

**AVON PARK CRA BOARD
REGULAR MEETING**

Avon Park Council Chambers

123 E. Pine Street

Avon Park, Fl 33825

June 26, 2017

5:30 PM

(Please turn off pagers and cell phones)

A. OPENING

1. Invocation
2. Pledge of Allegiance
3. Roll Call

B. CONSENT

4. Approval of Minutes of May 22, 2017 Regular Board Meeting

C. ADMINISTRATIVE

7. Approve Event Grant Christmas on the Mall
8. Approve Event Grant for Jaycee's Fireworks
9. Approve the recommendation of the Main Street Advisory Board to Allow the Beautification Committee to use the \$15,000.00 in the budget For the Beautification of the Mall. It is a line item it is in the budget.
10. Approve Historical Museum Event Grant

E. ADJOURN

Any person who might wish to appeal any decision made by the Avon Park CRA of the City of Avon Park, Highlands County, Florida, in public hearing or meeting is hereby advised that he/she will need a record of the proceedings, and for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made which will include the testimony and evidence upon which such appeal is to be based. Any person with disabilities requiring accommodations in order to participate should contact the City Manager prior to the meeting at 863-452-4403.

CRA BOARD
MINUTES SPECIAL MEETING
Council Chambers
123 E Pine Street
May 22, 2017
5:30 PM

Members Present: Mayor Garrett Anderson, Deputy Mayor Brenda Gray, Councilwoman Doral Smith, and Councilman Jim Barnard, Councilman Terry Heston.

Absent: None

Others Present: City Clerk Bonnie Barwick, Public Service Director Jason Lister, City Attorney Gerald Buhr, Director of Administrative Services Bea Ramirez, City Manager Julian Deleon

Mayor Garrett Anderson called the meeting to order at 5:30PM

The invocation was given and the Pledge of Allegiance was recited. The roll was called and a quorum was present.

B-4 **Motion** by Deputy Mayor Gray, Seconded by Councilwoman Smith to approve the minutes April 27, 2017 as presented. Motion passed unanimously.

Approve Event Grant Christmas on the Mall: Anna Marie Feeny was not present to answer any questions that the Board might want to ask her, after some discussion **Motion** by Deputy Mayor Gray, Seconded by Councilwoman Smith to table this item until the next meeting. Motion passed unanimously.

Authorization to build a parking lot and bathrooms on CRA owned property (near railroad tracks and Main St) using the annual EPI Contract.

City Manager Deleon stated this was the big project for the CRA this fiscal year. He went on to explain that the property was located on Main Street where the Chevrolet Dealer used to be. The CRA had purchased this lot along with the empty parcel just to the North. There will be restrooms along with parking for the citizens and visitors to the down town area. He explained the proposal they had in their packet was utilizing the unicost bid from Excavation point which includes the men's and women's restrooms, removing material from the parking lot to get the grades to work out for drainage. And taking the empty lot to the South to further the parking lot. There will be landscaping and lighting. After further discussion, **Motion** made by Deputy Mayor Gray, Seconded by Councilman Heston to approve the Proposal from EPI in the amount of \$164,226.00. Motion passed unanimously.

Meeting adjourned at 5:45 P.M.

Attest: Bonnie Barwick, City Clerk

Mayor Garrett Anderson

Community Redevelopment Agency

C.7

EVENT GRANT

APPLICATION



City of Avon Park Event Planning Guide

Road closure Permit Application MUST be submitted at least 3 months in advance of the event.

State Road closure permits require DOT Road Closure Permit form.

Today's Date: March 21, 2017

Event Organizer/Sponsor: Christmas on the Mall / CRA

Contact information: Anna Marie Feeney - 863-440-4554

Location of Event Main Street, Avon Park

Date(s) / / Time(s) of Proposed Event: 24hr / 7day

Description of event: Holiday Light Display + Weekend Visits w/ Santa. Volunteer organized + operated.

