all permits.

WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, I ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND THE PARKS AND RECREATION DEPARTMENT POLICIES AND PROCEDURES PERTAINING TO THE USE OF PARKS AND THE PARK RULES SET FORTH IN ARTICLE II, CHAPTER 21, OF THE ST. PETERSBURG CITY CODE, INCLUDING BUT NOT LIMITED TO THE INDEMNIFICATION AND INSPECTION OBLIGATIONS ASSUMED BY ME AND THE PERSON OR ENTITY ON WHOSE BEHALF THIS APPLICATION IS BEING MADE.

I certify that the facts contained in this application are accurate.

Name: Beata Browne Title: Treasurer Date: 8/23/17

Appendix A

Co-Sponsored Event Park Fee Structure

- * Events in Vinoy Park will be assessed \$300.00 per event day (e.g., 1 day event = \$300.00, 2 days = \$600.00, 3 days or more = \$900.00.) This includes the \$30.00 park permit fee.
- * Events in any other park will be assessed \$200.00 per event day (e.g., 1 day event = \$200.00, 2 days = \$400.00, 3 or more days = \$600.00). This includes the \$30.00 park permit fee.
- * The above fees will be due at the time you submit your application plus the \$30.00 co-sponsored application fee.
- * All co-sponsored event applications must be submitted at least 6 month prior to the event.
- * Any application for a co-sponsored event submitted inside the six (6) month time frame will be assessed a non refundable **\$1,200.00** late fee.
- * **The City requires payment in advance for all City services estimated and/or provided for first time events and one of a kind nonrecurring events.**
- * **Payment will be required at least ten (10) business days prior to the start of the event and shall be in the form of cash, certified check, or an irrevocable bank letter of credit.**
- * **All first time entities requesting events will be required to complete a credit application.**



Appendix B President or CEO Responsible Party Information

Please complete the information below for each responsible party.

Name of the **Nonprofit** Corporation: Gulf to Bay Food Truck Association

Name of Responsible Party (President or CEO ONLY): Maggie Loffin

Title of Responsible Party: President

Physical Address of Responsible Party: 8201 37th Avenue N, St. Petersburg, FL 33710

Phone Number of Responsible Party: 813-720-8060

Email Address of Responsible Party: gulftobayfta@gmail.com

Nonprofit (Employee Identification Number): 46-4784426

Name of the **For-profit** Corporation:

Name of Responsible Party (President or CEO ONLY):

Title of Responsible Party:

Physical Address of Responsible Party:

Phone Number of Responsible Party:

Email Address of Responsible Party:

For-profit (Employee Identification Number)

Please include a copy of the the current IRS Nonprofit Affidavit / For Profit



**APPENDIX C
STATEMENT OF REVENUE AND EXPENSES FORM
PRIOR YEAR'S EVENT
(Must be completed)**

Name of Event: St. Pete Asian Lantern Festival
Date(s) of Event: 9/15/17 -

I. REVENUE SOURCES (attach sheet if more space is needed)

Amount

1.	NA, first time for this event in this format	NA
2.		
3.		
4.		
5.		
6.		
7.		
8.		
TOTAL GROSS REVENUE		

II. EXPENSES (attach sheet if more space is needed)

1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
TOTAL OPERATING EXPENSES		
TOTAL NET INCOME		

III. ALLOCATION OF NET INCOME (attach sheet if more space is needed)

1.		
2.		
3.		
4.		
5.		
6.		
TOTAL ALLOCATION OF NET INCOME		

Prepared by: Beata Browne Date: 8/20/17



Exempt Organizations Select Check

[Exempt Organizations Select Check Home](#)

990-N (e-Postcard) filer information

Tax Period:

2015 (02/01/2015 - 01/31/2016)

Employer Identification Number (EIN):

46-4784426

Legal Name:

GULF TO BAY FOOD TRUCK ASSOCIATION INC

Mailing Address:

5450 Bruce B Downs Blvd 227
Wesley Chapel, FL 33544
United States

Doing Business As:

Gross receipts not greater than:
\$50,000

Organization has terminated:

No

Principal Officer's Name and Address:

Amy Laffey
5450 Bruce B Downs Blvd 227
Wesley Chapel, FL 33544
United States

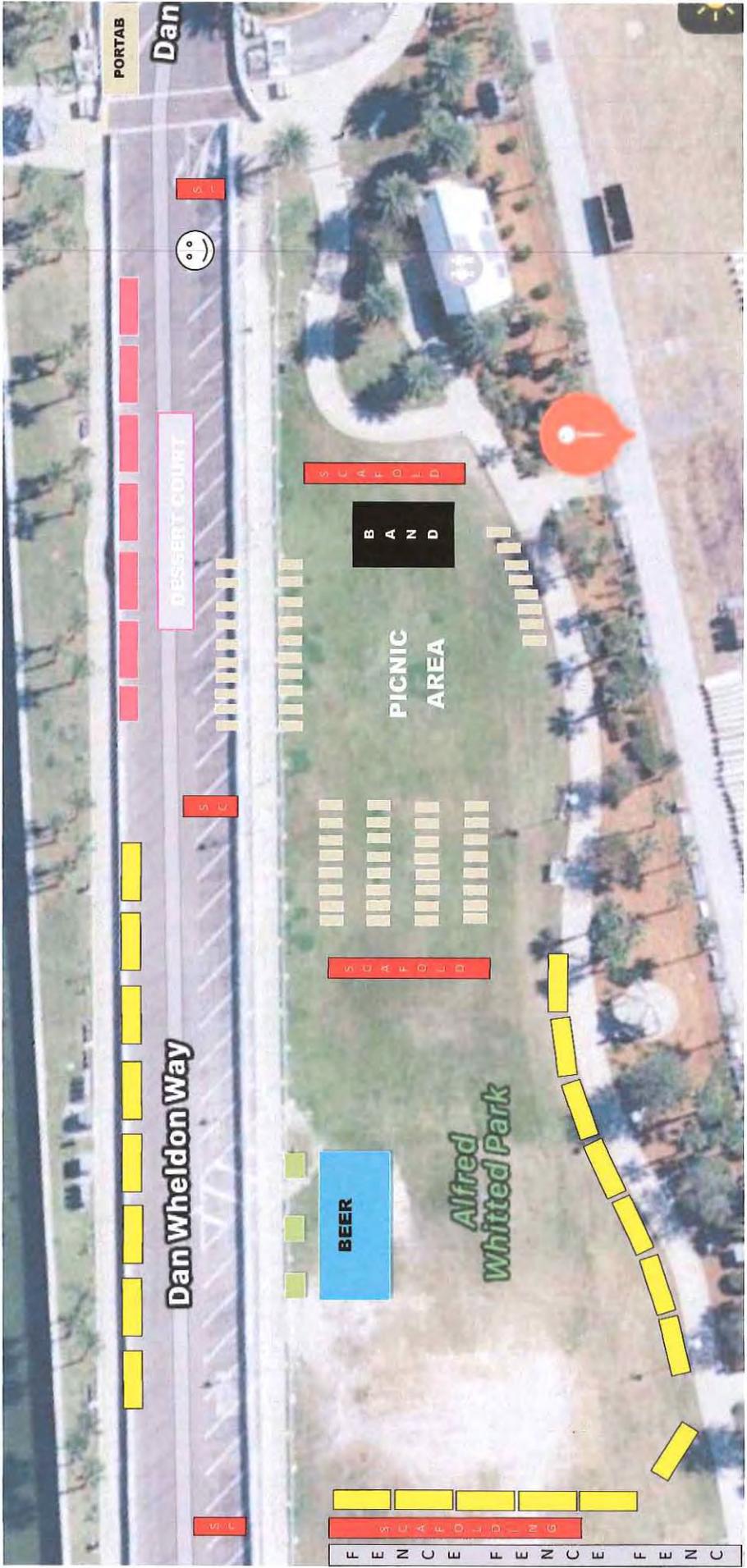
Website URL:

www.gulftobayfta.org

Related 990-N (ePostcard) Filings:

If the organization has filed additional Forms 990-N (e-Postcards), [link\(s\)](#) to additional e-Postcard filings are displayed below. Click on the [link\(s\)](#) to see the information included in those filing(s).

[Tax Year 2014](#)



FOOD TRUCKS
 DESSERT TRUCKS
 SPONSORS
 TABLES
 ☺ GAMES



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /

Detail by Entity Name

Florida Not For Profit Corporation
GULF TO BAY FOOD TRUCK ASSOCIATION INC.

Filing Information

Document Number N14000001027
FEI/EIN Number 46-4784426
Date Filed 01/27/2014
State FL
Status ACTIVE

Principal Address

8201 37th Ave N
St Petersburg, FL 33710

Changed: 01/10/2017

Mailing Address

8201 37th Ave N
St Petersburg, FL 33710

Changed: 01/10/2017

Registered Agent Name & Address

Dolan, Andrew D
8201 37th Ave N
St Petersburg, FL 33710

Name Changed: 01/10/2017

Address Changed: 01/10/2017

Officer/Director Detail

Name & Address

Title V

LOFLIN, MARGARET R
7101 BURLINGTON AVE N
ST. PETERSBURG, FL 33710

Title Treasurer

Dolan, Andrew

8201 37th Ave N
St Petersburg, FL 33710

Title Secretary

Browne, Beata M
2305 S Thixton Ct
Tampa, FL 33629

Annual Reports

Report Year	Filed Date
2015	04/22/2015
2016	04/28/2016
2017	01/10/2017

Document Images

01/10/2017 -- ANNUAL REPORT	View image in PDF format
04/28/2016 -- ANNUAL REPORT	View image in PDF format
04/22/2015 -- ANNUAL REPORT	View image in PDF format
01/27/2014 -- Domestic Non-Profit	View image in PDF format



Contract/Permit

Contract #: 21376
Date: 25 Aug 2017

User: DWBurns
Status: Firm

GULF TO BAY FOOD TRUCK ASSOCIATION INC.
BEATA BROWNE
8201 37TH AVE N
ST PETERSBURG FL 33710 USA

Primary #: (602) 672-8272
Secondary #: (727)
Other #: ()

Purpose of Use: ST PETE ASIAN LANTERN FESTIVAL
Expected: 4,000
Co-Sponsored Event
Contract Balance \$230.00

Conditions of Use: Insurance Required

Other Information:

Use of beer and wine Yes
Use of fencing Yes
Use of liquor No

Date(s) and Time(s) of Use: Starting: Thu 14 Sep 17 06:00 am Ending: Sat 16 Sep 17 12:00 pm

Table with columns: Facility/Equipment, Day, Date, Time, Fee, Extra Fee, Tax, Total. Row 1: Albert Whitted Park, Thu, 14 Sep 2017, 06:00 AM, \$0.00, \$200.00, \$0.00, \$200.00. Row 2: Park, 16 Sep 2017, 12:00 PM.

Additional Fees:

Table with columns: Extra Fee, Quantity, Charge, Tax, Total. Rows for Co-Sponsored Application Fee and Co-Sponsored Park Permit Fee.

Charges:

Summary table with columns: Fees, Extra Fees, Tax, Total, Deposit, Total Applied, Contract Balance, Account Balance.

Rental charges are due according to the following schedule:

Table with columns: Date, Amount. Row: Thursday, Aug 31, 2017, \$230.00

Payments:

Additional Notes:

I have read this Agreement and agree to comply with the terms and conditions set forth in this Agreement. I also understand this Agreement is not final until approved and executed by the Parks and Recreation Superintendent or designee.

By: (Sign Name)
(Print Name) BEATA BROWNE
GULF TO BAY FOOD TRUCK ASSOCIATION INC.
Name of User Organization, If Applicable

CITY OF ST. PETERSBURG, FLORIDA

By: (Sign Name)
Parks and Recreation Superintendent
(Print Name)
Parks and Recreation Department

Contract #: 21376
Date: 25 Aug 2017

User: DWBurns
Status: Firm

_____ Supervisor II / Foreman	<input type="checkbox"/> Approved or	<input type="checkbox"/> Rejected	Date: _____
_____ Manager	<input type="checkbox"/> Approved or	<input type="checkbox"/> Rejected	Date: _____
_____ Manager	<input type="checkbox"/> Approved or	<input type="checkbox"/> Rejected	Date: _____

The Americans with Disabilities Act (A.D.A.) guarantees equal opportunity for people with disabilities. Special accommodation requests such as sign language interpreters, taped or Braille materials, assistive listening devices, etc., should be made at least one week prior to the activity or program. Individuals using TTD devices, please contact us using the Florida Relay Service at 800-955-8771.

Rally Around Town Food Trucks – From Concept to Today

- Began with a concept on the Pier approach in 2014 with Gulf to Bay Food Truck Association
 - 3-4 trucks monthly, 50-150 attendees, held approximately 8 rallies at the Pier approach
- Zoning had just developed rules prohibiting food trucks in the downtown core:

Basic area was: 5th Ave N to 5th Ave S, waterfront to 18th St/1275

- Pending demolition of the Pier resulted in full closure of the pier approach necessitating the need to locate a new venue
- April 2015, 1st Rally Around Town Food Trucks held at the Port of St Pete

Goals in moving the rallies to the Port of St Pete:

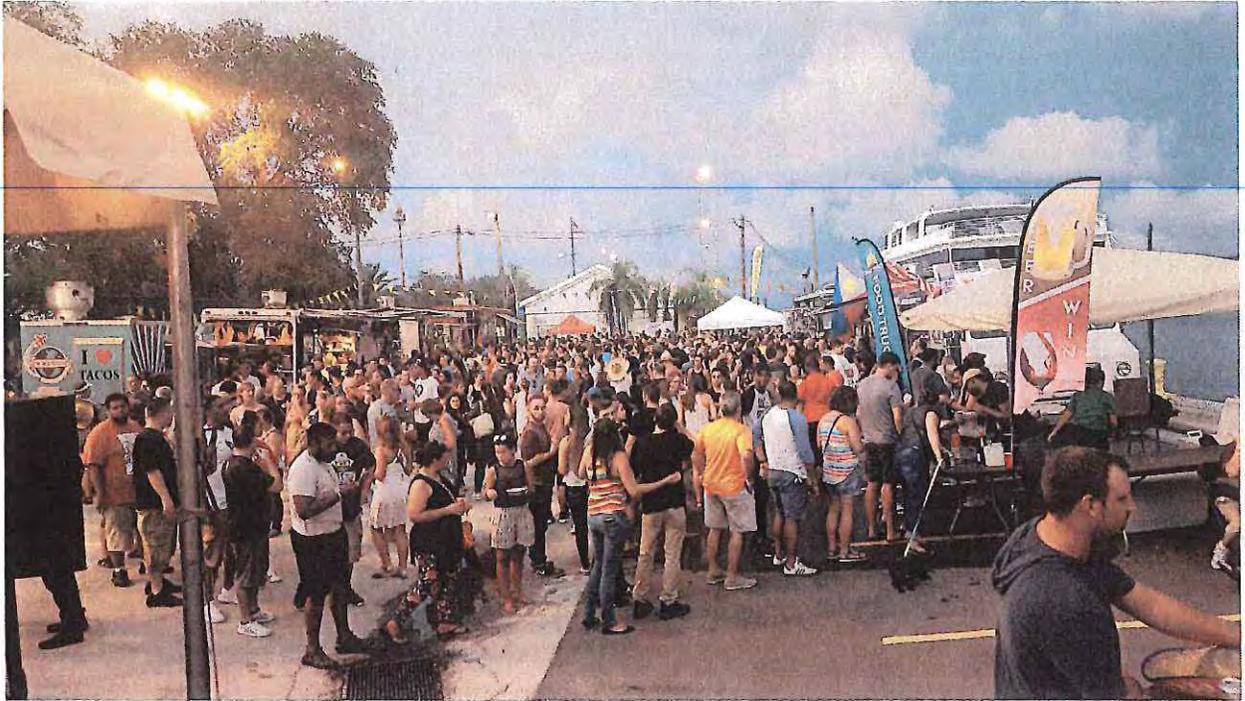
- attract people to the port,
- create awareness of the coming Marine Exploration Center,
- create awareness of the ongoing marine research district,
- showcase Coast Guard sector St Pete operations,
- visiting marine research vessels

