# **City of South Daytona** Community Development Department

1672 S. Ridgewood Avenue • South Daytona, FL 32119 • 386/322-3022 • Fax 386/322-3018



### MEMORANDUM

To:	James L. Gillis Jr., City Manager	AGENDA ITEM
From:	S. Laureen Kornel, AICP, Community Development Director	ltem # 16
Date:	December 7, 2021	Date: <u>December 14, 2021</u>
Re:	Council Consideration of approving an Community Christmas Special Event lo Avenue on Saturday, December 18, 202	cated at 2400 South Ridgewood

#### Introduction

This is a request by Ms. Samantha McFadden, Let's Go Event Planning LLC, authorized representative, to allow outdoor entertainment in the form of amplified music as part of a Community Christmas Special Event proposed for 2400 South Ridgewood Avenue.

#### Background

The outdoor amplification request is in response to a special event permit application for a Community Christmas Special Event that was applied for on November 19, 2021. As part of the special event application, the applicant requested outdoor amplification with two speakers controlled with a laptop and microphone internal to the site of the subject property as shown on the applicants attached Special Event Application. The outdoor amplification is proposed for **Saturday, December 18<sup>th</sup>, 2021 between the hours of 2:00 p.m. and 7:00 p.m.** Section 5.6(A)(4)(i) Outdoor Amplification of the Land Development Code (LDC) requires the use of any outdoor amplification including but not limited to live or recorded music, shall be in compliance with the City's noise regulations. Where amplified sound equipment is located within 1,000 feet of a residential area, the business owner may apply for an outside amplification permit that requires City Council approval.

#### Discussion

The outdoor amplification is proposed at 2400 South Ridgewood Avenue within 1,000 feet of single family residential which requires Council approval. City staff will monitor the recorded amplified music in accordance with the required criteria of the LDC which requires compliance with the City's noise ordinance (Section 10-35, Outside Amplification permit).

### **Staff Recommendation**

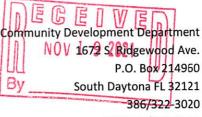
In accordance with Section 5.6(A)(4)(i) Outdoor Amplification of the Land Development Code, and Section 10-35 of the Code of Ordinances, staff recommends the City Council **APPROVE** the request for outdoor amplification proposed for 2400 South Ridgewood Avenue to be held on **Saturday, December 18<sup>th</sup>, 2021, between the hours of 2:00 p.m. and 7:00 p.m.** 

Attachment: Special Event Application for 2400 South Ridgewood Avenue





# CITY OF SOUTH DAYTONA SPECIAL EVENT APPLICATION



FAX 386/322-3029

#### SPECIAL EVENTS

A **Major Special Event** is an event which, by itself or in conjunction with other events occurring during the same time (such as during community wide event), is likely to have a major impact on the community, including but not limited to factors such as traffic, noise, or other aspects of public health, safety and welfare. Major Special Events must be approved in advance by the City Council at which time staff will make their recommendation.

A **Minor Special Event** is an event that does not have an impact on the community and does not require additional city resources such as public safety or city personnel.

Application for Major Special Events must be submitted at least thirty (30) days in advance of the requested event. Minor Special Events must be submitted at least (10) days in advance.

This application is not a permit to conduct a special event.

#### **1.0 REQUIRED INFORMATION**

1.1	Name of Event Let's Go Shop W/Santa
1.2	Name of Producer and/or Promoter Let's 60 Event Planning UC
1.3	Type of Organization INon-Profit For-Profit I Charitable Government
1.4	contact Person Samantha McFadden or Lissette Vourgas
1.5	Address 415 Bridget St.
	city New Smyrna State FL Zip 32168
1.6	Work Phone 386 - 663 - 449 Home Phone 386 - 898 - 7778 Fax NA
	Email Address in fallet goe ventplaning com website www.letsgoeventplanning.com
2.0 BIL	LING INFORMATION
2.1	Is the party responsible for billing the same as above $\square$ Yes $\square$ No
	If no, please provide the proper information below:
	Name Name Address MA
	CityStateZip_Zip
	Work Phone MA Fax Number_ MA
3.0 EVI	ENT INFORMATION
3.1	Date(s) Requested December 18th, 2021
3.2	Location of Event Supshine, Plaza 2400 S. Ridge wood Ave (Parking Lot Page 1 of 7 South Daufena, EL 32119