Will you be requesting City staff for any of the following (circle one):

Dumpster: Y N Quantity

Garbage receptacles: Y N Quantity

Traffic Cones/ MOT: Y N Quantity **

(This includes delivery, installation and pick-up of cones by City staff and charge of \$20 per City "block". Weekend work may require additional charges.

Sponsor needs to stack cones at end of event

Police Y N \$100 per officer (minimum 4 hours)
(Additional hours require prior approval with additional rates)

Road Closure Y N If yes, attach map of specific roads to be closed

Will you require city water for your event? Y N

Will you require city electricity for your event? Y N

Please provide copy of your event insurance. The City of Avon Park needs to be placed as "Additional Insured" on your policy for date of event and proof of insurance needs to be provided at least 2 weeks in advance of the event date.

11. For reimbursement of funds, all paid receipts and cancelled checks provided within 2 months of the completion of the event. A W-9 Form is required at time of application submittal for any reimbursement.

TOTAL ADVERTISING COST FOR EVENT \$ _____
(Obtain and attach bids/quotes for this Event)

TOTAL AMOUNT OF GRANT REQUESTED \$ 3,450.⁰⁰
(Maximum \$1000 with no match requirement)

I understand this application for an Event Grant requires that I submit paid receipts/ cancelled checks for all eligible expenses in order to be reimbursed.

The CRA reserves the right to accept or reject any application or part thereof.

PRINT EVENT SPONSOR'S NAME

Anna Marie Feeney
AUTHORIZED REPRESENTATIVE'S SIGNATURE

3/2/17
DATE

For official use only			
CRA Advisory approved:	Yes	No	DATE: _____
CRA Board approved:	Yes	No	DATE: _____
Informed grantee date:	_____		Initials: _____

BUDGET FOR
CHRISTMAS ON THE MALL

BUILDING MATERIALS-	\$450.00
ELECTRICAL SUPPLIES-	\$700.00
SIGNS/ BANNERS-	\$550.00
MISCELLANEOUS EXPENSES- (transportation reimbursement, additional decoration supplies, advertising/public relations, unforeseen last minute expenditures, previous years supplies upkeep/maintenance/replacement.)	\$750.00
ANY EXPENSES THAT MAY BE INCURRED BY THE CITY OF AVON PARK-	\$1000.00
(THE AMOUNTS SHOWN ABOVE ARE ESTIMATED, AND MAYBE INTERCHANGED AS FUNDS ARE NEEDED WITHIN SAME BUDGET)	

(The \$5.00 space reservation fee to be used by Anna Marie Feeney
for any additional miscellaneous expenses she may incur related to this project.)

TOTAL: \$3450.00

INVENTORY LIST

CHRISTMAS ON THE MALL

THIS LIST IS CURRENT AS OF JANUARY 9TH, 2017. DUE TO WEAR AND WEATHER, CERTAIN ITEMS MAY BECOME DAMAGED AND THE NEED TO DISCARD AND REPLACE MAY OCCUR IN COMING YEARS.

ITEM DESCRIPTION	AMT.
EXTENSION CORDS-TRIPLE OUTLET/ TREE OUTLET	110
EXTENSION CORDS- SINGLE OUTLET (3 UNDERGROUND)	37
THREE OUTLET ADAPTERS	11
SPOT LIGHTS	12
100 CT. MINI LIGHT SETS	12
8" ILLUMINATED CANDY CANE STRANDS	34
4' ILLUMINATED CANDY CANES	58
1 PC. ILLUMINATED DEER DISPLAY	1
3 PC. ILLUMINATED DEER DISPLAY	2
2PC. ILLUMINATED GIFT BOX SET	1
3 PC. ILLUMINATED GIFT BOX SET	2
5' ILLUMINATED ANGELS	4
STAKE LIGHT SETS	4
ILLUMINATED IGLOO W/PENGUINS DISPLAY	1
2' ILLUMINATED GINGERBREAD MAN	1
2' ILLUMINATED SNOWMAN	1
ILLUMINATED SANTA W/ REINDEER DISPLAY	2
ILLUMINATED PEPPERMINT WHEEL STRANDS	4
2' CANDY CANES	12