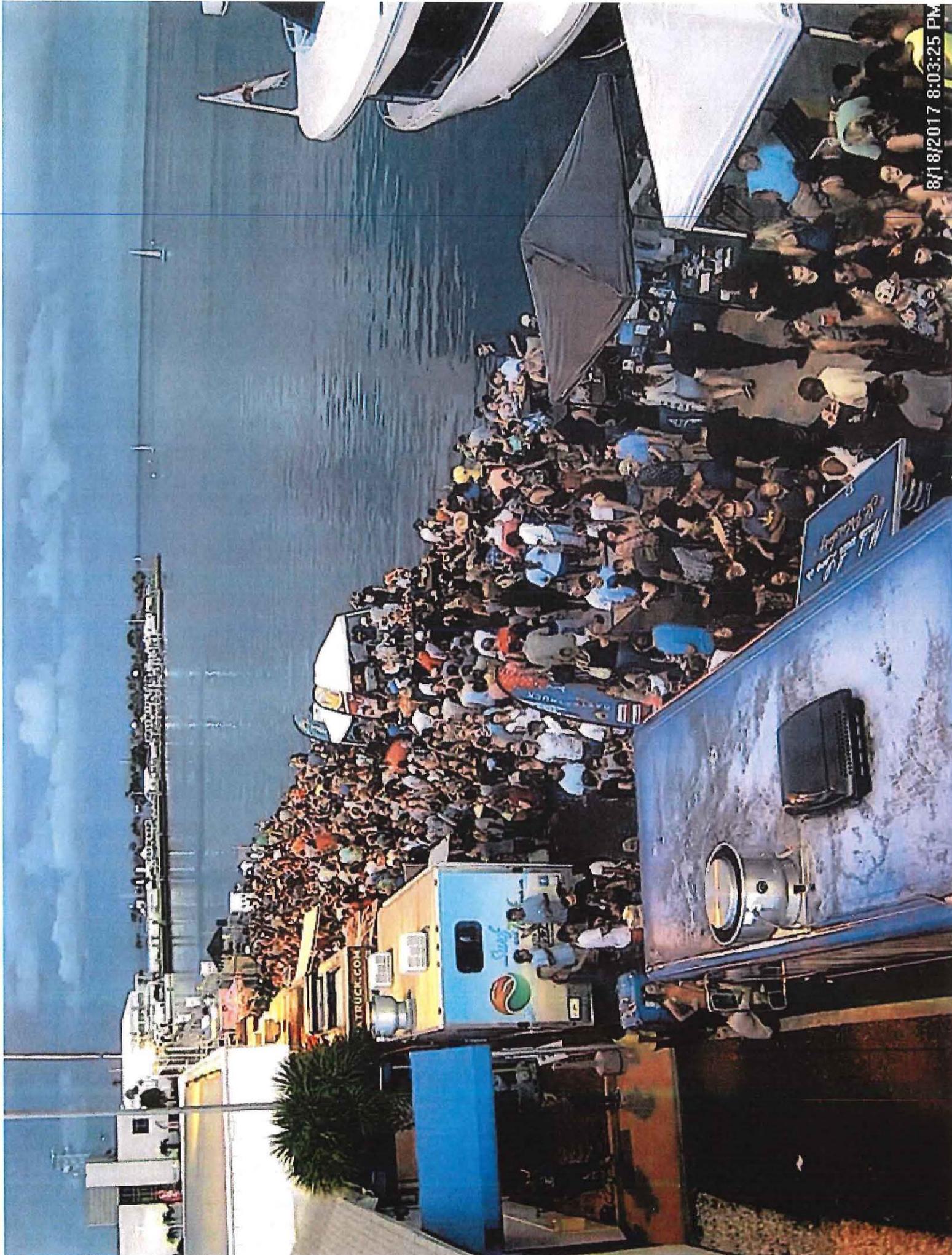
- Began with 4-5 food trucks, approx. 100 attendees, gradually added more trucks
- Continued for the next couple months, suspend rallies during summer and USFSP break
- Resumed in the fall, were they experienced a number of rain out events
- During the fall of 2016 GTBFTA board makes strategic commitment to Rally Around Town
- 2017 events have been themed, increased marketing efforts, resulting in attendance showing continuous growth
- Today the Rally Around Town event has demonstrated repeated attendance exceeding 2,000 attendees, to the most recent event August 18th, estimated to be 4,000 attendees with 22 trucks, live band, DJ, sponsors
- It is estimated that over 20,000 people have visited Port of St Pete during the food truck rallies exposing them to the port and the forthcoming Marine Exploration Center
- GTBFTA manages the food truck vendors and works on a rotating schedule with them to expose these small businesses to greater opportunities
- With this demonstrated “proof of concept” and increased attendance in both people and food truck vendors, sponsors, and guest experiences, we believe the Port of St Pete location can no longer safely support the Rally Around Town Food Truck event
- It is recommended that the event be relocated to Albert Whitted Park and supported through the Co-Sponsored Process for future events beginning, September 15th, 2017

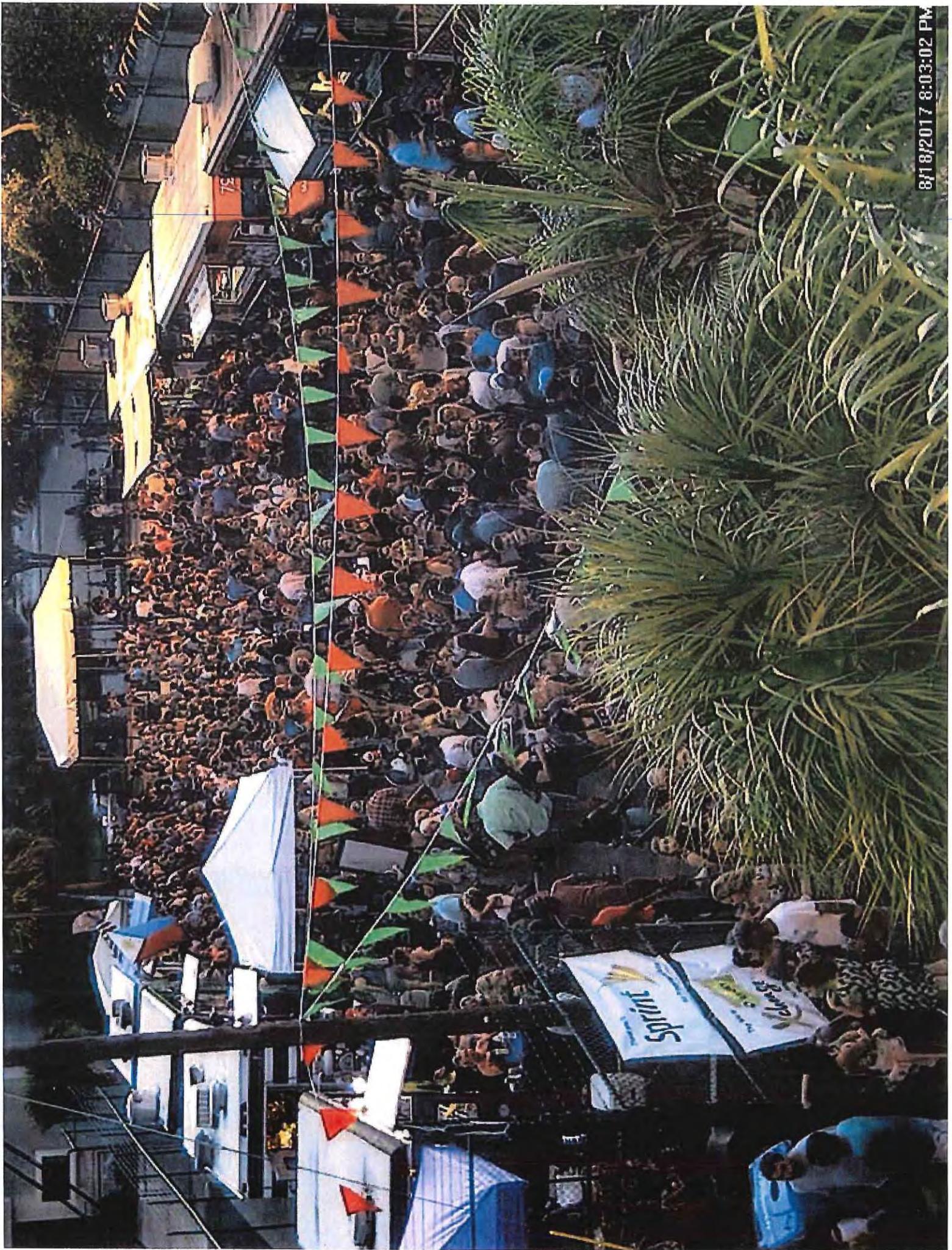


4/10/2015 6:39:34 PM 10.67.5.163









8/18/2017 8:03:02 PM

Serving Tampa and St. Petersburg, Florida

Tel: 813-720-7060

gulftobayfta@gmail.com

"Gulf to Bay is the Way"

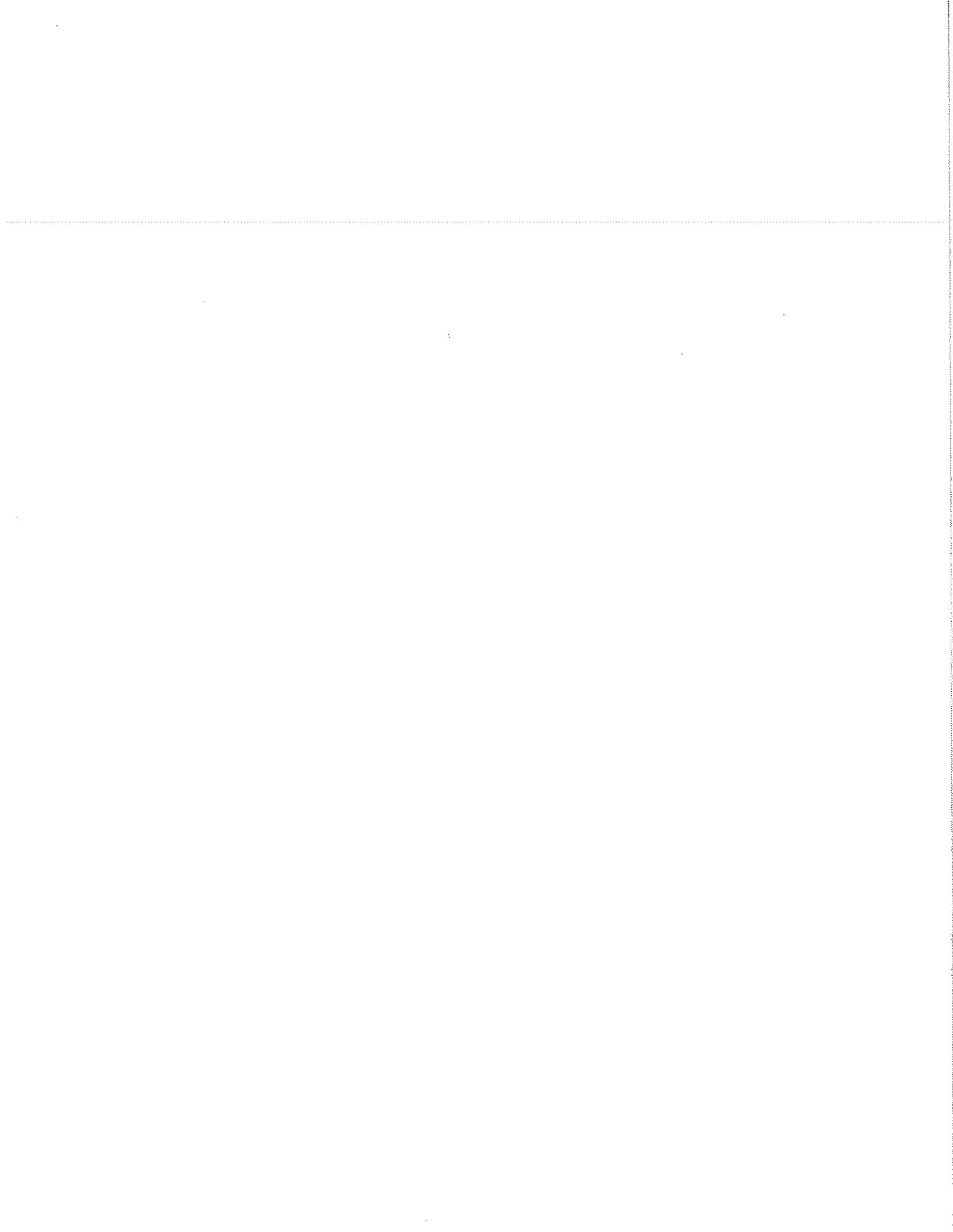
Gulf to Bay Food Truck Association



HOME ABOUT US HOW WE WORK & MORE MEMBERSHIP CONTACT US CURRENT MEMBERS MORE

Upcoming Events





Tony Leno

From: Walter S. Miller
Sent: Monday, August 21, 2017 1:49 PM
To: Tony Leno
Cc: Alan DeLisle; Joe F. Zeoli; Clay D Smith; Joan M. McGowan; David Wirth
Subject: RE: Port Food Truck Rallies

Thanks Tony.

Looking forward to learning, later this week, of the new venue for the Food Truck Rallies.

Best Regards,
Walt
X7820

Walter S. Miller
Marina & Port Manager
City of St. Petersburg
e-mail: walter.miller@stpete.org
Office: 727-893-7820
Cell: 727-434-2905

From: Tony Leno
Sent: Monday, August 21, 2017 11:54 AM
To: Walter S. Miller <Walter.Miller@stpete.org>
Cc: Alan DeLisle <Alan.DeLisle@stpete.org>; Joe F. Zeoli <Joe.Zeoli@stpete.org>; Clay D Smith <Clay.Smith@stpete.org>; Joan M. McGowan <Joan.McGowan@stpete.org>; David Wirth <David.Wirth@stpete.org>
Subject: RE: Port Food Truck Rallies

Walt,

I agree on your assessment and success of the event at the port, topping it off with over 20,000 visitors to the port.

Today, I have begun the process of securing a larger space for the increased attendance coming to the monthly food truck around town rally events. Attendance has now continued to increase over the past three months confirming the proof of concept, the public wants to attend a monthly food truck rally in St Petersburg.

I will advise later this week on progress to secure a venue more suitable for the growth in size of the event.

Thank you and to your staff who have worked many hours to make the port available for the both the food trucks and the public that have attended.

TONY LENO

*Manager Event Recruitment and Management
City Development Administration
City of St Petersburg, City Hall
P.O. Box 2842
St. Petersburg, FL 33731*

727.893.7850

tony.leno@stpete.org

From: Walter S. Miller

Sent: Monday, August 21, 2017 10:30 AM

To: Tony Leno

Cc: Alan DeLisle; Joe F. Zeoli; Clay D Smith; Joan M. McGowan; David Wirth

Subject: Port Food Truck Rallies

Good Morning Tony:

Attached photos show the crowds at the Port for the August 18, 2017, food truck rally (one shot is of Lot #1 at the west end of the Port and the other is of the wharf (both captured at about 8:03 PM, 8/18/17).

Just following up on our discussion near the end of the Port Food Truck Rally on Friday, August 18, 2017. You advised that the venue is no longer large enough to accommodate the crowds and you said it should move in September 2017, to a larger venue (i.e. Albert Whitted Park).

The Port Food Truck Rally attendance on Friday (8/18/17) was estimated at approximately 3,500. It far exceeded last month, which was estimated at 3,000. The Food Truck Association, based upon social media response already, estimates that the September 2017 Rally will be even bigger -- simply overwhelming to know that we have actualized and far exceeded our hoped for goal (Community Engagement & Awareness) of bringing citizens and visitors to the Port for greater utilization of the Port, to learn about what we do at the Port (i.e. tours of vessels at the Port), to learn about the forthcoming Marine Exploration Center (which sets up a booth every month) and promote economic benefit (i.e. for St. Petersburg businesses such as Food Trucks). We estimate we have had almost 25,000 citizens and visitors come to the Port for the monthly Friday night food truck rallies over the past 2 ½ years (began April 2015).

You indicated that the rally has grown too big for the Port and needs to be moved to a larger venue for September 2017. I fully understand your concern and your desire to do this and I support your concern and agree with your assessment. Ironically, our unbelievable success has brought us to this point. We are grateful for having had the opportunity to work in partnership (with you and City staff, Food Truck Association, Marine Exploration Center, St. Pete Ocean Team and a number of others who promoted the event) to host the event at the Port as it has been very positive and beneficial for all.

I offer one potential idea to expand the area at the Port, but am not certain these steps will be adequate to accommodate the huge crowd that continually grows and grows, month after month:

1. Move all parking to USF lots -- however, USF will have to agree and fully support it -- need to confirm USF Parking will work with us
2. Expand the venue to include Lot #2 on the east side of the Port Terminal Building (propose a fee of \$500 to Food Truck Assoc. for Lot #2 use) -- also need Food Truck Assoc. to cover costs of dumpsters and restroom/trash dumping during event and clean-up afterwards
3. Expand into 8th Ave., SE, by blocking off 8th Ave., SE, allowing one lane on north side of road for airport and Coast Guard access (costs to be borne by Food Truck Assoc. -- which includes barrier set-up cost and Police cost (i.e. two additional Police)) -- we have met with Police and this seems relatively easy to do

Request confirmation, soon, as to the final decision by the City as to whether or not monthly food truck rallies will continue at the Port or be moved to a larger venue beginning September 2017, so we may take appropriate steps to prepare.

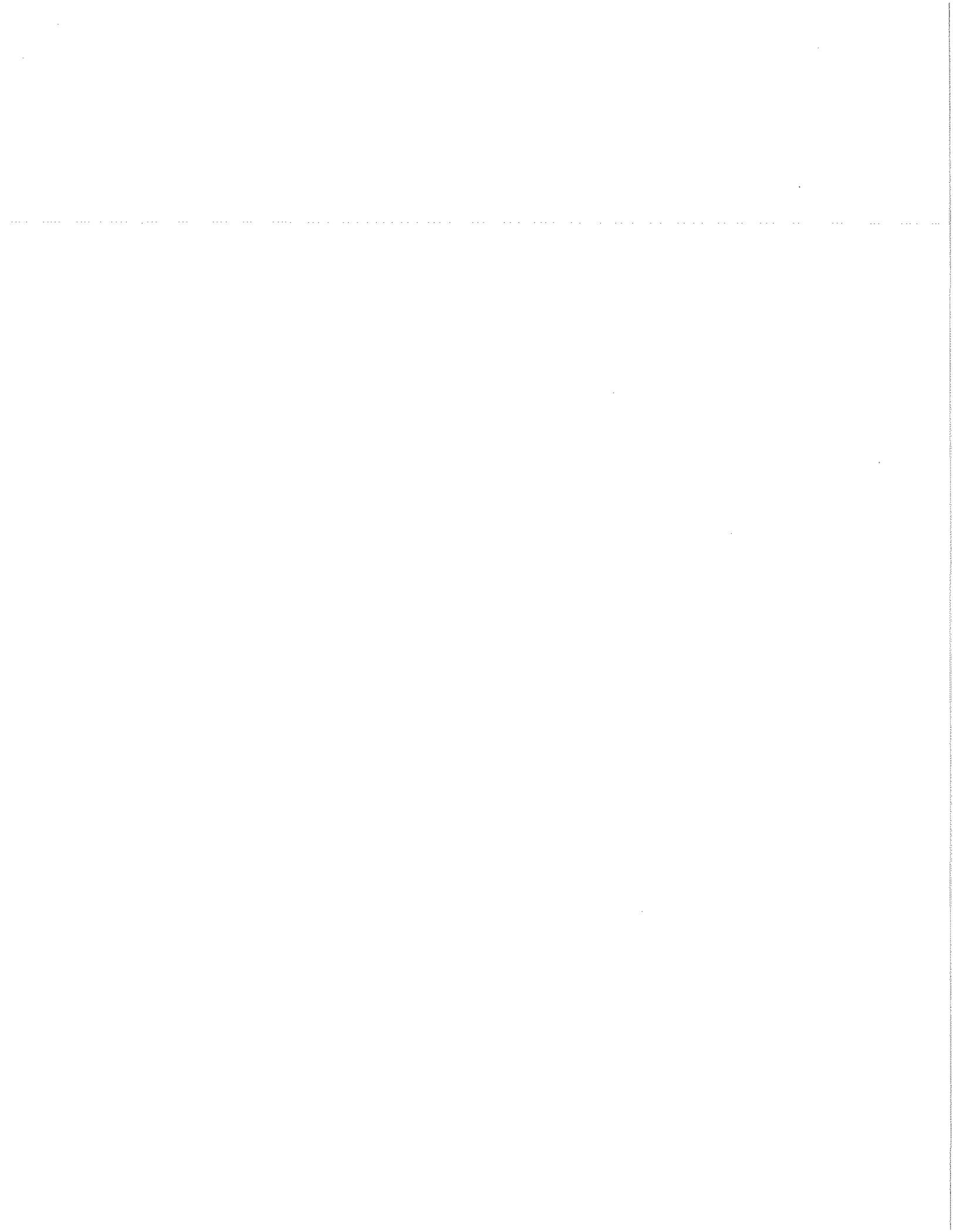
Thanks for your help and support Tony, through it all!