3.3	Description of Event events give back to
	community
3.4	Anticipated number of Attendees $300 + $
3.5	Site Plans are required and must include:
	Pedestrian Access Parking and Vehicular Access Location of Port-o-Lets (if any) NA Dumpsters and/or Trash Cans Number & Location of Vendor Display Areas/Stage (if any)
3.6	Insurance: An insurance policy naming the City of South Daytona additionally insured for a minimum of \$1,000,000 must be provided no later than five days prior to the scheduled event. Proof of insurance is required for all events if applicable.
3.7	Will an admission fee be charged for the event? 🛛 🛛 Yes 🗹 No
	Will an admission fee be charged prior to the event? 🛛 Yes 🗹 No
	Will fees be collected on site before/during event? 🛛 Yes 🗹 No
3.8	Event time: Date $\frac{2}{2}$ Start: $\frac{2}{2}$ am/pm End: $\frac{7}{2}$ am/pm
	Set-up: Date 1/18/2/Start: 11 mpm End: 1 am/pm
	Break Down: Date 12/18121 Start: am/m End: am/m
	Rain Date: Date <u>NA</u> Start: <u>NA</u> am/pm End: <u>NA</u> am/pm
	How will the general public be notified about a cancellation/postponement of the event?
	Social media, mailing list.
3.9	Have you held this event in the City of South Daytona previously? 🛛 Yes 🛛 🗥 No
	If Yes, previous date(s): <u>NA</u> Location(s): <u>NA</u>
	Have you held this event in another City? 🗋 Yes 🛛 🖸 No
3.10	Will the special event require the use of watercraft for competition, servicing, maintenance, safety, or any other reason?  Yes  Yes
	NOTE: Temporary buoys and markers may be placed with approval from the U.S. Coast Guard. Also water rescue and lifesaving personnel and equipment shall be on duty and prepared to act to protect competitors and spectators during all competition and practice.
3.11	Will the special event involve the use of aircraft? 🛛 Yes 🛛 🗹 No
	NOTE: All aircraft flight operations shall conform to FAA regulations and meet minimum pilot qualifications for the given type of operation intended. Also, all operators of any type of aircraft being used shall provide the City with a certificate of insurance coverage. Insurance coverage shall provide liability insurance protection for the City in the amount of not less than \$1,000,000 per person for bodily
	Page 2 of 7

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injury or death, \$2,000,000 per occurrence of death, and \$500,000 per occurrence for property damage, naming the City of South Daytona as "additionally insured".

3.12 Will the special event involve the use of motorcycles? See Yes Yes

#### **4.0 ENTERTAINMENT**

4.1 Will there be entertainment? Yes You If yes, a complete list of entertainers, contracts, licenses, and schedules must be provided.

WA

4.2 Will you be using a sound system? 🗹 Yes 🛛 No

NOTE: No outside amplification of sound is allowed without prior approval from the City Council.

- 4.3 Name of Contractor Midnight Koracke Type of System Speckers, Mic.
- 4.4 Sound Time: Start \_\_\_\_\_\_  $am/\overline{m}$  End \_\_\_\_\_\_  $am/\overline{m}$
- 4.5 Will there be carnival games and/or rides? I Yes I No If yes, please describe the types of games and/or rides.
- 4.6 Name of Contractor Let's 60 Event Planning U.C.
- 4.7 Proof of insurance is required for all carnival games and rides. The City must be listed as additionally insured on the insurance policy.
- 4.8 Insurance Company <u>NISCOX INSUCCICE</u> Policy Number <u>UDC-4886463-</u>

#### 5.0 SPECIAL EFFECTS

- 5.1 Will there be any special effects used? Yes Yoo If yes, complete below.
- 5.2 Type of effects: 🗆 Fireworks 🔲 Laser light show 🔲 Other 🖗 🙌
- 5.3 Effect time: Date <u>NA</u> Start <u>NA</u> am/pm End <u>NA</u> am/pm
- 5.4 Location of Special Effects: 101A