3' X 3' "CANNED FOOD" WOODEN BOXES	2
3' X 3' "TOYS" WOODEN BOXES	2
7' GINGERBREAD SOLDIERS	4
ASSORTED. SIZES OF PVC FOR SIGN CREATION W/ CORRESPONDING ELBOWS	28
9' "SANTA CLAUS SQUARE" CHRISTMAS TREES FOR SPONSORSHIP PURPOSES	6
REBAR FOR SECURING TREES & DISPLAYS	82
REUSABLE DISPLAY BANNER-CANDY CANE LANE	2
REUSABLE DISPLAY BANNER-SCHOOL SPIRIT WAY	2
REUSABLE DISPLAY BANNER-WEEKEND VISITS W/ SANTA	3
REUSABLE DISPLAY BANNER-GINGERBREAD LANE	2
THERMAL LAMINATOR	1
LAMINATING SHEETS REMAINING SUPPLY	15
12" X 18" "CHRISTMAS ON THE MALL" DISPLAY SIGNS W/ "H" STANDS (1 DAMAGED/DISCARDED)	99
12" X 12" "CHRISTMAS ON THE MALL" DIRECTIONAL SIGNS	6
ASSORTED ORNAMENTS & TREE DECORATIONS	

IN THE EVENT OF ANNUAL EXPANSION OF THIS MONTH LONG EVENT, ANNUAL BUDGETARY ISSUES MAY VARY. THE CURRENT BUDGETARY NEED FOR CHRISTMAS ON THE MALL FROM THE MAIN STREET CRA IS AN AVERAGE OF \$3200.00, ALL INCLUSIVE (ADVERTISING, MAINTENANCE SUPPLY & NEW SUPPLY, ETC.).

THIS IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

ANNA MARIE FEENEY-VOLUNTEER FACILITATOR
CHRISTMAS ON THE MALL

DATE

Christmas on the Mall 2016

Avon Park, FL



Volunteer weekend

Saturday, November 18th & Sunday, November 19th
10am-3pm 2pm-4pm

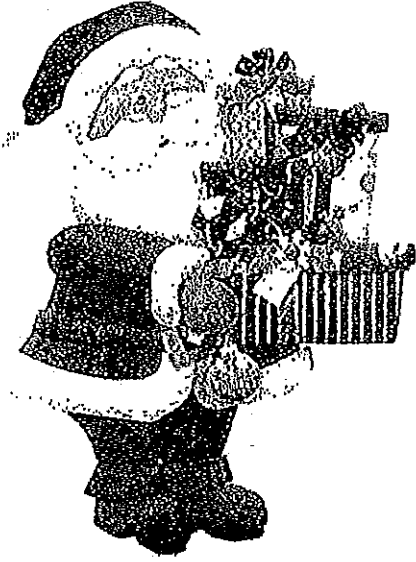
Come and enjoy 2 days of fun and friendship, while you help bring Christmas on the Mall to life for the 2016 holiday season!!!

Refreshments will be served,
Everyone will gather in the front of the Chamber of Commerce, and then the fun begins!!!!

To get more information please attend the volunteers meeting on the first Saturday of every month leading up to volunteers weekend at the Avon Park Chamber of Commerce, 28 East Main Street (rear entrance) at 11am.

See you there!!!

CHRISTMAS ON THE MALL TOY DRIVE



Bring your new, unwrapped toys
to the following locations:

All toys donated will be donated forward to the Florida Hospital Sebring Campus Pediatric Ward for year round gift giving.

All toys will be delivered before Christmas.

Final toy pick up will be December 20.

Help us keep the spirit of Christmas going all year long!