Regardless of the decision, the Food Truck rallies have been a kind of “proof-of-concept” for events at the Port. We will plan to continue to be a venue (i.e. uniqueness of a working waterfront venue, on the water which everyone loves, very close to the heart of downtown with the benefit of not being in the middle of downtown) for future appropriate events of the appropriate size.

General Comment: This is another example of the need for parking in this area of town (i.e. SRI, NOAA, USF, Port and future activity at the Port, Innovation District?, etc.).

Best Regards,
Walt
X7820

Walter S. Miller
Marina & Port Manager
City of St. Petersburg
e-mail: walter.miller@stpete.org
Office: 727-893-7820
Cell: 727-434-2905



Tony Leno

From: Walter S. Miller
Sent: Monday, August 21, 2017 4:27 PM
To: Tony Leno; Clay D Smith
Cc: Alan DeLisle; Joe F. Zeoli; Joan M. McGowan; David Wirth
Subject: FW: Port Food Truck Rally 8/18/17
Attachments: Lot1AugFT.bmp; WharfAugFT.bmp; Food Trucks 4.10.15.png

Clay and Tony:

Facebook feedback from our marketer, NSPR, concerning the capacity of the Port for the food truck rally is provided below.

Some customer input confirms the appropriateness of finding a larger venue for the food truck rally in September.

Regards,
Walt
X7820

Walter S. Miller
Marina & Port Manager
City of St. Petersburg
e-mail: walter.miller@stpete.org
Office: 727-893-7820
Cell: 727-434-2905

From: Brian Davenport [mailto:bdavenport@nspublicrelations.com]
Sent: Monday, August 21, 2017 4:03 PM
To: Walter S. Miller <Walter.Miller@stpete.org>; 'Jeannie Salameh' <jsalameh@nspublicrelations.com>; 'Tyler Sminkey' <tsminkey@nspublicrelations.com>; 'Jennifer Vickery' <jvickery@nspublicrelations.com>
Subject: RE: Port Food Truck Rally 8/18/17

Hi Walt,

Thank you for this amazing information! The contrast between those pictures really shows how far the Port has come. It'll definitely look great in a social media post. Quite a success indeed!

We wanted to make you aware of some of the feedback the Port has been getting on social media. Like last month, we've received a few 2-3 star reviews mostly concerned with the venue's capacity. We will respond appropriately and make it very clear that the City is already looking into a larger and more accommodating venue for the future!

Thank you,

Brian

Brian Davenport, national strategies pr

Office: (813) 865-3093 | Mobile: (727) 776-9007

3030 North Rocky Point Drive West, Suite 150, Tampa, FL 33607



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From: Walter S. Miller [<mailto:Walter.Miller@stpete.org>]

Sent: Monday, August 21, 2017 3:20 PM

To: Jeannie Salameh <jsalameh@nspublicrelations.com>; 'Tyler Sminkey' <tsminkey@nspublicrelations.com>; 'Brian Davenport' <bdavenport@nspublicrelations.com>

Subject: Port Food Truck Rally 8/18/17

Hi Jeannie, Tyler and Brian:

Attached photos of last Friday's Food Truck Rally at the Port. One shot is of the west parking lot and the other is looking down at the wharf, both take at 8:03 PM, 8/18/17. For comparison, I have also attached a photo from our very first food truck rally held 2 ½ years ago, on April 10, 2015.

Estimate 3,500 attended last Friday -- an overwhelming success!

The Port Food Truck Rally attendance on Friday (8/18/17) was estimated at approximately 3,500. It far exceeded last month, which was estimated at 3,000. The Food Truck Association, based upon social media response already, estimates that the September 2017 Rally will be even bigger -- simply overwhelming to know that we have actualized and far exceeded our hoped for goal (Port Community Engagement & Awareness) of bringing citizens and visitors to the Port for greater utilization of the Port, to learn about what we do at the Port (i.e. tours of vessels at the Port), to learn about the forthcoming Marine Exploration Center (which sets up a booth every month) and promote economic benefit (i.e. for St. Petersburg businesses such as Food Trucks). We estimate we have had almost 25,000 citizens and visitors come to the Port for the monthly Friday night food truck rallies over the past 2 ½ years (began April 2015).

It has gotten too big for our venue. City is looking for a bigger venue than the Port, for possibly as early as September 2017 -- will let you know if it will be held at the Port in September or somewhere else. Ironically, our unbelievable success has brought us to this point. We are grateful for having had the opportunity to work in partnership (with you, City staff, Food Truck Association, Marine Exploration Center, St. Pete Ocean Team and a number of others who promoted the event) to host the event at the Port as it has been very positive and beneficial for all.

Regardless, the Food Truck rallies have been a kind of "proof-of-concept" for events at the Port. We will plan to continue to be a venue (i.e. uniqueness of a working waterfront venue, on the water which everyone loves, very close to the heart of downtown with the benefit of not being in the middle of downtown) for future appropriate events of the appropriate size.

Thanks and Best Regards,
Walt

Walter S. Miller
Marina & Port Manager
City of St. Petersburg
e-mail: walter.miller@stpete.org
Office: 727-893-7820
Cell: 727-434-2905

[Your Sunshine City](#)

Tony Leno

From: Walter S. Miller
Sent: Friday, August 11, 2017 8:53 AM
To: Everyone
Subject: Port St. Pete Food Truck Rally -- Friday, August 18, 2017 -- 6 PM to 10 PM
Attachments: Parking Lots USF -- Food Truck Rallies.pdf

Hello Everyone:

Join us at Port St. Pete for our next Port Food Truck Rally, Friday, August 18, 2017, from 6 PM to 10 PM -- see the below "Port St. Pete August Newsletter" for more information. Additionally, attendance has grown dramatically at the food truck rallies -- thank you! Because attendance has grown, we are expanding parking availability into USF Parking Lots, along with the lots we typically use on 8th Ave, SE.

Please see below information about parking and especially how to access USF parking.

Hope to see you there!

Best Regards,
Walt Miller

Walter S. Miller
Marina & Port Manager
City of St. Petersburg
e-mail: walter.miller@stpete.org
Office: 727-893-7820
Cell: 727-434-2905

Food Truck Rally Parking:

You can use USF Parking Lots – However, there will not be parking attendants to assist with parking in USF Lots

Following describes how to use USF Lots:

Food Truck Rally guests who want to park in USFSP parking spaces will have to purchase a \$5 parking permit either from the machine in the garage (see attached map with red box around the words "Parking Garage") or on-line. The permit dispensing machine is located in the elevator lobby on the ground floor of the USFSP Parking Garage. The permit dispensing machine in the garage accepts \$1 and \$5 dollar bills, as well as Visa and MasterCard credit cards. Electronic parking permits for guests are available on-line from the link below and can be printed at home and placed on the dashboard of your vehicle.

https://usfsp.t2hosted.com/cmn/auth_ext.aspx

See attached map: With a valid USFSP parking permit guests can park on the **Peninsula** around the Marine Science Laboratory building (P6, P7 and P8 on attached map). Or, in Parking Lots #2 and #5 (P2 and P5 on attached map).

Attendees of the Food Truck Rally can also park on Levels 2-5 in the USFSP Parking Garage (see attached map with red box around the words "Parking Garage").

Note: It's important to note that vehicles that are parked without a current and valid USFSP parking permit displayed on their vehicle's dashboard will run the risk of receiving a \$30 parking citation. Please remember to place the parking permit on your dashboard.

For Port Lots – There will be parking attendants to assist with parking in Port Lots along 8th Ave., SE -- parking is \$5

Note: There is limited free street parking. However, some street areas are marked as "No Parking" and some street areas are metered. These areas are enforced.



Captains Invited for Private Marine Research Tour

Captains who dock at Port St. Pete are invited to a private tour to learn more about the seas they navigate every day. From exploring research vessels firsthand to learning the ins and outs of how scientists measure and evaluate the constant fluctuations in the ocean, captains and crews can explore the water in a new way at the University of South Florida (USF) College of Marine Science facility.

MOBILE FOOD TRUCKS

Application No. _____



st.petersburg
www.stpete.org

Included in this packet:

1. List of Required Submittals
2. Application Form
3. Information Sheet
4. Downtown Map

List of Required Submittals

Only complete applications will be accepted:

- Completed application form
- Application fee (\$170 first year, \$85 annual renewal fee)
- Department of Business and Professional Regulation
Division of Hotels and Restaurants, or Florida Department of
Agriculture, "License" for mobile vending
- Proof of Insurance
- Photographs of the mobile food truck depicting all sides of the
vehicle (for new applications)
- Vehicle Identification Number (VIN)

Supplemental Information

- Visit <http://www.myfloridalicense.com/dbpr/hr/index.html> for the most current regulations from Florida Division of Hotels and Restaurants.
- Visit <http://www.freshfromflorida.com/Divisions-Offices/Food-Safety> for the most current regulations from Florida Division of Food Safety (Agriculture).

Note: Obtaining an annual mobile food truck permit does not exempt the holder from complying with all requirements of City Code Section 16.50.440.

These regulations exclude a contractual or other private arrangement between a mobile food truck and an individual or group that wishes to have food catered to a specific location and which is not open to the public.

Completeness review by city staff: _____

Planning and Economic
Development Department

Development Review
Services Division

<http://www.stpete.org/LDR>

City of St. Petersburg
P.O. Box 2842
St. Petersburg, FL 33713
727 - 893-7471

Last Updated: 9-14-2016



Cashier Validation

MOBILE FOOD TRUCKS

Application No. _____

All applications are to be filled out completely and correctly. The application shall be submitted to the City of St. Petersburg's Planning and Economic Development Department, located on the 1st floor of the Municipal Services Building, One Fourth Street North, St. Petersburg, Florida.

GENERAL INFORMATION

Name of Applicant:

Street Address:

City, State, Zip:

Telephone No:

Email Address:

Website:

VEHICLE INFORMATION

Business Name:

Vehicle Identification Number (VIN):

State License, No. for Mobile Food Dispensing Unit:

State License, Date Issued:

State License, Expiration Date:

REQUEST

To operate on private property: Yes No

To operate on public rights-of-way: Yes No

AUTHORIZATION

By signing this application, the applicant affirms that all information contained within this application packet has been read and that the information on this application is accurate. The applicant certifies that he/she has read City Code Section 16.50.440 regulating the operation of mobile food trucks and understand that issuance of an annual mobile food truck permit does not exempt the holder from complying with all requirements of the City Code. Filing an application does not guarantee approval.

NOTES: 1) It is incumbent upon the applicant to submit correct information. Any misleading, deceptive, incomplete or incorrect information may invalidate your approval.

Signature of Applicant: _____ Date: _____

OFFICIAL USE ONLY

PRE-APPROVED	TYPE OF TRUCK	FINAL APPROVAL
Requires Pre-Approval Authorization	Class I Mobile Kitchen	Requires Final Approval STAMP
	Class II Canteen Truck	
	Class III Ice Cream Truck	

The Application:

- **State License:** A copy of the state permit for a mobile food dispensing vehicle is required and must be approved prior to approval to vend in the City of St. Petersburg.
- **Insurance:** Include a certificate of insurance demonstrating the following (contact the Risk Management Division with specific questions at 727-893-7582):
 - If operating in the street (right-of-way):
Commercial General Liability Insurance
-\$1,000,000 per Occurrence
-\$2,000,000 General Aggregate
*Must name the City as "additionally insured".
 - Automobile Liability
-\$300,000 Combined Single Limit
 - Proof of Workers Compensation as required by Florida law (if more than 3 employees).
- **Business Tax:** A separate City of St. Petersburg Business Tax License is required for each mobile food truck and must be obtained as part of the permit process.

The Permit/Fees:

- The permit fee is \$170 for the first year and \$85 for annual renewals of existing permits.
- The annual Business Tax License fee is \$65.
- Permits expire at the end of the fiscal year for which they are issued (September 30th).

The Truck (or Trailer):

- A mobile food truck is a vehicle which is used to vend food and beverage products and is classified as one of the following:
 - o **Class I—Mobile kitchens.** In addition to the vending of products allowed for class II and class III mobile food trucks, these vehicles may cook, prepare and assemble food items on or in the unit and serve a full menu.
 - o **Class II—Canteen trucks.** These vehicles vend fruits, vegetables, hot dogs, pre-cooked foods, pre-packaged foods and pre-packaged drinks. No preparation or assembly of foods or beverages may take place on or in the vehicle, however, the heating of pre-cooked foods is allowed. A cooking apparatus or grill top for the heating of pre-cooked foods is permitted so long as it complies with state regulations. These vehicles are limited to providing catering services to employees at a specific location and do not advertise

for customers, except as may be allowed by a City issued permit.

- o **Class III—Ice cream trucks.** These vehicles vend only pre-packaged frozen dairy or frozen water-based food products, soft serve or hand-dipped frozen dairy products or frozen water-based food products and pre-packaged beverages. If vending in the street (right-of-way) only this permit does not apply – please contact the City's Police Department to obtain a Peddler's Permit.

The Locations:

- Vending on private property may occur with the property owner's consent on properties located within zoning districts allowing retail uses or restaurants and bars (CRT-2, CCT-1, CCT-2, CCS-1, CCS-2, CCS-3, RC-1, RC-2, RC-3, IC(I)).
- To check the zoning designation of a property, visit www.stpete.org/LDR.
- On private property mobile food trucks can operate a maximum of two days per calendar week. A food truck may operate 7 days a week at different locations, but one location may only host a food truck up to two days per week.
- In Downtown Center zoning districts mobile food truck vending in the street (right-of-way) is prohibited (see attached map for downtown location restrictions).
- Mobile vending is not allowed on city park land (except as part of an approved special event).
- Operation of a food truck is prohibited on vacant and undeveloped property, except when located in a CCT-2 zoning district.
- No more than two mobile food trucks shall operate on any property at any one time, except as may be allowed by a City issued permit (such as a Food Truck Rally permit).

Operation:

- When vending in the street (right-of-way) a Class I mobile food truck may stop, stand or park in any area of the right-of-way not provided for vehicular travel (e.g. parking spaces). Food trucks may not block travel lanes.
- Open flame cooking is prohibited.
- No tables, chairs or other furniture or equipment (other than the mobile food truck) shall be placed in the street (right of way).

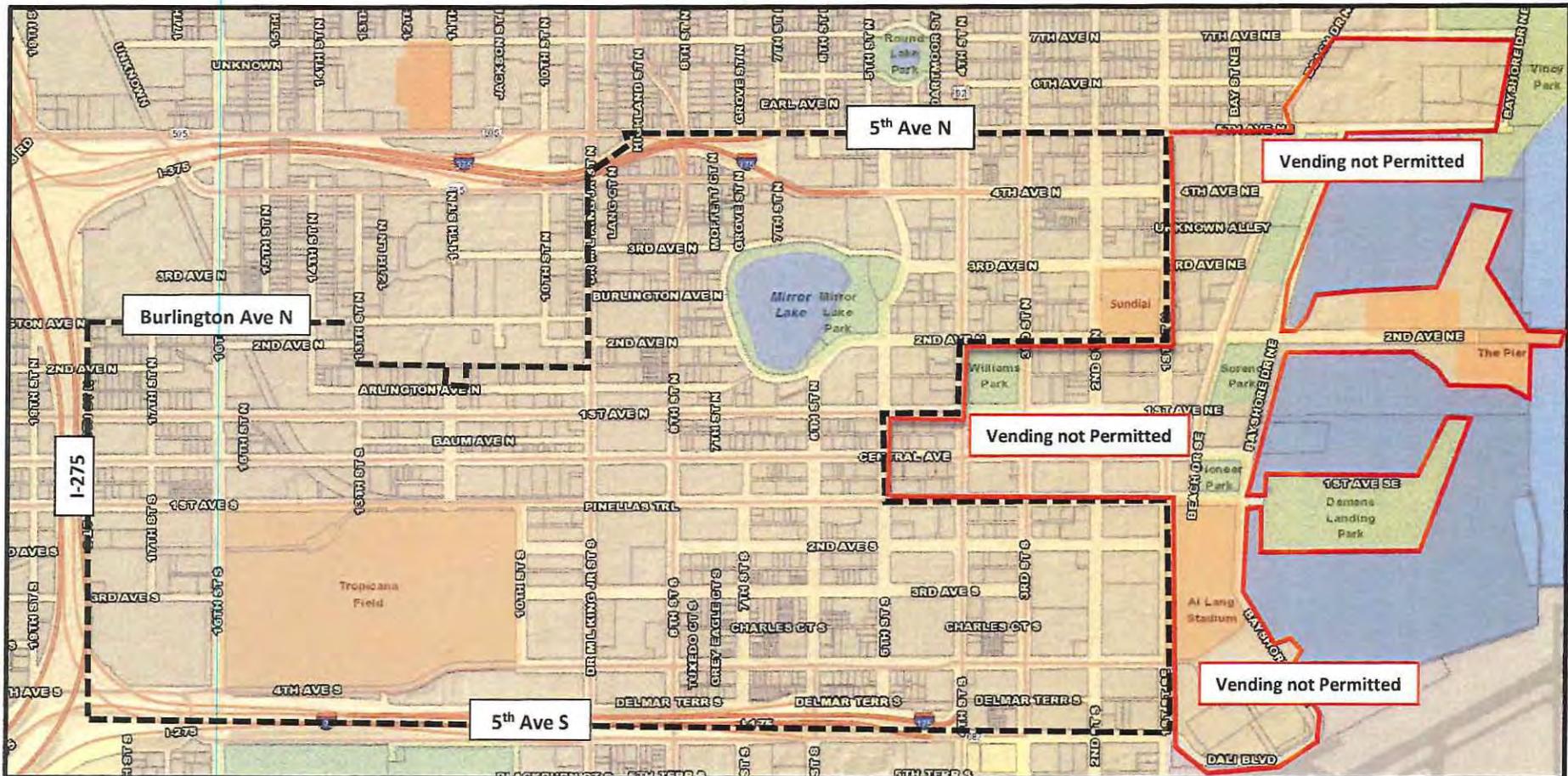
16.70.030.1.15. - Food Truck Rally Permit.