5.5 Effects Producer/Company name WA

- 5.6 Address MA
- 5.7 Phone Number WA Fax Number WA

5.8 Proof of insurance is required for all special events.

Policy Number NA Insurance Company NA

## 6.0 PARADES

6.1 Will this be considered a parade? Yes Yes Page 3 of 7

6.2	How many will participate? NA					
6.3	Plan of route attached? 🗳 Yes 🗹 No					
6.4	Parade time: Date <u>WM</u> Start <u>WM</u> am/pm End <u>WM</u> am/pm					
6.5	Break Down: Date <u>NA</u> Start: <u>NA</u> am/pm End: <u>NA</u> am/pm					
6.6	Rain Date: Date MA Start: MA am/pm End: MA am/pm					
6.7	Will the parade require any road closures?  Yes No					
	If yes, City Council approval will be required.					
7.0 PR	OPOSED RETAIL SALES					
7.1	Will there be any retail sales? 🗹 Yes 🛛 No If yes, complete below.					
7.2	How many vendor locations do you hope to accommodate?					
7.3	Type of vending (including number of each)					
	Clothing NA Food/Beverage trucks Dewelry NA					
	Other (describe) Crafts					
	NOTE: Itinerant merchant vender fees will apply for sanctioned BikeWeek & Biketoberfest events.					
8.0 PR	OPOSED SPONSORS					
8.1	Will there be any sponsors? 🗇 Yes 🛛 No If yes, complete below.					
8.2	How many commercial sponsors with on-site visibility do you anticipate (including product sampling,					
	giveaways, exhibits, and advertising).					
9.1	Will alcoholic beverages be dispensed provided, or served? TYes I No If yes, complete below.					
9.2	Name of organization licensed to sell alcohol at the event $\mathcal{NH}$					
9.3	Limit of liquor liability coverage, if required, will not be less than \$500,000.					
9.4	The organization hosting the event is: $\Box$ For-Profit $\Box$ Non-Profit/501C-3 (see below) $igvae$ A					
9.5	A copy of the liquor license must be submitted five business days prior to the event.					
9.6	Beer Gardens – An applicant who is requesting beer gardens for an event must provide a copy of a liquor license and special event alcohol license issued by the State of Florida. The Police Department will evaluate the security measures to determine the amount of police officers that must be hired.					

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#### **10.0 PROMOTION**

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10.1	At what level will the event be promoted? 🖬 Local 🔲 Regional 🔲 National 🔲 International
10.2	What type of publicity will be used? 🗌 Newspaper 🛛 Radio 🔲 Television 🗹 Internet
	Direct Mail     Billboard     Other
10.3	Telephone number to be released for public information $38(0 - (003 - 449))$
11.0 SI	
11.1	Will you be using signs at your event? 🗹 Yes 🛛 No If yes, complete below.
11.2	How many signs and what dimensions? (x2'(x) 11 x8" (flyers)
11.3	It is the applicant's responsibility to request utility line location from Sunshine State ONE CALL of Florida (1-800-638-4097) before digging.
	NOTE: Signs may be erected no more than 14 days prior to the special event on the private property. All signs shall be removed no later than the day after the event, and must conform to the requirements in the City's Code of Ordinances.
12.0 F/	ACILITY REQUIREMENTS
12.1	Will you use temporary structures? 🗹 Yes 🛛 No If yes, complete below.
	□ Stages □ Tents □ Scaffolding □ Booths □ Fences □ Barricades □ Cones
	□ Stages □ Tents □ Scaffolding □ Booths □ Fences □ Barricades □ Cones
12.2	Other How many tents exceeding 120 square feet or greater?
12.2 12.3	Other
	Other How many tents exceeding 120 square feet or greater?
	Other How many tents exceeding 120 square feet or greater?
12.3	Other
12.3	Other
12.3 12.4	□ Other How many tents exceeding 120 square feet or greater? Tent locations and sizes must be included on the site plan. <u>10 × 10 - (× 30)</u> List the state-certified electrical contractor who will accept responsibility for the quality and code compliance of electrical work performed on behalf of the applicant. <u>WA</u> It is the applicant's responsibility to request utility line location from Sunshine State ONE CALL of Florida
12.3 12.4 12.5	Other
12.3 12.4 12.5	☐ Other

13.3 Cones, barricades, and fencing are to be provided by the applicant and can be rented from a barricade or rental company.