November 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 MEETING WITH CITY OFFICIALS	2	3 FLYER DISBURSAL BEGINS	4
5	6 INFRASTRUCTURE INSTALLATION	7 INFRASTRUCTURE INSTALLATION	8 INFRASTRUCTURE INSTALLATION	9 INFRASTRUCTURE INSTALLATION	10	11 VETERANS DAY
12	13 INFRASTRUCTURE INSTALLATION	14 INFRASTRUCTURE INSTALLATION	15 INFRASTRUCTURE INSTALLATION	16 INFRASTRUCTURE INSTALLATION	17 INFRASTRUCTURE INSTALLATION	18 VOLUNTEERS <u>WEEKEND</u> BUSINESS TREES <u>INSTALLATION</u> INFRASTRUCTURE INSTALLATION
19 VOLUNTEERS <u>WEEKEND</u> BUSINESS TREES <u>INSTALLATION</u> INFRASTRUCTURE INSTALLATION	20 BUSINESS TREES <u>INSTALLATION</u> INFRASTRUCTURE INSTALLATION	21 BUSINESS TREES <u>INSTALLATION</u> INFRASTRUCTURE INSTALLATION	22 BUSINESS TREES <u>INSTALLATION</u> INFRASTRUCTURE INSTALLATION	23 THANKSGIVING BUSINESS TREES <u>INSTALLATION</u> INFRASTRUCTURE INSTALLATION	24 BUSINESS TREES <u>INSTALLATION</u> INFRASTRUCTURE INSTALLATION	25 BUSINESS TREES <u>INSTALLATION</u> INFRASTRUCTURE INSTALLATION
26 BUSINESS TREES <u>INSTALLATION</u> <u>FINAL DAY</u> INFRASTRUCTURE INSTALLATION ARMED FORCES TREES DEDICATION CEREMONY	27 AVON PARK CHRISTMAS PARADE	28 GENERAL MAINTENANCE	29 GENERAL MAINTENANCE	30 GENERAL MAINTENANCE		

December 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 WEEKEND VISITS WITH SANTA 5-8PM GENERAL MAINTENANCE	2 WEEKEND VISITS WITH SANTA 6-8PM GENERAL MAINTENANCE
3 WEEKEND VISITS WITH SANTA 5-8PM GENERAL MAINTENANCE	4 GENERAL MAINTENANCE	5 GENERAL MAINTENANCE	6 GENERAL MAINTENANCE	7 GENERAL MAINTENANCE	8 WEEKEND VISITS WITH SANTA 5-8PM GENERAL MAINTENANCE	9 WEEKEND VISITS WITH SANTA 6-8PM GENERAL MAINTENANCE
10 WEEKEND VISITS WITH SANTA 5-8PM GENERAL MAINTENANCE	11 GENERAL MAINTENANCE	12 GENERAL MAINTENANCE	13 GENERAL MAINTENANCE	14 GENERAL MAINTENANCE	15 WEEKEND VISITS WITH SANTA 5-8PM GENERAL MAINTENANCE	16 WEEKEND VISITS WITH SANTA 6-8PM GENERAL MAINTENANCE
17 WEEKEND VISITS WITH SANTA 5-8PM GENERAL MAINTENANCE	18 GENERAL MAINTENANCE	19 GENERAL MAINTENANCE	20 GENERAL MAINTENANCE	21 GENERAL MAINTENANCE	22 WEEKEND VISITS WITH SANTA 5-8PM GENERAL MAINTENANCE	23 WEEKEND VISITS WITH SANTA 6-8PM GENERAL MAINTENANCE
24 CHRISTMAS EVE	25 CHRISTMAS DAY	26	27	28	29	30
31	ALL BUSINESS/SCHOOL TREES MUST BE PICKED UP NO LATER THAN JANUARY 7, 2018. ALL REMAINING TREES WILL BE DISCARDED ON JANUARY 8, <u>NO EXCEPTIONS!!!</u>					