- A. Applicability. Food truck rallies are gatherings of more than two class I, class II or class III mobile food trucks in one location on a date certain and shall require a food truck rally permit.
- B. Application. An application shall include the following information in addition to the information that the POD may generally require for a zoning permit application:
1. A site plan of the subject property;
 2. Written description of the temporary use and anticipated hours of operation;
 3. In order to secure sufficient information and assurances to determine the suitability of the proposed temporary use, the POD may require the following:
 - a. Documentation from the county health department regarding arrangement for temporary sanitary facilities and such assurances as the POD may require concerning compliance.
 - b. Information concerning length of operation.
 - c. Provision for adequate parking.
 - d. A financial guarantee in an amount determined by the POD and in a form approved by the City Attorney to ensure that the premises will be cleared of all debris during and after the event.
 - e. A financial guarantee in an amount determined by the POD and in a form approved by the City Attorney guaranteeing the repair of rights-of-way of any damage resulting to the rights-of-way as a result of the event.
- C. Procedure.
1. The application shall be filed at least 30 days prior to the date on which the permit is to take effect. The POD may approve a lesser time period.
 2. Upon receipt of the application, the POD shall determine whether the application conforms to all applicable requirements contained in the City Code.
 - a. If the POD determines that there will be substantial adverse offsite effects, public notice to property owners within 200 feet of the location shall be required. The decision to require public notice shall be made within five days of receipt of the completed application. The applicant shall be responsible for all required notice to property owners. Notice shall be provided a minimum of 15 days in advance of the event.
 3. If the POD determines that the application sufficiently complies with the standards for a food truck rally and that appropriate measures have been taken to protect the public health, safety and welfare, the food truck rally permit shall be issued. If the POD determines that the application is not in compliance, the POD shall identify the application's deficiencies and deny the application. If the POD denies the application, such denial shall be in writing and provided to the applicant within 15 days of receipt of a complete application.

4. In order to protect the health, safety, and welfare of the general public, or to obtain compliance with local, state or federal laws, the POD may add special conditions and restrictions, which shall be binding upon the applicant, to any permit or other form of approval that may be issued. Such conditions and restrictions may include, but are not limited to, hours of operation, locations, parking, traffic access and safety requirements. All food truck rally permits shall comply with the following conditions:
 - a. No permanent or temporary lighting shall be installed without an electrical permit and an inspection;
 - b. No structures shall be erected without a building permit and required inspections;
 - c. The site shall be cleared of all trash and debris at the end of the event and cleared of all temporary structures within five days after the end of the event. The site shall be restored to its previous condition within 14 days after the end of the event;
 - d. Traffic control and pedestrian safety in the vicinity of the event shall be the responsibility of the permittee of the event. The City costs for these services shall be estimated by the POD and paid at least ten days in advance by the permittee as a condition of the permit (after the event, any overpayment shall be refunded to the permittee and any underpayment shall be billed to the permittee).
- D. Expiration. A food truck rally permit may be issued for a maximum of seven days.
- E. Variances. No requests for variances shall be allowed.
- F. Appeal. Decisions of the POD to approve, extend, or deny a permit or to impose conditions or restrictions upon a food truck rally permit may be appealed to the DRC, whose decision shall be deemed the final decision of the City.

(Ord. No. 116-H, § 3, 6-19-2014)

Mobile Food Truck Vending in Downtown St. Petersburg



 Mobile Vending permitted on private property only (no vending in the streets)

 Mobile Vending not permitted in this area (on private property or in streets)

* This map applies to individual operators of Class I Mobile Kitchens. An approved Mobile Food Truck Permit is required prior to vending.

**Restrictions do not apply to an event approved by the City.

Development Review Services, City of St. Petersburg, PO Box 2842, St. Petersburg, FL 33731, 727-893-7471

www.stpete.org/ldr

9/22/2016



NON-PROFIT/EXTENSION OF PREMISES TEMPORARY ALCOHOLIC BEVERAGE INSTRUCTIONS

1. **OBTAIN** an application from the State Division of Alcoholic Beverages

Department of Business & Professional Regulations
Division of Alcoholic Beverages, Tobacco & Fire Arms
1313 North Tampa Street 2189 – Cleveland Street Suite 909
Tampa, Florida 33765
813-272-2610

<http://www.myfloridalicense.com/Dbpr/abt/licenses.html>

2. **COMPLETE** all portions of the State Application **except** “ZONING”

3. **COMPLETE** all portions of the City application

4. **SUBMIT** to Development Review Services:

- a. State Application
- b. City Application
- c. For co-sponsored events, copy of approved Parks Permit
- d. For street closures, copy of approved Street Closure Permit
- e. For Outdoor Events on private property, provide site plan showing the area of event.

For Outdoor Events on Private Property:

- You are required to hire off-duty police officers. You cannot receive Zoning approval prior to application. Contact St. Petersburg Police Department, Special Events Unit, 893-7154
- You may be required to submit for a Temporary Use permit depending on the size of the event and if you are constructing a stage or tents

5. **SUBMIT** State Application to the State



NON-PROFIT/EXTENSION OF PREMISE TEMPORARY ALCOHOLIC BEVERAGE APPLICATION

All applications are to be filled out completely and correctly AND INCLUDE THE COMPLETED State of Florida Alcohol Beverage Application Form. Please email DevRev@StPete.org.

GENERAL INFORMATION	
NAME OF ORGANIZATION OR BUSINESS:	
Contact Person:	
Street Address:	
City, State, Zip:	
Telephone No. of Non-Profit Organization/Business:	
Telephone No. of Contact Person:	
Email Address:	
Number of previously approved events this calendar year:	
EVENT INFORMATION	
NAME OF EVENT:	
Event Location:	
Date(s) of Event:	Hour(s) of Event:
<input type="checkbox"/> Within a Building – Address:	
<input type="checkbox"/> Includes outdoor areas on private property (Include a sketch of the outdoor area)	
<input type="checkbox"/> City-Co-sponsored event (Include a copy of park permit)	
<input type="checkbox"/> Street Closure (Include a copy of Street Closure Permit) Location:	
TYPE OF TEMPORARY LICENSE: <input type="checkbox"/> Non-Profit <input type="checkbox"/> Extension of Premises	
<input type="checkbox"/> One (1) Day	<input type="checkbox"/> Two (2) Day
<input type="checkbox"/> Beer	<input type="checkbox"/> Beer and Wine
<input type="checkbox"/> Three (3)	<input type="checkbox"/> Beer, Wine, and Liquor

There is no fee for the City Temporary Alcohol License

NOTE: IT IS INCUMBENT UPON THE APPLICANT TO SUBMIT CORRECT INFORMATION. ANY MISLEADING DECEPTIVE, INCOMPLETE, OR INCORRECT INFORMATION MAY INVALIDATE YOUR APPROVAL.

Signature of Contact: _____ Date: _____

STAFF REVIEW	
Application Reviewed By:	
Signature:	Date:
Notes:	



Gulf to Bay Food Truck Association
www.gulftobayfta.org
813-720-7060
gulftobayfta@gmail.com

Gulf to Bay is the Way!

**City of St. Petersburg
Parks and Recreation Department**

Friday, August 25, 2017

To whom it may concern,

The Gulf to Bay Food Truck Association requests the City of St. Petersburg to waive the late fee of \$1,200.00 for the Co-sponsored event applications for the Associations monthly Rally's Around Town for September and the rest of 2017 and the entire 2018 year.

Due to the success of the last few months of the Association led events, we have outgrown the space at the Port. While we are ecstatic with the success and that the City of St. Pete has embraced the event as a 'go to' each month, safety and traffic concerns have become fore front. Public safety is always a concern of ours as well for the city.

Our goal is for the event to continue to be a success and enjoyable for the attendees as well as the participants and moving to a larger location will rectify safety in traffic control and crowd size concerns.

Please take into consideration all of above and approve our request to waive the late fee. We truly appreciate all the City has done to work with the Association thus far and we look forward to a long and prosperous relationship!

Thank you for your time and consideration,

Maggie, Steven, Beata and Andy
Gulf to Bay Food Truck Association Board

**CITY OF ST. PETERSBURG
PARKS & RECREATION DEPARTMENT
CO-SPONSORED EVENT APPLICATION**



Date Received: 8/24/17
 Check or Cash: See Invoice
 Application #: 66
 Packet: A
 Permit #: 21377

Event Title: Themed monthly events Phone No.: 813-720-8060 Fax No.: _____

Entity Name: Gulf to Bay Food Truck Association Federal I.D. Number: 46-4784426

Event Date(s): 2018 - dates attached Location: Albert Whitted Park

Day 1 of Event: _____ Time Gates Open: 6pm Ending Time: 10pm

Day 2 of Event: _____ Time Gates Open: _____ Ending Time: _____

Day 3 of Event: _____ Time Gates Open: _____ Ending Time: _____

Application Prepared by: Beata Browne Phone: 609-672-82726

Title: Treasurer Cell Phone: _____

Address: 8201 37th Avenue N City: St. Petersburg State: FL Zip: 33710

Email Address: gulftobayfta@gmail.com

Additional Contact Person: Maggie Loflin Day Phone: 727-667-7001

What month/year were you incorporated as nonprofit? 01/27/2014

List all 501(c)3 entities that will benefit from this event. Gulf to Bay Food Truck Association

Name of the for-profit entity? _____

Describe how this event will contribute to the quality of life in and enhance the image of St. Petersburg.
Food truck events always bring a great sense of community as well as fun. They bring many different types of people all together for an evening of fun and food. St. Pete already has a great image of being on the cutting edge and more "in tune" to what the public seeks and this just helps add to the repertoire of that image.

Describe what economic benefit and impact this event will bring to St. Petersburg.
Benefits include creating a wonderful free community event for all ages to enjoy. We also will be utilizing small businesses in the St. Pete area including but not limited to, local ice company, local alcohol delivery, local table and chair rental company and more. We employ city staff (police and parks and rec) which brings additional revenue to the city workers. We will have at least half of the food trucks who are from St. Pete, as well as additional staff hired for the day to work the event local to the St. Pete area. We are the epitome of eat local. Some attendees may not be from St. Pete but may come just for the occasion of participating in the event and may then filter out and go into other businesses in the area, to continue celebrating all things local, so it will help with additional revenue to all the surrounding businesses.

Each co-sponsored entity must possess liability insurance naming the City of St. Petersburg as an additional insured and secure said insurance in the amount determined by the City.

Does your group presently have liability insurance? YES NO How much? _____

Are there plans to sell or distribute beer/wine at your event? YES NO

Will there be an admission / registration fee? YES NO Advanced Fee: _____ Day of: _____

Please provide the website address for your event. FB: https://www.facebook.com/events/1858715594391995/?

Please provide a phone number that can be advertised to the public. 813-720-7060

What is the estimated attendance for this event? Spectators 5000 Participants 70 Last Year's Total Attendance NA



Gulf to Bay Food Truck Association
www.gulftobayfta.org
813-720-7060
gulftobayfta@gmail.com

Gulf to Bay is the Way!

Port Rally dates (always the 3rd friday) and Themes for 2018 are:

January 19 - Burger Bash

February 16 - 80's Rock Flashback

March 16 - French Fry Theme (Also St. Patricks Day)

April 20 - Seafood and Sweets Festival

May 18 - Street Food Festival

June 15 - St. Pete Pig and Swig Festival

July 20 or 27* - Grouper week - final date TBD

August 17 - St. Pete Taco & Beer Fiesta

Sept. 21 - St. Pete Asian Lantern Festival

Oct. 19 - St. Pete Zombie Food Truck Crawl - dress up optional

Nov. 16 - OoozeFest (cheese) Festival

Dec. 21 - Eat, Drink and Be Ugly Sweater

Please check the equipment and/or facilities you are requesting.

Recreation Equipment

Showmobile (Yes/No)
Bleacher(s) needed. Each bleacher approx. 180 people)
Tables (6 ft) # needed Chairs # needed
Public Address System
of portable risers needed (4 in. x 8 in. x 16 in. sections)

Special Events Facilities

Mahaffey Theater
 Coliseum
 Sunken Gardens
 Boyd Hill

Non-City Locations

Which Location?

The following departments may provide and charge for additional services. You will be provided cost estimates in your Co-sponsored Agreement.

POLICE: Public Safety Personnel, Marine Services
TRAFFIC: Personnel, Equipment (cones, barricades, no parking signs)
FIRE: Paramedics, Inspectors
PARKS SERVICES: Cleanup Personnel, Dumpster(s), Trash Receptacles, Event Site Preparation and Restoration
RECREATION SERVICES: On-site Presence, Logistics Help, Liaison with Other Ddepartments

Note: The City does not provide tents, Port-O-Lets, or large quantities of tables and chairs.

I certify that the event will be open to all citizens and that individuals will not be barred from participation due to race, creed, color, national origin, sex, age, or physical impairment. I understand that a financial report of the event is due in the Parks and Recreation office within 30 days of the completion of the event. I also understand that the City is to be shown as a co-sponsor on any promotional materials produced for the event. I agree to obtain the required liability insurance and to secure all necessary city/county/state permits/licenses. I further certify that the facts contained in this application are accurate.

Name: Title: Date:
Co-Sign: Title: Date:

- NOTE: a. **If person/entity preparing this application is not representing a nonprofit entity, the application must be co-signed by someone from a sponsoring nonprofit entity. A copy of the sponsoring entity's 501(c)3 designation must accompany this application.**
b. **If your entity has outstanding financial obligations with any department within the City of St. Petersburg, your application will not be processed until debt is paid.**
c. **Applications lacking information or the required completed appendixes listed below will not be processed.**

PLEASE ATTACH THE FOLLOWING

1. Route map for parade, run, walk, and/or bike event.
2. Site map of event and detail schedule of each day's events including open and close times.
3. Complete Appendix B and Appendix C.
4. Check for \$30.00 for co-sponsored application processing (non-refundable).
5. Check for park permit fee. See Appendix A for fee structure.
6. A copy of 501(c)3 designation (if applicable)

FOR FURTHER INFORMATION, PLEASE CALL LYNN GORDON, PARKS & RECREATION MANAGER,
727-893-7766 or EMAIL: StPeteEvents@stpete.org



PARKS & RECREATION DEPARTMENT
CO-SPONSORED EVENTS
SUMMARY SHEET



Review and check all conditions which apply to this event: Note the corresponding obligation for each condition.

Condition

Obligation

<input checked="" type="checkbox"/> Public Invited		General Liability Insurance
<input checked="" type="checkbox"/> Located in Park		Park Permit
<input type="checkbox"/> Vending Product / Merchandise Sales		Occupational License
<input checked="" type="checkbox"/> Vending Food / Beverage		Health Inspection
<input type="checkbox"/> Vendors / Exhibitors	How many? _____	
<input checked="" type="checkbox"/> Vending Beer / Wine		Alcohol Permit Additional insurance Required
<input checked="" type="checkbox"/> Erecting Tents - Larger than 10ft x 12ft	How many? _____	Temporary Structure Permit
<input checked="" type="checkbox"/> Fence Installation	What type? _____	Temporary Structure Permit
<input type="checkbox"/> Other Structures	What structure? _____	Temporary Structure Permit
<input type="checkbox"/> Open Flame Food Preparation		Fire Inspection Permit
<input type="checkbox"/> Pyrotechnics		Fireworks Permit
<input type="checkbox"/> Require Street Closure		Parade or Street Closure Permit(s)
<input type="checkbox"/> VIP Area		
<input checked="" type="checkbox"/> Staging	<input type="checkbox"/> Professional <input type="checkbox"/> Showmobile <input type="checkbox"/> Other	
<input type="checkbox"/> Amplified Sound	<input type="checkbox"/> Performers <input type="checkbox"/> Announcement Only	
<input checked="" type="checkbox"/> Security	<input type="checkbox"/> Daytime - Private <input type="checkbox"/> Overnight - Private <input checked="" type="checkbox"/> Event Time Frame - SPPD	
<input checked="" type="checkbox"/> Sanitary Facilities - Port-O-Lets	Regular Units <u>10</u> Disabled Units <u>2</u> Hand Washing <u>2</u>	
<input checked="" type="checkbox"/> Off-site Parking / Shuttle		
<input type="checkbox"/> Semitruck / Tractor Trailer		

Marketing: Please check all that apply.

- | | |
|--|---|
| <input type="checkbox"/> Invitations | <input checked="" type="checkbox"/> Radio |
| <input checked="" type="checkbox"/> Posters / Flyers | <input type="checkbox"/> Television |
| <input checked="" type="checkbox"/> Newspaper / Internet | <input type="checkbox"/> Remote Broadcast |

City logo should be used in any promotional materials, posters, flyers, ads, website, public service announcements, and press releases.

Electrical Requirements:

Does your event require any power needs using more than the standard 110/20amp located in the parks? YES NO

If YES, check all that apply. RV'S Coffee Vendors Ice Bins Freezers Ice Cream Vendors Catering Trucks
 Other:

Please explain the details of the above items checked. Tell us how much and what type of power they would require.

Will you supply your own generators? YES NO

Will your event have a licensed electrician on-site during the event? YES NO If YES, who?