Page 5 of 7

The South Daytona Fire Department will evaluate the event's safety measures to determine if the measures are sufficient to run a safe event. The South Daytona Fire Department reserves the right to require additional safety measures. There will be a minimum of ten (10) business days to evaluate the event requirements.

NOTE: All events held on City/Public property may require the use of City Police and Fire personnel if additional safety/security measures are required. The event organizer will be responsible for the costs of these services.

#### **17.0 CONFIRMATION**

I understand that this is an application only and does not obligate the City in any fashion to reserve any facility or approve any event. I have included my application fee and understand that my application will not be processed without payment of the fee. Please make checks payable to "The City of South Daytona".

Daytona.	
	Date: 1118/21
Printed Name: Samaentha MSFadden	
Title of Applicant: <u>Super</u>	
Affiliation: Owner at company	
Property Owner/Manager Printed Name:	chael Guski
Property Owner/Manager Signature:	Date: <u>4/18/21</u> 4791
Event Contact Information:	4797 '
Please provide the name of the contact person who will be available on site at all the length of the event, this may require several people. Please list the contact pe	

Contact Name	Contact on site phone number	Time Period
Samantha McFadden	386-898-7778	Allday
Lissette Vorgas	3810-289-7729	

#### 18.0 FEES

- A. Business possessing regular City of South Daytona Local Business Tax Receipt \$29.50 fee.
- B. Businesses, other than motor vehicle dealers having for sale more than ten motor vehicles, not possessing regular City of South Daytona Local Business Tax Receipt \$104.50 fee.

C. Motor vehicle dealers not possessing regular City of South Daytona Local Business Tax Receipt who have for sale more than ten motor vehicles - \$304.50 fee.

APPROVED BY:

**CITY MANAGER** 

of time. (Please Print)

DATE

Page 7 of 7

- 13.4 Will public parking areas, streets, sidewalks, etc., be restricted or obstructed? 🗌 Yes 🛛 Yes
- 13.5 Will the event have on-site parking? Yes I No
- 13.6 Will the event have off-site parking?  $\Box$  Yes  $\mathbf{V}$  No
- 13.7 Will a shuttle be used to transport people to the off-site parking area? 🗌 Yes 🖻 No
- 13.8 Handicapped parking must meet the requirements of Florida Statute 553.5041.
- 13.9 A detailed parking plan is required for all parking areas, indicating how all security, fire protection, and emergency vehicles can access a site.

#### 14.0 PORT-O-LETS

14.1 The applicant shall be required to provide adequate facilities to cover the amount of participants.

14.2 How many Port-O-Lets will be on-site? N(A

14.3 The location of the Port-O-Lets must be included on the site plan. RECOMMENDATION: One toilet is recommended for every 300 people attending an event. If public toilets are not available at the event site, one ADA accessible toilet is required for the first 300 people, and a minimum of 5% of the restrooms must be ADA accessible. If beer/alcohol is being served at the event, the recommended ratio for toilets is 1:150 people. Existing park toilets count towards the toilet per anticipated attendee ratio.

#### **15.0 SANITATION**

- 15.1 If dumpster service is needed, it is required that refuse service be provided through the City's Finance Department. The dumpster service, fee schedule, and information pertaining to recycling can be obtained by contacting the Finance Department at 386-322-3063.
- 15.2 Payment arrangements should be made prior to the event through the Finance Department.
- 15.3 Trash receptacles and recycling containers are to be provided by the applicant and must be located not only on event grounds, but in parking areas as well.
- 15.4 Event grounds must be completely cleared of trash and all receptacles removed by the end of the event and is the sole responsibility of the applicant.

#### **16.0 SECURITY/EMERGENCY FIRE/MEDICAL SERVICES**

[16.1] What are your plans for providing security at the event? We will provide Security.