CHRISTMAS ON THE MALL

MAIN STREET CRA EVENT

CANDY CANE LANE
SANTA CLAUS SQUARE

GINGERBREAD LANE
SCHOOL SPIRIT WAY

- TREES/DECORATIONS CAN BEGIN INSTALLATION ON NOVEMBER 18TH, 2017
- ALL TREE/DECORATIONS MUST BE INSTALLED FOR VIEWING NO LATER THAN NOVEMBER 26TH, 2017, AT 9:00AM
- ALL TREES/DECORATIONS MUST BE REMOVED NO LATER THAN JANUARY 7TH, 2018, ABSOLUTELY NO EXCEPTIONS. ALL REMAINING ITEMS WILL BE DISCARDED ON JANUARY 8TH.
- PLEASE DO NOT PURCHASE EXPENSIVE DÉCOR. THE CITY OF AVON PARK, MAIN STREET CRA, ANNA MARIE FEENEY OR ANY OTHER ENTITY IS RESPONSIBLE FOR THE SECURITY OR ELECTRICAL UPKEEP OF INDIVIDUAL DISPLAYS.
- ALL TREES MUST BE BETWEEN 6.5' AND 9' AS AN ADDITIONAL SECURITY MEASURE.
- TREE OPTIONS:
- DIY: \$5.00 (NON-REFUNDABLE), MADE PAYABLE TO ANNA MARIE FEENEY, AND MUST BE INCLUDED WITH APPLICATION. THIS RESERVATION IS FOR A SPACE ON CANDY CANE LANE, GINGERBREAD LANE, OR SCHOOL SPIRIT WAY.
- SPONSORS TREE: \$200.00 DONATION TO CHRISTMAS ON THE MALL/MAIN STREET CRA. YOUR BUSINESS NAME/INFORMATION WILL BE PLACED ON AN 18 X 24" SIGN IN FRONT OF A TREE ON SANTA CLAUS SQUARE. TREE DECORATIONS ARE PURCHASED BY CHRISTMAS ON THE MALL, AND DECORATED BY CHRISTMAS ON THE MALL VOLUNTEERS.

**CUT ALONG THIS LINE TO RETAIN IMPORTANT INFORMATION
FOR ADDITIONAL INFORMATION, CONTACT ANNA MARIE FEENEY @ 863-440-4554**

BY SIGNING THIS AGREEMENT, I AGREE TO THE TERMS ABOVE.

NAME OF BUSINESS/ORGANIZATION: _____

ADDRESS _____ TELEPHONE# _____

SIGNATURE OF PROPRIETOR/MANAGER _____ DATE _____

AMOUNT PAID: \$ _____ TYPE OF PARTICIPATION: DIY _____ SPONSOR _____

FOR OFFICE USE ONLY: EVENT LOCATION

CANDY CANE LANE # _____
SANTA CLAUS SQUARE # _____

GINGERBREAD LANE # _____
SCHOOL SPIRIT WAY # _____

COME ONE,
COME ALL TO...

**FREE TO THE
PUBLIC!!!!**

Christmas on the Mall

Presented By
The Main Street CRA
Beginning November 27th until January 2nd, 2017

See the following:

CANDY CANE & GINGERBREAD LANES

See our local businesses shine!



SANTA CLAUS SQUARE

Created by our volunteers for local businesses

SCHOOL SPIRIT WAY

Where our youngest & brightest show off their creativity



SANTA'S WORKSHOP

Weekend visits with Santa & Mrs. Claus
at his Avon Park Workshop

The Avon Park Chamber of Commerce

28 East Main Street

Fridays & Sundays from 5-8pm

Saturdays from 6-8pm, Beginning December 1st

FREE
PICTURES
WITH
SANTA!



VETERANS SQUARE

Sponsored by

The Battle of the Bands, Inc.

Dedication Ceremony on November 26 @ 5pm

FOR MORE INFORMATION, CALL ANNA MARIE FEENEY @ 863-440-4554





Dear Mayor and Council members:

I am Travis Turner and am requesting the following actions from the council in preparation for the 4th of July celebration:

1. Request permission to launch the fireworks from the center of Lake Verona as in the past.
2. Request the presence of APFD at the launch site.
3. Request the assistance of APPD with the traffic and crowd control in and around Donaldson Park.
4. Request the closure of Main St. (A. Miracle Ave. to Verona Ave.) from 6:00pm to 10:00pm.
5. Request the closure of Donaldson Park to all automobile traffic from 6:00pm to 10:00pm.
6. Request the assistance from APPD to relocate all automobiles parked in Donaldson Park at 6:00pm.
7. I have completed and turned in request for the proper permit.
8. I have obtained the required insurance to release the City of Avon Park and the Avon Park Jaycees from any liabilities.