Will your event be requesting any variances from City policies or procedures? If YES, please explain.

If City permits, licenses, or services are required for event, who will pay for them?

Name: Phone:

Address (including zip):

Type of music, # of stages, and # of bands.

List Vending Products. Name & Provider.

For Use of Beer/Wine - Please provide name, address and phone number of the sponsoring 501(c)3 or catering company.

Explain subject/purpose of all speeches/demonstrations which will occur.

Discuss your load in/load out parking needs, include times and dates.

Other Comments: Please describe your fee structure.

Other comments:

I represent and warrant that the purpose of the proposed activity/event and conduct of the sponsor(s) and the participants shall conform to all requirements of law and all ordinances of the State of Florida, Pinellas County, and the City of St. Petersburg including, but not limited to, City noise ordinances and Parks and Recreation Department Policies and Procedures. I acknowledge that failure to observe such laws, ordinances, or policies and procedures will result in an immediate cancellation of the event and all permits.

WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, I ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND THE PARKS AND RECREATION DEPARTMENT POLICIES AND PROCEDURES PERTAINING TO THE USE OF PARKS AND THE PARK RULES SET FORTH IN ARTICLE II, CHAPTER 21, OF THE ST. PETERSBURG CITY CODE, INCLUDING BUT NOT LIMITED TO THE INDEMNIFICATION AND INSPECTION OBLIGATIONS ASSUMED BY ME AND THE PERSON OR ENTITY ON WHOSE BEHALF THIS APPLICATION IS BEING MADE.

I certify that the facts contained in this application are accurate.

Name: Beata Browne Title: Treasurer Date: 8/23/17

Appendix A

Co-Sponsored Event Park Fee Structure

- * Events in Vinoy Park will be assessed \$300.00 per event day (e.g., 1 day event = \$300.00, 2 days = \$600.00, 3 days or more = \$900.00.) This includes the \$30.00 park permit fee.
- * Events in any other park will be assessed \$200.00 per event day (e.g., 1 day event = \$200.00, 2 days = \$400.00, 3 or more days = \$600.00). This includes the \$30.00 park permit fee.
- * The above fees will be due at the time you submit your application plus the \$30.00 co-sponsored application fee.
- * All co-sponsored event applications must be submitted at least 6 month prior to the event.
- * Any application for a co-sponsored event submitted inside the six (6) month time frame will be assessed a non refundable \$1,200.00 late fee.
- * **The City requires payment in advance for all City services estimated and/or provided for first time events and one of a kind nonrecurring events.**
- * **Payment will be required at least ten (10) business days prior to the start of the event and shall be in the form of cash, certified check, or an irrevocable bank letter of credit.**
- * **All first time entities requesting events will be required to complete a credit application.**



Appendix B President or CEO Responsible Party Information

Please complete the information below for each responsible party.

Name of the Nonprofit Corporation:	Gulf to Bay Food Truck Association
Name of Responsible Party (President or CEO ONLY):	Maggie Loflin
Title of Responsible Party:	President
Physical Address of Responsible Party:	8201 37th Avenue N, St. Petersburg, FL 33710
Phone Number of Responsible Party:	813-720-8060
Email Address of Responsible Party:	gulftobayfta@gmail.com
Nonprofit (Employee Identification Number):	46-4784426

Name of the For-profit Corporation:	
Name of Responsible Party (President or CEO ONLY):	
Title of Responsible Party:	
Physical Address of Responsible Party:	
Phone Number of Responsible Party:	
Email Address of Responsible Party:	
For-profit (Employee Identification Number)	

Please include a copy of the the current IRS Nonprofit Affidavit / For Profit



**APPENDIX C
STATEMENT OF REVENUE AND EXPENSES FORM
PRIOR YEAR'S EVENT
(Must be completed)**

Name of Event: St. Pete Asian Lantern Festival
Date(s) of Event: 9/15/17 -

I. REVENUE SOURCES (attach sheet if more space is needed)

Amount

1.	NA, first time for this event in this format	NA
2.		
3.		
4.		
5.		
6.		
7.		
8.		
TOTAL GROSS REVENUE		

II. EXPENSES (attach sheet if more space is needed)

1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
TOTAL OPERATING EXPENSES		
TOTAL NET INCOME		

III. ALLOCATION OF NET INCOME (attach sheet if more space is needed)

1.		
2.		
3.		
4.		
5.		
6.		
TOTAL ALLOCATION OF NET INCOME		

Prepared by: Beata Browne

Date: 8/20/17



Exempt Organizations Select Check[Exempt Organizations Select Check Home](#)990-N (e-Postcard) filer Information

Tax Period:

2015 (02/01/2015 - 01/31/2016)

Employer Identification Number (EIN):

46-4784426

Legal Name:

GULF TO BAY FOOD TRUCK ASSOCIATION INC

Mailing Address:5450 Bruce B Downs Blvd 227
Wesley Chapel, FL 33544
United States**Doing Business As:****Gross receipts not greater than:**

\$50,000

Organization has terminated:

No

Principal Officer's Name and Address:Amy Laffey
5450 Bruce B Downs Blvd 227
Wesley Chapel, FL 33544
United States**Website URL:**www.gulftobayfta.org

Related 990-N (ePostcard) Filings:

If the organization has filed additional Forms 990-N (e-Postcards), link(s) to additional e-Postcard filings are displayed below. Click on the link(s) to see the information included in those filing(s).

[Tax Year 2014](#)

Rally Around Town Food Trucks – From Concept to Today

- Began with a concept on the Pier approach in 2014 with Gulf to Bay Food Truck Association
 - 3-4 trucks monthly, 50-150 attendees, held approximately 8 rallies at the Pier approach
- Zoning had just developed rules prohibiting food trucks in the downtown core:

Basic area was: 5th Ave N to 5th Ave S, waterfront to 18th St/1275

- Pending demolition of the Pier resulted in full closure of the pier approach necessitating the need to locate a new venue
- April 2015, 1st Rally Around Town Food Trucks held at the Port of St Pete

Goals in moving the rallies to the Port of St Pete:

- attract people to the port,
- create awareness of the coming Marine Exploration Center,
- create awareness of the ongoing marine research district,
- showcase Coast Guard sector St Pete operations,
- visiting marine research vessels

- Began with 4-5 food trucks, approx. 100 attendees, gradually added more trucks
- Continued for the next couple months, suspend rallies during summer and USFSP break
- Resumed in the fall, were they experienced a number of rain out events
- During the fall of 2016 GTBFTA board makes strategic commitment to Rally Around Town
- 2017 events have been themed, increased marketing efforts, resulting in attendance showing continuous growth
- Today the Rally Around Town event has demonstrated repeated attendance exceeding 2,000 attendees, to the most recent event August 18th, estimated to be 4,000 attendees with 22 trucks, live band, DJ, sponsors
- It is estimated that over 20,000 people have visited Port of St Pete during the food truck rallies exposing them to the port and the forthcoming Marine Exploration Center
- GTBFTA manages the food truck vendors and works on a rotating schedule with them to expose these small businesses to greater opportunities
- With this demonstrated “proof of concept” and increased attendance in both people and food truck vendors, sponsors, and guest experiences, we believe the Port of St Pete location can no longer safely support the Rally Around Town Food Truck event
- It is recommended that the event be relocated to Albert Whitted Park and supported through the Co-Sponsored Process for future events beginning, September 15th, 2017



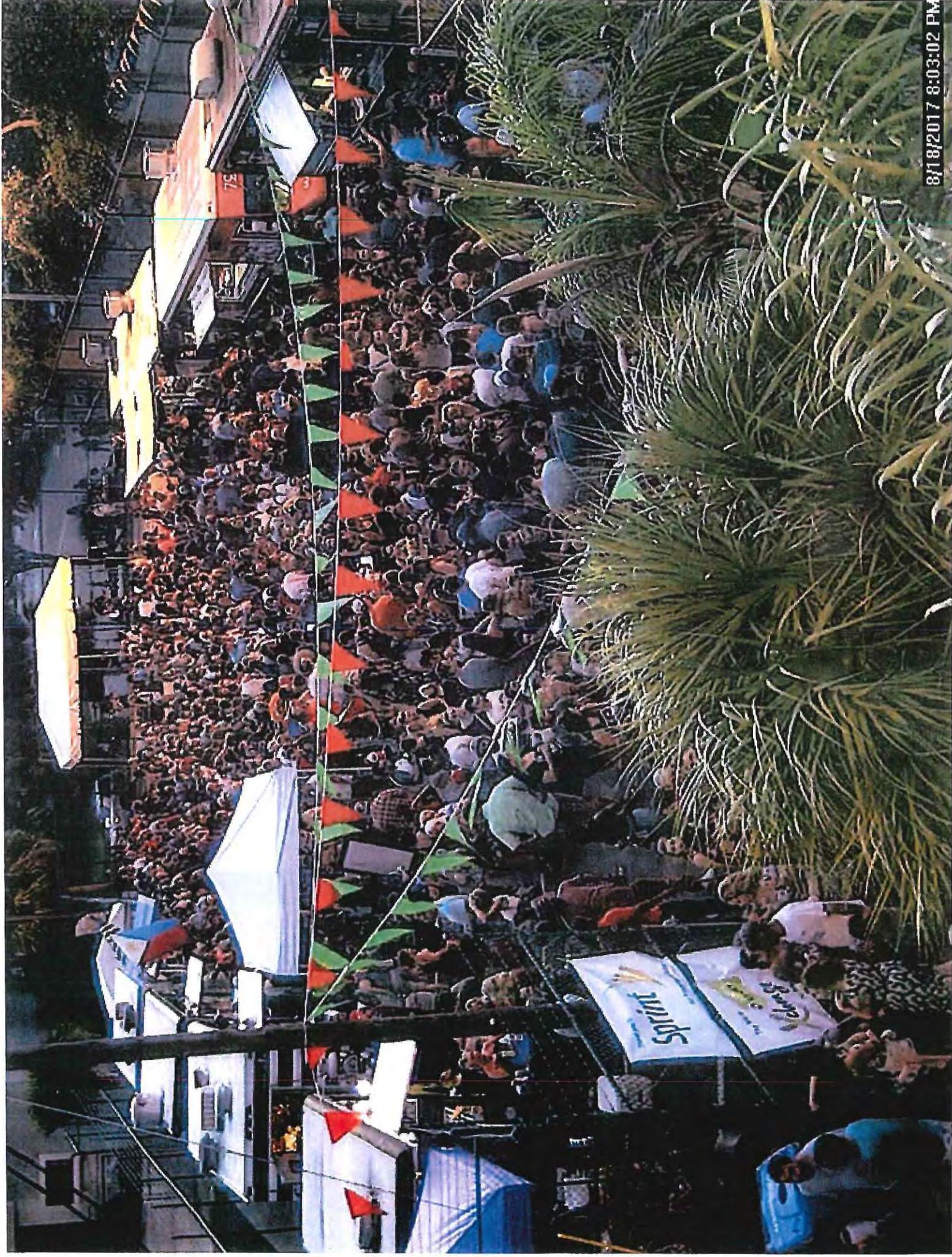
4/10/2015 6:39:34 PM 10.67.5.163







8/18/2017 8:03:25 PM



8/18/2017 8:03:02 PM

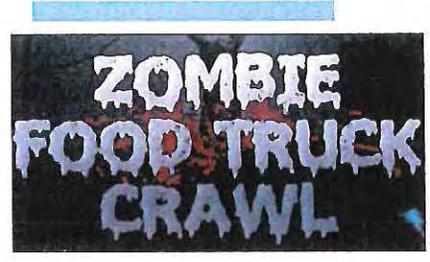
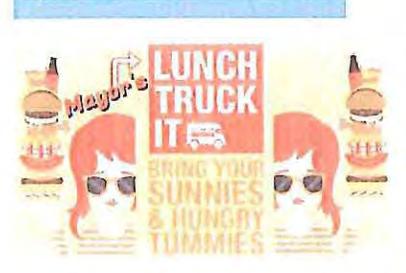
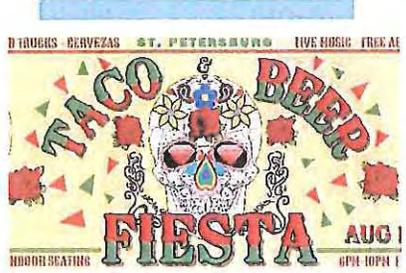
Serving Tampa and St. Petersburg, Florida
Tel: 813-720-7090
gulfbayfoodtruckassoc@gmail.com
www.gulfbayfoodtruckassoc.com

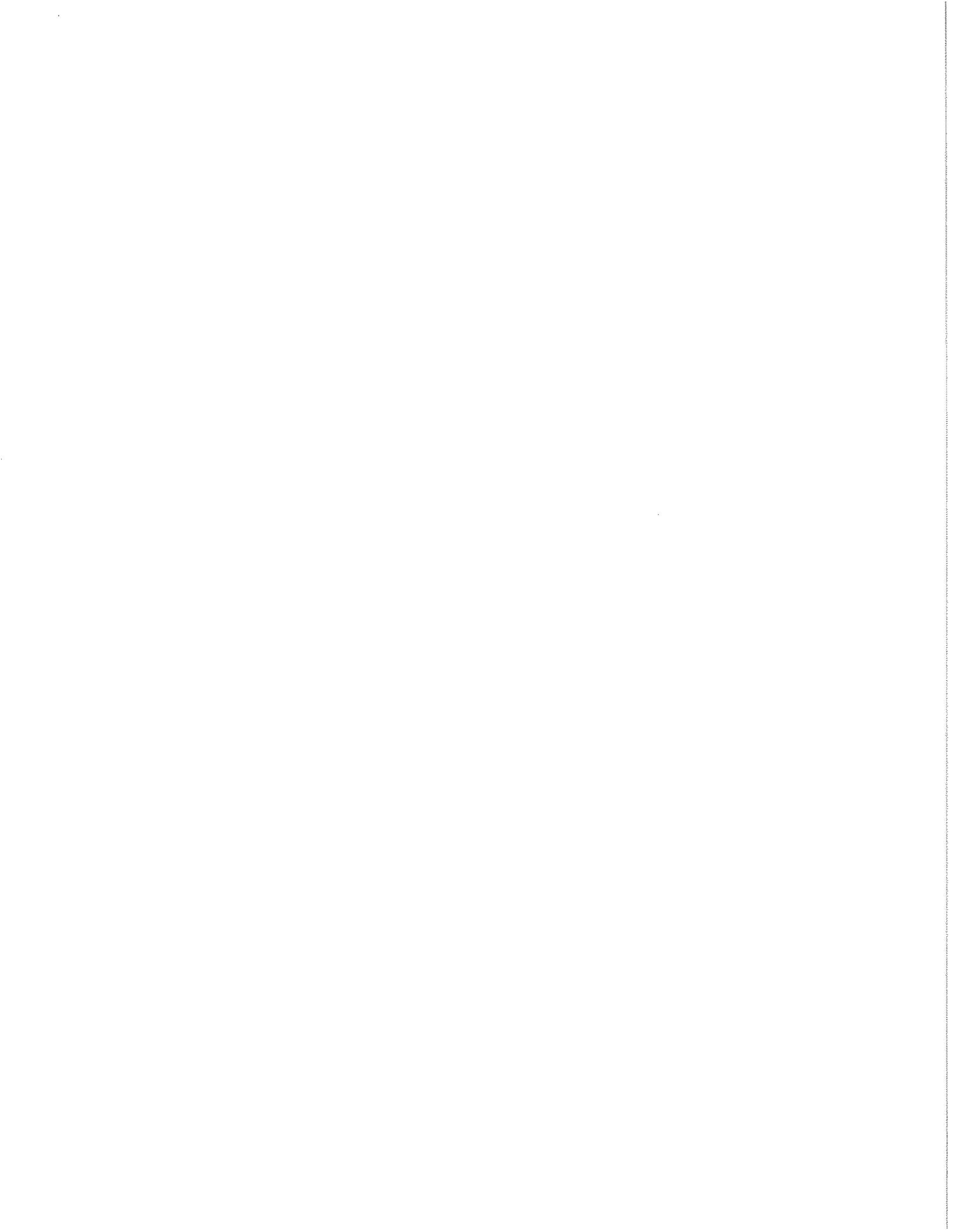
Gulf to Bay Food Track Association



HOME | ABOUT US | BOARD OF DIRECTORS | CONTACT US | CURRENT EVENTS | PAST EVENTS

Upcoming Events





Tony Leno

From: Walter S. Miller
Sent: Monday, August 21, 2017 1:49 PM
To: Tony Leno
Cc: Alan DeLisle; Joe F. Zeoli; Clay D Smith; Joan M. McGowan; David Wirth
Subject: RE: Port Food Truck Rallies

Thanks Tony.

Looking forward to learning, later this week, of the new venue for the Food Truck Rallies.

Best Regards,
Walt
X7820

Walter S. Miller
Marina & Port Manager
City of St. Petersburg
e-mail: walter.miller@stpete.org
Office: 727-893-7820
Cell: 727-434-2905

From: Tony Leno
Sent: Monday, August 21, 2017 11:54 AM
To: Walter S. Miller <Walter.Miller@stpete.org>
Cc: Alan DeLisle <Alan.DeLisle@stpete.org>; Joe F. Zeoli <Joe.Zeoli@stpete.org>; Clay D Smith <Clay.Smith@stpete.org>; Joan M. McGowan <Joan.McGowan@stpete.org>; David Wirth <David.Wirth@stpete.org>
Subject: RE: Port Food Truck Rallies

Walt,

I agree on your assessment and success of the event at the port, topping it off with over 20,000 visitors to the port.

Today, I have begun the process of securing a larger space for the increased attendance coming to the monthly food truck around town rally events. Attendance has now continued to increase over the past three months confirming the proof of concept, the public wants to attend a monthly food truck rally in St Petersburg.

I will advise later this week on progress to secure a venue more suitable for the growth in size of the event.

Thank you and to your staff who have worked many hours to make the port available for the both the food trucks and the public that have attended.