# 20 people

The South Daytona Police Department will evaluate the event's security measures to determine if the measures are sufficient to run a safe event. The South Daytona Police reserves the right to require additional security measures. There will be a minimum of ten (10) business days to evaluate the event requirements.

16.2 What are you plans for providing Emergency Medical Services/Fire Protection? WH COLL all if noeded Fine ext. first and KITS

Page 6 of 7

This letter is to clarify some of the requirements of the application:

- 1. Restroom Facilities:
  - a. There are 2 entrances to main mall that attendees will have access to the public mall restrooms and will not obstruct or interfere with any of the businesses inside the mall itself.
  - b. There are multiple stalls within the public restrooms as well as sinks to wash hands.
- 2. Number of Attentdees:
  - a. The number of patrons we are estimating 300.
  - b. The number of vendors will be approximately 30-50.
  - c. We will have approximately 50 volunteers working the actual event itself (kids game station, Santa gift area, bounce houses, security, trash pick up etc.).
- 3. Security:
  - a. Out of the 50 volunteers we will dedicate a min of 15-20 of them to provide security services.
  - b. We will provide t-shirts or tags so that the attendees will be aware of who is responsible for security issues or concerns.
- 4. Amplified Sound:
  - a. The DJ Booth will be comprised of a small 4-6ft table with a laptop and microphone.
  - b. There will be 2 speakers on each side of booth that will sit on speaker stands. (See pics)



- c. All sound equipment shall be orientated toward the interior of the event and will not have an impact on residential neighborhoods.
- d. Music will be family friendly, holiday, kids music.
- 5. Parking:
  - a. There is ample parking at the Sunshine Plaza that will not affect any businesses within the plaza.
  - b. Approximately 200+ parking spaces available for attendees.
  - c. We will mark off front row closest to event entrance for handicap parking only. (Approx. 10-15 parking spaces.
- 6. BTR's:
  - a. We will provide as many BTR's as possible.
  - b. We will also have home crafters, artists, and vendors who may not carry business tax receipts.

c. Some vendors will be from outside of Volusia County area that may not carry business tax receipts.