I am continually indebted to the City Council, Public Works, Recreation, Police and Fire Departments for the unwavering support. Without this team effort, there would be no 4th of July celebration.

Respectfully,

Travis Turner

Avon Park Jaycees

The City of Avon Park
Community Redevelopment Agency
110 E. Main Street
Avon Park, FL 33825
863/452-4403 - FAX 863/452-4413

Event Grant Application

Date: 5/10/17

Applicant's Name: Avon Park Jayice's

Event Location: Donaldson Park

863-381-5602
Business Phone Cell Phone Home Phone FAX

Summary of Proposed Event: Annual July 4th Firework
display

The following rules apply to all applications:

1. Matching Event Grants are made available to individuals and organizations on a case by case basis. They must be approved in advance by the Community Redevelopment Agency (CRA) upon recommendation of the Main Street Advisory Board.
2. The Event must take place within the CRA Main Street District.
3. The Event must be open to the general public and any admission fees proposed to be charged must be disclosed in the application. Please include in the project narrative the estimated number of attendees.
4. A complete budget of anticipated income and expenses must be included with the application. Also include an estimated number of participants and attendees.
5. Eligible expenses include, but are not necessarily limited to, rental of tables, chairs, tents, and portable toilets, entertainment costs, rental of the Community Center, insurance and advertising (including radio, newspapers, and the printing of posters and flyers). Expenses for food, beverages, eating and drinking utensils and other "consumables" are specifically NOT eligible for reimbursement or to be counted as part of the applicants match.
6. The applicant must obtain all necessary permits and approvals. Applicant must provide the City with event liability coverage naming the City of Avon Park as "Additional Insured" on their policy.

TOTAL COST OF PROPOSED EVENT
(Obtain and attach as many bids/quotes for this
Event as possible)

\$ 13,000

TOTAL AMOUNT OF GRANT REQUESTED
(not to exceed 50% of eligible Event costs)

\$ 5,000

I understand this application for an Event Grant requires that I submit paid receipts for all eligible expenses.

All print advertising shall list the Main Street CRA as an event sponsor.

The CRA reserves the right to accept or reject any application or part thereof.

Ann Park Jaycos
PRINT EVENT SPONSOR'S NAME

[Signature]
AUTHORIZED REPRESENTATIVE'S SIGNATURE

5/10/17
DATE

For official use only

CRA Advisory approved: Yes No DATE: _____

CRA Board approved: Yes No DATE: _____

Informed grantee date: _____ Initials: _____

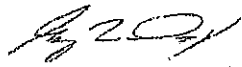
**Pyro Display Company Inc.
1812 Brunns Rd.
Sebring FL. 33872**

(863)-385-5575
Cell: (863)-414-1201

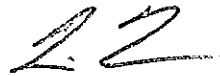
Contract for Display

May 8th 2017

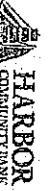
For and in consideration of the sum of \$13,000 Greg Dixon of Pyro Display Company Inc agrees to provide an aerial fireworks display for the Avon Park Jaycees 4th of July celebration. This display will include fireworks as described in the preliminary proposal. Date of the display will be July 4th, 2017 with a rain date of July 5th, 2017. Rescheduling beyond July 5th will incur a \$500 set up fee. Greg Dixon agrees to provide floating launch platforms for the above display. Greg Dixon also agrees to obtain all necessary permits and to provide spectator liability insurance in the amount of \$2,000,000. A deposit in the amount of \$6,500.00 will be required prior to June 8th 2017, with the balance of \$6,500.00 due the night of display. Pyro Display will not provide crowd control or security at the launch site; this will be the responsibility of the sponsors and the city.