TONY LENO

*Manager Event Recruitment and Management
City Development Administration
City of St Petersburg, City Hall
P.O. Box 2842
St. Petersburg, FL 33731*

727.893.7850

tony.leno@stpete.org

From: Walter S. Miller

Sent: Monday, August 21, 2017 10:30 AM

To: Tony Leno

Cc: Alan DeLisle; Joe F. Zeoli; Clay D Smith; Joan M. McGowan; David Wirth

Subject: Port Food Truck Rallies

Good Morning Tony:

Attached photos show the crowds at the Port for the August 18, 2017, food truck rally (one shot is of Lot #1 at the west end of the Port and the other is of the wharf (both captured at about 8:03 PM, 8/18/17).

Just following up on our discussion near the end of the Port Food Truck Rally on Friday, August 18, 2017. You advised that the venue is no longer large enough to accommodate the crowds and you said it should move in September 2017, to a larger venue (i.e. Albert Whitted Park).

The Port Food Truck Rally attendance on Friday (8/18/17) was estimated at approximately 3,500. It far exceeded last month, which was estimated at 3,000. The Food Truck Association, based upon social media response already, estimates that the September 2017 Rally will be even bigger -- simply overwhelming to know that we have actualized and far exceeded our hoped for goal (Community Engagement & Awareness) of bringing citizens and visitors to the Port for greater utilization of the Port, to learn about what we do at the Port (i.e. tours of vessels at the Port), to learn about the forthcoming Marine Exploration Center (which sets up a booth every month) and promote economic benefit (i.e. for St. Petersburg businesses such as Food Trucks). We estimate we have had almost 25,000 citizens and visitors come to the Port for the monthly Friday night food truck rallies over the past 2 ½ years (began April 2015).

You indicated that the rally has grown too big for the Port and needs to be moved to a larger venue for September 2017. I fully understand your concern and your desire to do this and I support your concern and agree with your assessment. Ironically, our unbelievable success has brought us to this point. We are grateful for having had the opportunity to work in partnership (with you and City staff, Food Truck Association, Marine Exploration Center, St. Pete Ocean Team and a number of others who promoted the event) to host the event at the Port as it has been very positive and beneficial for all.

I offer one potential idea to expand the area at the Port, but am not certain these steps will be adequate to accommodate the huge crowd that continually grows and grows, month after month:

1. Move all parking to USF lots -- however, USF will have to agree and fully support it -- need to confirm USF Parking will work with us
2. Expand the venue to include Lot #2 on the east side of the Port Terminal Building (propose a fee of \$500 to Food Truck Assoc. for Lot #2 use) -- also need Food Truck Assoc. to cover costs of dumpsters and restroom/trash dumping during event and clean-up afterwards
3. Expand into 8th Ave., SE, by blocking off 8th Ave., SE, allowing one lane on north side of road for airport and Coast Guard access (costs to be borne by Food Truck Assoc. -- which includes barrier set-up cost and Police cost (i.e. two additional Police)) -- we have met with Police and this seems relatively easy to do

Request confirmation, soon, as to the final decision by the City as to whether or not monthly food truck rallies will continue at the Port or be moved to a larger venue beginning September 2017, so we may take appropriate steps to prepare.

Thanks for your help and support Tony, through it all!

Regardless of the decision, the Food Truck rallies have been a kind of “proof-of-concept” for events at the Port. We will plan to continue to be a venue (i.e. uniqueness of a working waterfront venue, on the water which everyone loves, very close to the heart of downtown with the benefit of not being in the middle of downtown) for future appropriate events of the appropriate size.

General Comment: This is another example of the need for parking in this area of town (i.e. SRI, NOAA, USF, Port and future activity at the Port, Innovation District?, etc.).

Best Regards,
Walt
X7820

Walter S. Miller
Marina & Port Manager
City of St. Petersburg
e-mail: walter.miller@stpete.org
Office: 727-893-7820
Cell: 727-434-2905

Tony Leno

From: Walter S. Miller
Sent: Monday, August 21, 2017 4:27 PM
To: Tony Leno; Clay D Smith
Cc: Alan DeLisle; Joe F. Zeoli; Joan M. McGowan; David Wirth
Subject: FW: Port Food Truck Rally 8/18/17
Attachments: Lot1AugFT.bmp; WharfAugFT.bmp; Food Trucks 4.10.15.png

Clay and Tony:

Facebook feedback from our marketer, NSPR, concerning the capacity of the Port for the food truck rally is provided below.

Some customer input confirms the appropriateness of finding a larger venue for the food truck rally in September.

Regards,
Walt
X7820

Walter S. Miller
Marina & Port Manager
City of St. Petersburg
e-mail: walter.miller@stpete.org
Office: 727-893-7820
Cell: 727-434-2905

From: Brian Davenport [mailto:bdavenport@nspublicrelations.com]
Sent: Monday, August 21, 2017 4:03 PM
To: Walter S. Miller <Walter.Miller@stpete.org>; 'Jeannie Salameh' <jsalameh@nspublicrelations.com>; 'Tyler Sminkey' <tsminkey@nspublicrelations.com>; 'Jennifer Vickery' <jvickery@nspublicrelations.com>
Subject: RE: Port Food Truck Rally 8/18/17

Hi Walt,

Thank you for this amazing information! The contrast between those pictures really shows how far the Port has come. It'll definitely look great in a social media post. Quite a success indeed!

We wanted to make you aware of some of the feedback the Port has been getting on social media. Like last month, we've received a few 2-3 star reviews mostly concerned with the venue's capacity. We will respond appropriately and make it very clear that the City is already looking into a larger and more accommodating venue for the future!

Thank you,

Brian

Brian Davenport, national strategies pr

Office: (813) 865-3093 | Mobile: (727) 776-9007

3030 North Rocky Point Drive West, Suite 150, Tampa, FL 33607



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From: Walter S. Miller [<mailto:Walter.Miller@stpete.org>]

Sent: Monday, August 21, 2017 3:20 PM

To: Jeannie Salameh <jsalameh@nspublicrelations.com>; 'Tyler Sminkey' <tminkey@nspublicrelations.com>; 'Brian Davenport' <bdavenport@nspublicrelations.com>

Subject: Port Food Truck Rally 8/18/17

Hi Jeannie, Tyler and Brian:

Attached photos of last Friday's Food Truck Rally at the Port. One shot is of the west parking lot and the other is looking down at the wharf, both take at 8:03 PM, 8/18/17. For comparison, I have also attached a photo from our very first food truck rally held 2 ½ years ago, on April 10, 2015.

Estimate 3,500 attended last Friday -- an overwhelming success!

The Port Food Truck Rally attendance on Friday (8/18/17) was estimated at approximately 3,500. It far exceeded last month, which was estimated at 3,000. The Food Truck Association, based upon social media response already, estimates that the September 2017 Rally will be even bigger -- simply overwhelming to know that we have actualized and far exceeded our hoped for goal (Port Community Engagement & Awareness) of bringing citizens and visitors to the Port for greater utilization of the Port, to learn about what we do at the Port (i.e. tours of vessels at the Port), to learn about the forthcoming Marine Exploration Center (which sets up a booth every month) and promote economic benefit (i.e. for St. Petersburg businesses such as Food Trucks). We estimate we have had almost 25,000 citizens and visitors come to the Port for the monthly Friday night food truck rallies over the past 2 ½ years (began April 2015).

It has gotten too big for our venue. City is looking for a bigger venue than the Port, for possibly as early as September 2017 -- will let you know if it will be held at the Port in September or somewhere else. Ironically, our unbelievable success has brought us to this point. We are grateful for having had the opportunity to work in partnership (with you, City staff, Food Truck Association, Marine Exploration Center, St. Pete Ocean Team and a number of others who promoted the event) to host the event at the Port as it has been very positive and beneficial for all.

Regardless, the Food Truck rallies have been a kind of "proof-of-concept" for events at the Port. We will plan to continue to be a venue (i.e. uniqueness of a working waterfront venue, on the water which everyone loves, very close to the heart of downtown with the benefit of not being in the middle of downtown) for future appropriate events of the appropriate size.

Thanks and Best Regards,
Walt

Walter S. Miller
Marina & Port Manager
City of St. Petersburg
e-mail: walter.miller@stpete.org
Office: 727-893-7820
Cell: 727-434-2905

[Your Sunshine City](#)

Tony Leno

From: Walter S. Miller
Sent: Friday, August 11, 2017 8:53 AM
To: Everyone
Subject: Port St. Pete Food Truck Rally -- Friday, August 18, 2017 -- 6 PM to 10 PM
Attachments: Parking Lots USF -- Food Truck Rallies.pdf

Hello Everyone:

Join us at Port St. Pete for our next Port Food Truck Rally, Friday, August 18, 2017, from 6 PM to 10 PM -- see the below "Port St. Pete August Newsletter" for more information. Additionally, attendance has grown dramatically at the food truck rallies -- thank you! Because attendance has grown, we are expanding parking availability into USF Parking Lots, along with the lots we typically use on 8th Ave, SE.

Please see below information about parking and especially how to access USF parking.

Hope to see you there!

Best Regards,
Walt Miller

Walter S. Miller
Marina & Port Manager
City of St. Petersburg
e-mail: walter.miller@stpete.org
Office: 727-893-7820
Cell: 727-434-2905

Food Truck Rally Parking:

You can use USF Parking Lots – However, there will not be parking attendants to assist with parking in USF Lots

Following describes how to use USF Lots:

Food Truck Rally guests who want to park in USFSP parking spaces will have to purchase a \$5 parking permit either from the machine in the garage (see attached map with red box around the words "Parking Garage") or on-line. The permit dispensing machine is located in the elevator lobby on the ground floor of the USFSP Parking Garage. The permit dispensing machine in the garage accepts \$1 and \$5 dollar bills, as well as Visa and MasterCard credit cards. Electronic parking permits for guests are available on-line from the link below and can be printed at home and placed on the dashboard of your vehicle.

https://usfsp.t2hosted.com/cm/auth_ext.aspx

See attached map: With a valid USFSP parking permit guests can park on the **Peninsula** around the Marine Science Laboratory building (P6, P7 and P8 on attached map). Or, in Parking Lots #2 and #5 (P2 and P5 on attached map).

Attendees of the Food Truck Rally can also park on Levels 2-5 in the USFSP Parking Garage (see attached map with red box around the words "Parking Garage").

Note: It's important to note that vehicles that are parked without a current and valid USFSP parking permit displayed on their vehicle's dashboard will run the risk of receiving a \$30 parking citation. Please remember to place the parking permit on your dashboard.

For Port Lots – There will be parking attendants to assist with parking in Port Lots along 8th Ave., SE -- parking is \$5

Note: There is limited free street parking. However, some street areas are marked as "No Parking" and some street areas are metered. These areas are enforced.

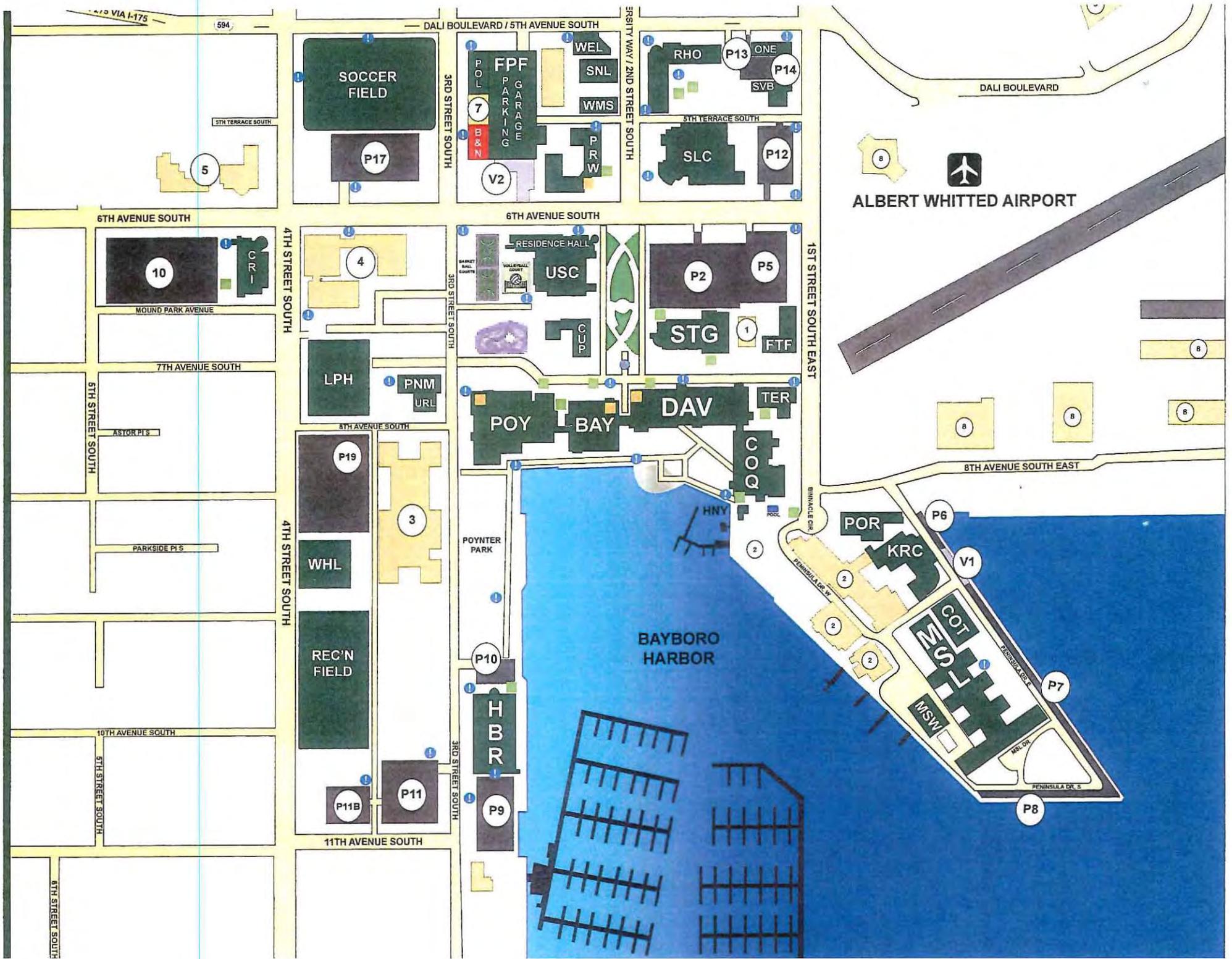


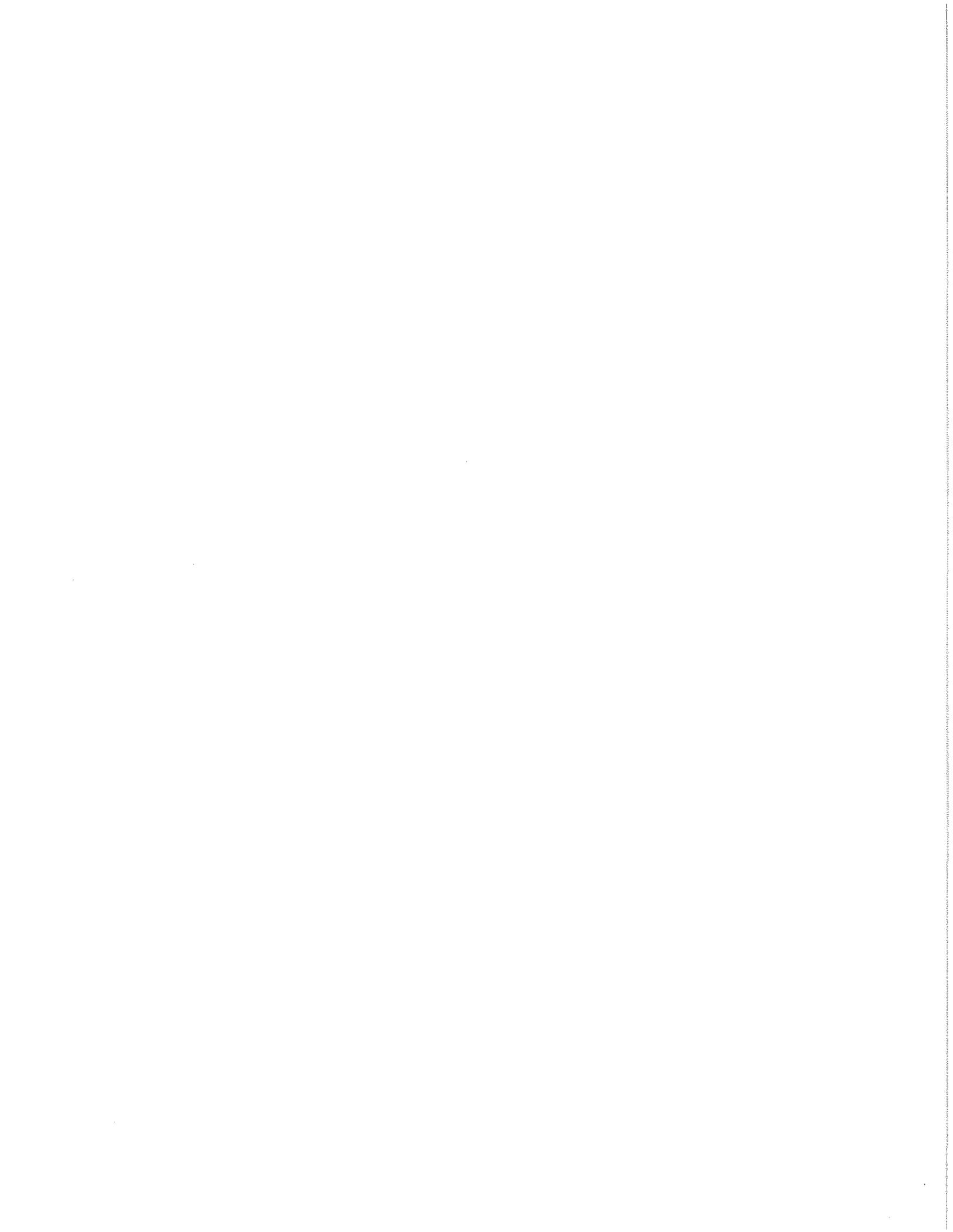
AUGUST NEWSLETTER



Captains Invited for Private Marine Research Tour

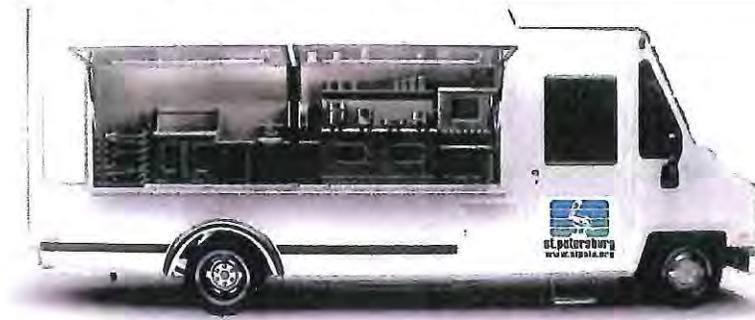
Captains who dock at Port St. Pete are invited to a private tour to learn more about the seas they navigate every day. From exploring research vessels firsthand to learning the ins and outs of how scientists measure and evaluate the constant fluctuations in the ocean, captains and crews can explore the water in a new way at the University of South Florida (USF) College of Marine Science facility.