Gregory L Dixon



Representing Avon Park Jaycees



HARBOR
COMMUNITY BANK

PO Box 385
HIGHLANDVILLE, FL 34956

CASHIER'S DOCUMENT

63-677670

084015

REMITTER: AVON PARK JAYCEES

May 10, 2017

**** Six Thousand Five Hundred and 00/100****

\$ 6,500.00

PYRO DISPLAY COMPANY

PAY
TO
THE
ORDER
OF

MEMO: 1/2 DEPOSIT 2017

**COPY
NON-NEGOTIABLE**

AUTHORIZED SIGNATURE

⑈084015⑈ ⑆067006775⑆ 2191170⑈

084015

DATE: May 10, 2017

PAY TO: PYRO DISPLAY COMPANY

CHECK AMOUNT: \$ 6,500.00

REMITTER: AVON PARK JAYCEES

MEMO: 1/2 DEPOSIT 2017

Customer Copy

NON-NEGOTIABLE

Community Redevelopment Agency

EVENT GRANT

APPLICATION



*110 Main St
90 of Bonnie*

The City of Avon Park
Community Redevelopment Agency
110 E. Main Street
Avon Park, FL 33825
863/452-4403 - FAX 863/452-4413

Event Grant Application

Date: 5/16/17 Event Date Aug 26-17

Applicant's Name: Jean Jordan for the Historical Museum

Event Location: Community Center

Business Phone _____ Cell Phone 863-449-1898 Home Phone 863-453-6957 FAX _____

Summary of Proposed Event: Annual Avon Park City Picnic
for all! 10 year

The following rules apply to all applications:

1. Matching Event Grants are made available to individuals and organizations on a case by case basis. They must be approved in advance by the Community Redevelopment Agency (CRA) upon recommendation of the Main Street Advisory Board. You must include in your application a brief description of how this event will improve the CRA District.
2. The Event must take place within the CRA Main Street District.
3. The Event must be open to the general public and any admission fees proposed to be charged must be disclosed in the application. Please include in the project narrative the estimated number of attendees.
4. A complete budget of anticipated income and expenses must be included with the application. Also include an estimated number of participants and attendees. You should also apply for funds from the Tourism Grant Program from Highlands County Tourist Development Council Visitor & Convention Bureau.
5. Eligible expenses include, but are not necessarily limited to, advertising (including radio, newspapers, and the printing of posters and flyers). T-shirts are not considered advertising. The maximum amount paid by the CRA for advertising will not exceed \$2,000.

6. The applicant must obtain all necessary permits and approvals, including Health Department permits for food preparation (flyer attached).
7. Event planners will return City property and infrastructure to the condition it was prior to the event.
8. For reimbursement of funds, all paid receipts must be returned within 3 months of the completion of the event.

TOTAL ADVERTISING COST FOR EVENT
(Obtain and attach bids/quotes for this Event)

\$ Less than \$1,000, as

TOTAL AMOUNT OF GRANT REQUESTED
(not to exceed 50% of eligible Event costs)

\$1,000, ^{or} always less,

Ash Council to Waive Fees for the Community Center,
~~This is including the~~

I understand this application for an Event Grant requires that I submit paid receipts for all eligible expenses. All print advertising shall list the Main Street CRA as an event sponsor.

The CRA reserves the right to accept or reject any application or part thereof.

Non except Main st C.R.A.
PRINT EVENT SPONSOR'S NAME

Jean Ford
AUTHORIZED REPRESENTATIVE'S SIGNATURE

May 16, 2017
DATE

For official use only			
CRA Advisory approved:	Yes	No	DATE: _____
CRA Board approved:	Yes	No	DATE: _____
Informed grantee date:	_____		Initials: _____

Agenda Item Summary

Subject Event Grant for Christmas on the Mall

Item No. C-7

Placed on Agenda by: City Clerk

Total Amount of Project: \$3,450.00

Staff Review: Yes

Attorney Review:

Recommended Motion: Approve Event Grant as presented.

Background CRA Main Street Advisory Board approved the Grant

Attachments: Event Grant Application