MOBILE FOOD TRUCKS

Application No. _____



Included in this packet:

1. List of Required Submittals
2. Application Form
3. Information Sheet
4. Downtown Map

List of Required Submittals

Only complete applications will be accepted:

- Completed application form
- Application fee (\$170 first year, \$85 annual renewal fee)
- Department of Business and Professional Regulation
Division of Hotels and Restaurants, or Florida Department of
Agriculture, "License" for mobile vending
- Proof of Insurance
- Photographs of the mobile food truck depicting all sides of the
vehicle (for new applications)
- Vehicle Identification Number (VIN)

Supplemental Information

Planning and Economic
Development Department

Development Review
Services Division

<http://www.stpete.org/LDR>

City of St. Petersburg
P.O. Box 2842
St. Petersburg, FL 33713
727 - 893-7471

Last Updated: 9-14-2016

- Visit <http://www.myfloridalicense.com/dbpr/hr/index.html> for the most current regulations from Florida Division of Hotels and Restaurants.
- Visit <http://www.freshfromflorida.com/Divisions-Offices/Food-Safety> for the most current regulations from Florida Division of Food Safety (Agriculture).

Note: Obtaining an annual mobile food truck permit does not exempt the holder from complying with all requirements of City Code Section 16.50.440.

These regulations exclude a contractual or other private arrangement between a mobile food truck and an individual or group that wishes to have food catered to a specific location and which is not open to the public.

Completeness review by city staff: _____

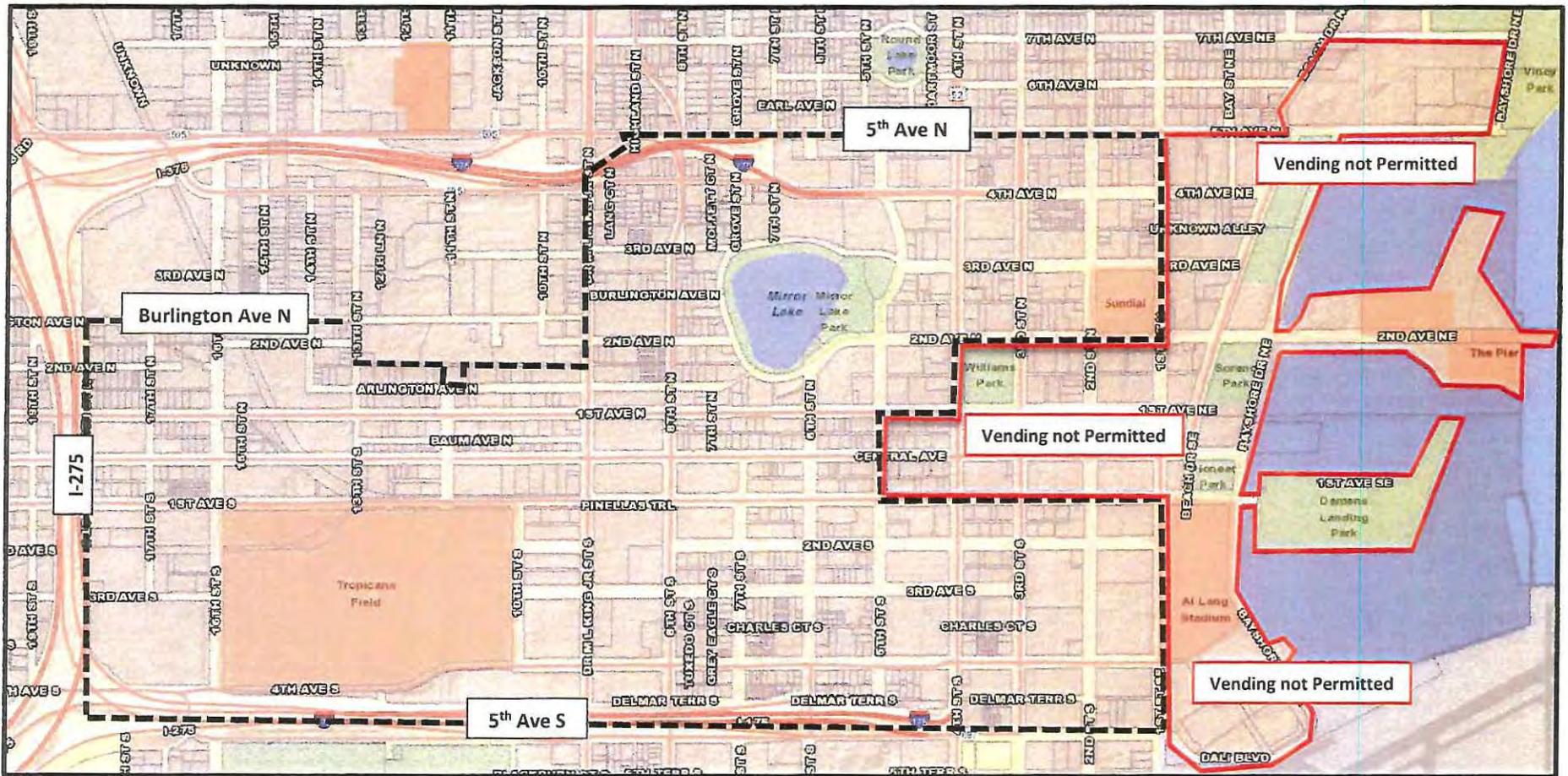
16.70.030.1.15. - Food Truck Rally Permit.

- A. Applicability. Food truck rallies are gatherings of more than two class I, class II or class III mobile food trucks in one location on a date certain and shall require a food truck rally permit.
- B. Application. An application shall include the following information in addition to the information that the POD may generally require for a zoning permit application:
 1. A site plan of the subject property;
 2. Written description of the temporary use and anticipated hours of operation;
 3. In order to secure sufficient information and assurances to determine the suitability of the proposed temporary use, the POD may require the following:
 - a. Documentation from the county health department regarding arrangement for temporary sanitary facilities and such assurances as the POD may require concerning compliance.
 - b. Information concerning length of operation.
 - c. Provision for adequate parking.
 - d. A financial guarantee in an amount determined by the POD and in a form approved by the City Attorney to ensure that the premises will be cleared of all debris during and after the event.
 - e. A financial guarantee in an amount determined by the POD and in a form approved by the City Attorney guaranteeing the repair of rights-of-way of any damage resulting to the rights-of-way as a result of the event.
- C. Procedure.
 1. The application shall be filed at least 30 days prior to the date on which the permit is to take effect. The POD may approve a lesser time period.
 2. Upon receipt of the application, the POD shall determine whether the application conforms to all applicable requirements contained in the City Code.
 - a. If the POD determines that there will be substantial adverse offsite effects, public notice to property owners within 200 feet of the location shall be required. The decision to require public notice shall be made within five days of receipt of the completed application. The applicant shall be responsible for all required notice to property owners. Notice shall be provided a minimum of 15 days in advance of the event.
 3. If the POD determines that the application sufficiently complies with the standards for a food truck rally and that appropriate measures have been taken to protect the public health, safety and welfare, the food truck rally permit shall be issued. If the POD determines that the application is not in compliance, the POD shall identify the application's deficiencies and deny the application. If the POD denies the application, such denial shall be in writing and provided to the applicant within 15 days of receipt of a complete application.

4. In order to protect the health, safety, and welfare of the general public, or to obtain compliance with local, state or federal laws, the POD may add special conditions and restrictions, which shall be binding upon the applicant, to any permit or other form of approval that may be issued. Such conditions and restrictions may include, but are not limited to, hours of operation, locations, parking, traffic access and safety requirements. All food truck rally permits shall comply with the following conditions:
 - a. No permanent or temporary lighting shall be installed without an electrical permit and an inspection;
 - b. No structures shall be erected without a building permit and required inspections;
 - c. The site shall be cleared of all trash and debris at the end of the event and cleared of all temporary structures within five days after the end of the event. The site shall be restored to its previous condition within 14 days after the end of the event;
 - d. Traffic control and pedestrian safety in the vicinity of the event shall be the responsibility of the permittee of the event. The City costs for these services shall be estimated by the POD and paid at least ten days in advance by the permittee as a condition of the permit (after the event, any overpayment shall be refunded to the permittee and any underpayment shall be billed to the permittee).
- D. Expiration. A food truck rally permit may be issued for a maximum of seven days.
- E. Variances. No requests for variances shall be allowed.
- F. Appeal. Decisions of the POD to approve, extend, or deny a permit or to impose conditions or restrictions upon a food truck rally permit may be appealed to the DRC, whose decision shall be deemed the final decision of the City.

(Ord. No. 116-H, § 3, 6-19-2014)

Mobile Food Truck Vending in Downtown St. Petersburg



 Mobile Vending permitted on private property only (no vending in the streets)

 Mobile Vending not permitted in this area (on private property or in streets)

* This map applies to individual operators of Class I Mobile Kitchens. An approved Mobile Food Truck Permit is required prior to vending.

**Restrictions do not apply to an event approved by the City.

Development Review Services, City of St. Petersburg, PO Box 2842, St. Petersburg, FL 33731, 727-893-7471
www.stpete.org/ldr

NON-PROFIT/EXTENSION OF PREMISES TEMPORARY ALCOHOLIC BEVERAGE INSTRUCTIONS

1. **OBTAIN** an application from the State Division of Alcoholic Beverages

Department of Business & Professional Regulations
Division of Alcoholic Beverages, Tobacco & Fire Arms
1313 North Tampa Street 2189 – Cleveland Street Suite 909
Tampa, Florida 33765
813-272-2610

<http://www.myfloridalicense.com/Dbpr/abt/licenses.html>

2. **COMPLETE** all portions of the State Application **except** “ZONING”

3. **COMPLETE** all portions of the City application

4. **SUBMIT** to Development Review Services:

- a. State Application
- b. City Application
- c. For co-sponsored events, copy of approved Parks Permit
- d. For street closures, copy of approved Street Closure Permit
- e. For Outdoor Events on private property, provide site plan showing the area of event.

For Outdoor Events on Private Property:

- You are required to hire off-duty police officers. You cannot receive Zoning approval prior to application. Contact St. Petersburg Police Department, Special Events Unit, 893-7154
- You may be required to submit for a Temporary Use permit depending on the size of the event and if you are constructing a stage or tents

5. **SUBMIT** State Application to the State



NON-PROFIT/EXTENSION OF PREMISE TEMPORARY ALCOHOLIC BEVERAGE APPLICATION

All applications are to be filled out completely and correctly AND INCLUDE THE COMPLETED State of Florida Alcohol Beverage Application Form. Please email DevRev@StPete.org.

GENERAL INFORMATION	
NAME OF ORGANIZATION OR BUSINESS:	
Contact Person:	
Street Address:	
City, State, Zip:	
Telephone No. of Non-Profit Organization/Business:	
Telephone No. of Contact Person:	
Email Address:	
Number of previously approved events this calendar year:	
EVENT INFORMATION	
NAME OF EVENT:	
Event Location:	
Date(s) of Event:	Hour(s) of Event:
<input type="checkbox"/> Within a Building – Address:	
<input type="checkbox"/> Includes outdoor areas on private property (Include a sketch of the outdoor area)	
<input type="checkbox"/> City-Co-sponsored event (Include a copy of park permit)	
<input type="checkbox"/> Street Closure (Include a copy of Street Closure Permit) Location:	
TYPE OF TEMPORARY LICENSE: <input type="checkbox"/> Non-Profit <input type="checkbox"/> Extension of Premises	
<input type="checkbox"/> One (1) Day	<input type="checkbox"/> Two (2) Day <input type="checkbox"/> Three (3)
<input type="checkbox"/> Beer	<input type="checkbox"/> Beer and Wine <input type="checkbox"/> Beer, Wine, and Liquor

There is no fee for the City Temporary Alcohol License

NOTE: IT IS INCUMBENT UPON THE APPLICANT TO SUBMIT CORRECT INFORMATION. ANY MISLEADING DECEPTIVE, INCOMPLETE, OR INCORRECT INFORMATION MAY INVALIDATE YOUR APPROVAL.

Signature of Contact: _____ Date: _____

STAFF REVIEW	
Application Reviewed By:	
Signature:	Date:
Notes:	



Gulf to Bay Food Truck Association
www.gulftobayfta.org
813-720-7060
gulfttobayfta@gmail.com

Gulf to Bay is the Way!

**City of St. Petersburg
Parks and Recreation Department**

Friday, August 25, 2017

To whom it may concern,

The Gulf to Bay Food Truck Association requests the City of St. Petersburg to waive the late fee of \$1,200.00 for the Co-sponsored event applications for the Associations monthly Rally's Around Town for September and the rest of 2017 and the entire 2018 year.

Due to the success of the last few months of the Association led events, we have outgrown the space at the Port. While we are ecstatic with the success and that the City of St. Pete has embraced the event as a 'go to' each month, safety and traffic concerns have become fore front. Public safety is always a concern of ours as well for the city.

Our goal is for the event to continue to be a success and enjoyable for the attendees as well as the participants and moving to a larger location will rectify safety in traffic control and crowd size concerns.

Please take into consideration all of above and approve our request to waive the late fee. We truly appreciate all the City has done to work with the Association thus far and we look forward to a long and prosperous relationship!

Thank you for your time and consideration,

Maggie, Steven, Beata and Andy
Gulf to Bay Food Truck Association Board

**CITY OF ST. PETERSBURG
PARKS & RECREATION DEPARTMENT
CO-SPONSORED EVENT APPLICATION**



Date Received: 5/29/17
 Check or Cash: sent Invoice
 Application #: 6
 Packet: A
 Permit #: 19327

Event Title: 2017 Tampa Bay Walk for Children with Apraxia of Speech Phone No.: 727-432-1358 Fax No.:
 Entity Name: CASANA Childhood Apraxia of Speech Association of North America Federal I.D. Number: 25-1858159
 Event Date(s): October 29, 2017 Location: Flora Wylie Park
 Day 1 of Event: October 29, 2017 Time Gates Open: 8:00am Ending Time: 1:00pm
 Day 2 of Event: Time Gates Open: Ending Time:
 Day 3 of Event: Time Gates Open: Ending Time:

Application Prepared by: Nicole Knoph and Mary Shanks Phone:
 Title: Co-Event Coordinator Cell Phone: 727-432-1358
 Address: 12340 Monarch Cir City: Seminole State: FL Zip: 33772
 Email Address: dandnknoph@gmail.com
 Additional Contact Person: Justin LeWinter Day Phone: 412-455-5085

What month/year were you incorporated as nonprofit? January 2000
 List all 501(c)3 entities that will benefit from this event. CASANA and St. Petersburg SERTOMA Club
 Name of the for-profit entity?

Describe how this event will contribute to the quality of life in and enhance the image of St. Petersburg.

The 2017 Tampa Bay Walk for Children with Apraxia will contribute to funds provided by the St/ Petersburg SERTOMA Noon Club in covering the costs of expensive speech evaluations at All Children's Hospital Speech and Language Outpatient Clinic in St. Petersburg for low income families and families without insurance. Funds raised through the walk will also provide direct support to local children through individual therapy grants and awards of iPads as communication tools. Families within a walk community have precedence for receiving grant funds, conference scholarships and iPads. The Walk for Apraxia event brings together children, families, service providers and school programs from across Central and West/South West Florida. Having the City of St. Petersburg Co-Sponsor the walk event with SERTOMA and CASANA will; enhance their image by connecting community providers and families while raising awareness and educating our community about the rare disorder of apraxia.

Describe what economic benefit and impact this event will bring to St. Petersburg.

Families from around the Central and West/South West region of Florida will come to attend the event. Families will be staying in and around the area frequenting local businesses and restaurants. Funds raised will go to support local community families with a child affected by Apraxia.

Each co-sponsored entity must possess liability insurance naming the City of St. Petersburg as an additional Insured and secure said insurance in the amount determined by the City.

Does your group presently have liability insurance? YES NO How much? Expired on 05/23/2017 and will
 Are there plans to sell or distribute beer/wine at your event? YES NO
 Will there be an admission / registration fee? YES NO Advanced Fee: \$20/\$10 Day of: \$25/\$15

Please provide the website address for your event. TBA -
 Please provide a phone number that can be advertised to the public. 727-432-1358
 What is the estimated attendance for this event? Spectators Participants 600 Last Year's Total Attendance 500

Please check the equipment and/or facilities you are requesting.

Recreation Equipment

Showmobile (Yes/No)

Bleacher(s) needed. Each bleacher approx. 180 people)

Tables (6 ft) # needed Chairs # needed

Public Address System

of portable risers needed (4 in. x 8 in. x 16 in. sections)

Special Events Facilities

Mahaffey Theater

Coliseum

Sunken Gardens

Boyd Hill

Non-City Locations

Which Location?

The following departments may provide and charge for additional services. You will be provided cost estimates in your Co-sponsored Agreement.

POLICE: Public Safety Personnel, Marine Services

TRAFFIC: Personnel, Equipment (cones, barricades, no parking signs)

FIRE: Paramedics, Inspectors

PARKS SERVICES: Cleanup Personnel, Dumpster(s), Trash Receptacles, Event Site Preparation and Restoration

RECREATION SERVICES: On-site Presence, Logistics Help, Liaison with Other Departments

Note: The City does not provide tents, Port-O-Lets, or large quantities of tables and chairs.

I certify that the event will be open to all citizens and that individuals will not be barred from participation due to race, creed, color, national origin, sex, age, or physical impairment. I understand that a financial report of the event is due in the Parks and Recreation office within 30 days of the completion of the event. I also understand that the City is to be shown as a co-sponsor on any promotional materials produced for the event. I agree to obtain the required liability insurance and to secure all necessary city/county/state permits/licenses. I further certify that the facts contained in this application are accurate.

Name:	<input type="text" value="Nicole Knoph"/>	Title:	<input type="text" value="Event Co-Coordinator"/>	Date:	<input type="text" value="05/29/2017"/>
Co-Sign:	<input type="text" value="Justin LeWinter"/>	Title:	<input type="text" value="Event and Volunteer MGR"/>	Date:	<input type="text" value="05/29/2017"/>

- NOTE: a. **If person/entity preparing this application is not representing a nonprofit entity, the application must be co-signed by someone from a sponsoring nonprofit entity. A copy of the sponsoring entity's 501(c)3 designation must accompany this application.**
- b. **If your entity has outstanding financial obligations with any department within the City of St. Petersburg, your application will not be processed until debt is paid.**
- c. **Applications lacking information or the required completed appendixes listed below will not be processed.**

PLEASE ATTACH THE FOLLOWING

1. Route map for parade, run, walk, and/or bike event.
2. Site map of event and detail schedule of each day's events including open and close times.
3. Complete Appendix B and Appendix C.
4. Check for \$30.00 for co-sponsored application processing (non-refundable).
5. Check for park permit fee. See Appendix A for fee structure.
6. A copy of 501(c)3 designation (if applicable)

FOR FURTHER INFORMATION, PLEASE CALL LYNN GORDON, PARKS & RECREATION MANAGER,
727-893-7766 or EMAIL: StPeteEvents@stpete.org

Review and check all conditions which apply to this event: Note the corresponding obligation for each condition.

Condition

Obligation

- | | | |
|--|--|------------------------------------|
| <input checked="" type="checkbox"/> Public Invited | | General Liability Insurance |
| <input checked="" type="checkbox"/> Located in Park | | Park Permit |
| <input type="checkbox"/> Vending Product / Merchandise Sales | | Occupational License |
| <input type="checkbox"/> Vending Food / Beverage | | Health Inspection |
| <input type="checkbox"/> Vendors / Exhibitors | How many? <input type="text"/> | Alcohol Permit |
| <input type="checkbox"/> Vending Beer / Wine | | Additional insurance Required |
| <input checked="" type="checkbox"/> Erecting Tents - Larger than 10ft x 12ft | How many? <input type="text"/> | Temporary Structure Permit |
| <input type="checkbox"/> Fence Installation | What type? <input type="text"/> | Temporary Structure Permit |
| <input type="checkbox"/> Other Structures | What structure? <input type="text"/> | Temporary Structure Permit |
| <input type="checkbox"/> Open Flame Food Preparation | | Fire Inspection Permit |
| <input type="checkbox"/> Pyrotechnics | | Fireworks Permit |
| <input type="checkbox"/> Require Street Closure | | Parade or Street Closure Permit(s) |
| <input type="checkbox"/> VIP Area | | |
| <input type="checkbox"/> Staging | <input type="checkbox"/> Professional <input type="checkbox"/> Showmobile <input type="checkbox"/> Other | |
| <input type="checkbox"/> Amplified Sound | <input type="checkbox"/> Performers <input checked="" type="checkbox"/> Announcement Only | |
| <input type="checkbox"/> Security | <input type="checkbox"/> Daytime - Private <input type="checkbox"/> Overnight - Private <input type="checkbox"/> Event Time Frame - SPPD | |
| <input checked="" type="checkbox"/> Sanitary Facilities - Port-O-Lets | Regular Units <input type="text" value="1"/> Disabled Units <input type="text" value="1"/> Hand Washing <input type="text" value="1"/> | |
| <input type="checkbox"/> Off-site Parking / Shuttle | | |
| <input type="checkbox"/> Semitruck / Tractor Trailer | | |

Marketing: Please check all that apply.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Invitations | <input checked="" type="checkbox"/> Radio |
| <input checked="" type="checkbox"/> Posters / Flyers | <input checked="" type="checkbox"/> Television |
| <input checked="" type="checkbox"/> Newspaper / Internet | <input type="checkbox"/> Remote Broadcast |

City logo should be used in any promotional materials, posters, flyers, ads, website, public service announcements, and press releases.

Electrical Requirements:

Does your event require any power needs using more than the standard 110/20amp located in the parks? YES NO

If YES, check all that apply. RV'S Coffee Vendors Ice Bins Freezers Ice Cream Vendors Catering Trucks
 Other:

Please explain the details of the above items checked. Tell us how much and what type of power they would require.

Will you supply your own generators? YES NO

Will your event have a licensed electrician on-site during the event? YES NO If YES, who?

Will your event be requesting any variances from City policies or procedures? If YES, please explain.

If City permits, licenses, or services are required for event, who will pay for them?

Name:

Nicole Knoph/Justin LeWinter

 Phone:

727-432-1358

Address (including zip):

12340 Monarch Cir, Seminole, FL 33772

Type of music, # of stages, and # of bands.

N/A

List Vending Products. Name & Provider.

N/A

For Use of Beer/Wine - Please provide name, address and phone number of the sponsoring 501(c)3 or catering company.

N/A

Explain subject/purpose of all speeches/demonstrations which will occur.

A brief introduction by the walk coordinator explaining apraxia, SERTOMA and CASANA's role in funding research, providing resources, therapy grants, and communication devices will occur. We will award each child with apraxia a medal then begin the walk.

Discuss your load in/load out parking needs, include times and dates.

Families will park in the parking lot next to the park between 8:00am and 1:00pm.

Other Comments: Please describe your fee structure.

Other comments:

I represent and warrant that the purpose of the proposed activity/event and conduct of the sponsor(s) and the participants shall conform to all requirements of law and all ordinances of the State of Florida, Pinellas County, and the City of St. Petersburg including, but not limited to, City noise ordinances and Parks and Recreation Department Policies and Procedures. I acknowledge that failure to observe such laws, ordinances, or policies and procedures will result in an immediate cancellation of the event and all permits.

WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, I ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND THE PARKS AND RECREATION DEPARTMENT POLICIES AND PROCEDURES PERTAINING TO THE USE OF PARKS AND THE PARK RULES SET FORTH IN ARTICLE II, CHAPTER 21, OF THE ST. PETERSBURG CITY CODE, INCLUDING BUT NOT LIMITED TO THE INDEMNIFICATION AND INSPECTION OBLIGATIONS ASSUMED BY ME AND THE PERSON OR ENTITY ON WHOSE BEHALF THIS APPLICATION IS BEING MADE.

I certify that the facts contained in this application are accurate.

Name: Title: Date:

Appendix A

Co-Sponsored Event Park Fee Structure

- * Events in Vinoy Park will be assessed \$300.00 per event day (e.g., 1 day event = \$300.00, 2 days = \$600.00, 3 days or more = \$900.00.) This includes the \$30.00 park permit fee.
- * Events in any other park will be assessed \$200.00 per event day (e.g., 1 day event = \$200.00, 2 days = \$400.00, 3 or more days = \$600.00). This includes the \$30.00 park permit fee.
- * The above fees will be due at the time you submit your application plus the \$30.00 co-sponsored application fee.
- * All co-sponsored event applications must be submitted at least 6 month prior to the event.
- * Any application for a co-sponsored event submitted inside the six (6) month time frame will be assessed a non refundable \$1,200.00 late fee.
- * **The City requires payment in advance for all City services estimated and/or provided for first time events and one of a kind nonrecurring events.**
- * **Payment will be required at least ten (10) business days prior to the start of the event and shall be in the form of cash, certified check, or an irrevocable bank letter of credit.**
- * **All first time entities requesting events will be required to complete a credit application.**



Appendix B President or CEO Responsible Party Information

Please complete the information below for each responsible party.

Name of the **Nonprofit** Corporation: Childhood Apraxia of Speech of North America / SERTOMA Club of St. Petersburg

Name of Responsible Party (President or CEO ONLY): Michele Atkins / Rob Shingler

Title of Responsible Party: Executive Director/Founder / President

Physical Address of Responsible Party: 416 Lincoln Ave, 2nd Floor, Pittsburgh, PA 15209

Phone Number of Responsible Party: 412-343-7102

Email Address of Responsible Party: michelea@apraxia-kids.org

Nonprofit (Employee Identification Number): EIN # 25-1858159 / EIN # 59-6213297

Name of the **For-profit** Corporation:

Name of Responsible Party (President or CEO ONLY):

Title of Responsible Party:

Physical Address of Responsible Party:

Phone Number of Responsible Party:

Email Address of Responsible Party:

For-profit (Employee Identification Number)

Please include a copy of the the current IRS Nonprofit Affidavit / For Profit



**APPENDIX C
STATEMENT OF REVENUE AND EXPENSES FORM
PRIOR YEAR'S EVENT
(Must be completed)**

Name of Event: Tampa Bay Walk for Children with Apraxia
Date(s) of Event: Oct 29, 2017

I. REVENUE SOURCES (attach sheet if more space is needed)

	Amount
1. Online preregistration and donations	\$10,000.00
2. Day of registration and donations	\$1,000.00
3.	
4.	
5.	
6.	
7.	
8.	
TOTAL GROSS REVENUE	\$11,000.00

II. EXPENSES (attach sheet if more space is needed)

1. Site rental	\$650.00
2. Permits/application	\$230.00
3. Port o Potties	\$225.00
4. Table & chair rental	\$896.00
5. Tent rental	\$1,420.00
6. Food/beverages	\$300.00
7. DJ	\$250.00
8. Talent/entertainment	\$0.00
9. Event decor, give aways & supplies	\$200.00
10. Signage/banners	\$0.00
11. Tshirts	\$3,500.00
12. Medals	\$200.00
TOTAL OPERATING EXPENSES	\$7,871.00
TOTAL NET INCOME	\$3,129.00

III. ALLOCATION OF NET INCOME (attach sheet if more space is needed)

1. 80% of Net income goes to apraxia programs (therapy grants, lpads program) and research	\$6,000.00
2. 20% towards operational expenses	\$5,000.00
3.	
4.	
5.	
6.	
TOTAL ALLOCATION OF NET INCOME	\$11,000.00

Prepared by: Nicole Knoph Date: May 29, 2017

Print Application

Submit Application by Email



Contract/Permit

Contract #: 19327
Date: 17 Jan 2017

User: SCTegard
Status: Firm

CHILDHOOD APRAXIA OF SPEECH ASSOCIATION
 NICOLE KNOPHE
 12340 MONARCH CIR
 SEMINOLE FL 33772 USA

Primary #: (727) 432-1358
 Secondary #: (727)
 Other #: ()

Purpose of Use: WALK FOR APRAXIA

Expected: 0

Co-Sponsored Event

Contract Balance \$230.00

Conditions of Use: Insurance Required

Other Information:

Use of beer and wine No
 Use of fencing No
 Use of liquor No

Date(s) and Time(s) of Use:

Starting: Sun 29 Oct 17 06:00 am

Ending: Sun 29 Oct 17 04:00 pm

Facility/Equipment	Day	Date	Time	Fee	Extra Fee	Tax	Total
Flora Wylie Park Park	Sun	29 Oct 2017	06:00 AM 04:00 PM	\$0.00	\$230.00	\$0.00	\$230.00

Additional Fees:

Extra Fee - Bookings	Hours	Quantity	Charge	Tax	Total
Co-Sponsored Application Fee	10:00	1	\$30.00	\$0.00	\$30.00
Co-Sponsored Park Permit Fee	10:00	1	\$200.00	\$0.00	\$200.00
		2	\$230.00	\$0.00	\$230.00

Charges:

Fees	Extra Fees	Tax	Total	Deposit	Total Applied	Contract Balance	Account Balance
\$ 0.00	\$230.00	\$0.00	\$230.00	\$0.00	\$0.00	\$230.00	\$230.00

Balance of rental due and payable immediately.

Payments:

Additional Notes:

I have read this Agreement and agree to comply with the terms and conditions set forth in this Agreement. I also understand this Agreement is not final until approved and executed by the Parks and Recreation Superintendent or designee.

By: (Sign Name) _____
 (Print Name) NICOLE KNOPHE
 CHILDHOOD APRAXIA OF SPEECH ASSOCIATION
 Name of User Organization, If Applicable

CITY OF ST. PETERSBURG, FLORIDA

By: (Sign Name) _____
 Parks and Recreation Superintendent

(Print Name) _____
 Parks and Recreation Department

Supervisor II / Foreman

Manager

Approved or Rejected

Date: _____

Approved or Rejected

Date: _____



Contract #: 19327
Date: 17 Jan 2017

User: SCTegard
Status: Firm

Manager

Approved or Rejected

Date: _____

The Americans with Disabilities Act (A.D.A.) guarantees equal opportunity for people with disabilities. Special accommodation requests such as sign language interpreters, taped or Braille materials, assistive listening devices, etc., should be made at least one week prior to the activity or program. Individuals using TTD devices, please contact us using the Florida Relay Service at 800-955-8771.



Contract/Permit Amendment

Printed: 25 Aug 2017, 08:52 AM

User: dwburns

Rental #: 19327

Amendment #: 1

CHILDHOOD APRAXIA OF SPEECH ASSOCIATION
12340 MONARCH CIR
SEMINOLE FL 33772 USA

Amended: 25 Aug 2017

WALK FOR APRAXIA

Amendment Reason: date change

i) Purpose of Use:

Function: Not Changed

ii) Conditions of Use:

Insurance Required

iii) Dates and Time of Use:

of Bookings: 1 Starting: 29 Oct 2017 Ending: 29 Oct 2017 Expected: N/C

Mode	Facility / Equipment	Day	Start Date	Start Time	End Date	End Time	Function	Charge
Revised	Flora Wylie Park - Park	Sat	13 May 2017	06:00 AM	13 May 2017	04:00 PM	Co-Sponsored Eve	\$230.00
To	Flora Wylie Park - Park	Sun	29 Oct 2017	06:00 AM	29 Oct 2017	04:00 PM	Co-Sponsored Eve	\$230.00

iv) Additional Fees:

v) Payment Method:

Damage Deposit: N/C
Initial Due: N/C
Prior Contract Total: \$ 230.00
Statementing: N/C

Payable By: N/C
Initial Pay: N/C
Contract Total: N/C

Date	Amount
15 Oct 2017	\$230.00

NICOLE KNOPHE Date _____

Supervisor II / Foreman Approved or Rejected Date _____

Manager Approved or Rejected Date _____

Superintendent Approved or Rejected Date _____



Contract/Permit Amendment

Printed: 25 Aug 2017, 08:52 AM

User: dwburns

Rental #: 19327

Amendment #: 2

CHILDHOOD APRAXIA OF SPEECH ASSOCIATION
12340 MONARCH CIR
SEMINOLE FL 33772 USA

Amended: 25 Aug 2017

WALK FOR APRAXIA

Amendment Reason: UPDATED

i) Purpose of Use:

Function: Not Changed

Description:
Description:

ii) Conditions of Use:

Insurance Required

iii) Dates and Time of Use:

of Bookings: 1 Starting: N/C Ending: N/C Expected: N/C

iv) Additional Fees:

Mode	Extra Fee	Old Qty.	Old Amount	New Quantity	New Amount
Added	Co-Sponsored Application Fee			1	\$30.00
Deleted	Co-Sponsored Application Fee	1	\$30.00		

v) Payment Method:

Damage Deposit: N/C	Payable By: N/C
Adjustment: N/C	Adj: N/C
Initial Due: N/C	Initial Pay: N/C
Prior Contract Total: \$ 230.00	Contract Total: N/C
Statementing: Due immediately	

Date	Amount
25 Aug 2017	\$230.00

NICOLE KNOPHE _____ Date _____

Supervisor II / Foreman Approved or Rejected Date _____

Manager Approved or Rejected Date _____

Superintendent Approved or Rejected Date _____



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /

Detail by Entity Name

Foreign Not For Profit Corporation

CHILDHOOD APRAXIA OF SPEECH ASSOCIATION OF NORTH AMERICA, INC.

Filing Information

Document Number F15000000979
FEI/EIN Number 25-1858159
Date Filed 03/06/2015
State PA
Status ACTIVE

Principal Address

416 LINCOLN AVE, 2ND FLOOR
 PITTSBURGH, PA 15209

Mailing Address

416 LINCOLN AVE, 2ND FLOOR
 PITTSBURGH, PA 15209

Registered Agent Name & Address

FROMKNECHT, JEFF
 980 NORTH FEDERAL HIGHWAY, SUITE 110
 BOCA RATON, FL 33432

Officer/Director Detail

Name & Address

Title Executive Director

GRETZ, SHARON
 416 LINCOLN AVE, 2ND FLOOR
 PITTSBURGH, PA 15209

Title Education Director

HENNESSY, KATHY
 416 LINCOLN AVE, 2ND FLOOR
 PITTSBURGH, PA 15209

Title P

STURM, MARY
 416 LINCOLN AVE, 2ND FLOOR
 PITTSBURGH. PA 15209

Title S

FREIBURGER, SUSAN
416 LINCOLN AVE, 2ND FLOOR
PITTSBURGH, PA 15209

Title Treasurer

Zellers, Joshua
416 LINCOLN AVE, 2ND FLOOR
PITTSBURGH, PA 15209

Title Director

Burns, Tim
416 LINCOLN AVE, 2ND FLOOR
PITTSBURGH, PA 15209

Title VP

Lippert, Jeanne
416 LINCOLN AVE, 2ND FLOOR
PITTSBURGH, PA 15209

Title Director

Wilson, John
416 LINCOLN AVE, 2ND FLOOR
PITTSBURGH, PA 15209

Title Director

Purdy, Lincoln
416 LINCOLN AVE, 2ND FLOOR
PITTSBURGH, PA 15209

Annual Reports

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