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VENDOR LIST	F				
Company Name	Contact Name	Product	Phone Number	E-Mail Address	Notes
LGV	Samantha	Travel Agency	386-663-4491	smcfadden@dreamvactions.com	
LGEP	Lissette	Event Planning Service	386-663-4491	lissette@letsgoeventplanning.com	
DB Broncos	Tamara	Semi-pro Football Team	386-268-8057		Ser Contract
				Daytona.Beach.Broncos@gmail.com	
100000000000000000000000000000000000000	Sadie	Hot Dogs	352-470-4821	sadiethomas69@yahoo.com	
Bath Fitter	Amy	Bath tubs	904-705-0778	alebron@bathfitternj.net	A CONTRACTOR OF THE
Colorstreet Nomad Arts by	Jada	Nail Strips	386-589-8023	prioritynailbyjada@gmail.com	
Hawkins	Nicole	Art	407-739-1873	ncpalm85@gmail.com	and the second
Wicked Good Mini Donuts		Mini Donuts	386-383-4041	wickedgoodminidonuts@gmail.com	
Paparazzi	Nichole	Accessories	904-982-4292	nicoleuna01@icloud.com	
PR Goodies	Jerry	PR foods	386-248-7790	vonnyms1124@icloud.com	
JD Pop Up Kitchen	Joshua	Burgers/Sausage	386-986-5302	jdpopupkitchen@gmail.com	
	Loretta	Candles	386-416-9831	Girlbaby840@gmail.com	
		North Charles	a second and a second		1
	Travis	Donuts	386-451-5536	coastaldonuts@gmail.com	
Funcake	Laura	Funnel Cakes	515-868-3446	jassemichael@gmail.com	
Kettle Corn 4 Corners Love	David	Popcorn, Kettlecorn	951-816-9979	dreed999@hotmail.com	
Candles	Lisa	Candles	904-200-7439	4cornerslovecandles.co@gmail.com	
Level Up Baking	Chelsea	Cookies	386-299-8621	info@levelupbaking.com	a second second
Half Baked Tans	Katie	Tanning Salon	386-366-8271	halfbakedtans@outlook.com	
Club Fitness	Kat	Gym	388-763-9250		Sec. 5. Su
Affordable Detail	Gina	Mobile Detailing	386-679-1993	ginaincardone560@gmail.com	
and the second second	Michelle	Shaved Ice	602-206-1175	info@snowietime.com	The second second second
	Joyce	Glass Art	850-291-1999	Jamesckinman@bellsouth.net	
Midnight Karaoke	Rob	DJ	386-341-7758	sellikenrobert@gmail.com	
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# **CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY) 11/18/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.											
lf	SUE	RTANT: If the certificate holder BROGATION IS WAIVED, subject ertificate does not confer rights f	to th	ne tei	rms and conditions of th	e polic	cy, certain pe	olicies may ı	IAL INSURED provisions require an endorsement	s or be A sta	endorsed. atement on
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	н	liscox Inc.				DUANE		202-3007	FAX	•	
	5	Concourse Parkway				(A/C. N		ct@hiscox.co	(A/C, No):		
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	N	lew Smyrna Beach, FL 32168				INSURE					
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CER	CERTIFICATE HOLDER CANCELLATION										
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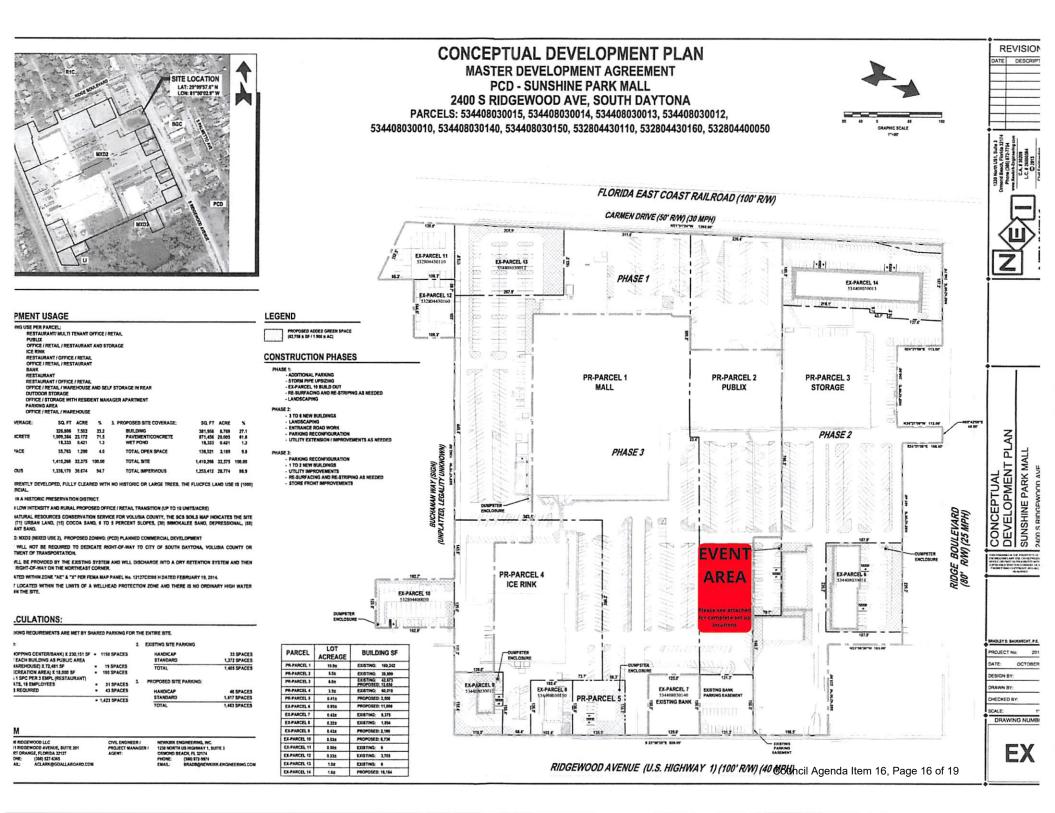
The ACORD name and logo are registered marks of ACORD Council Agenda Item 16, Page 13 of 19

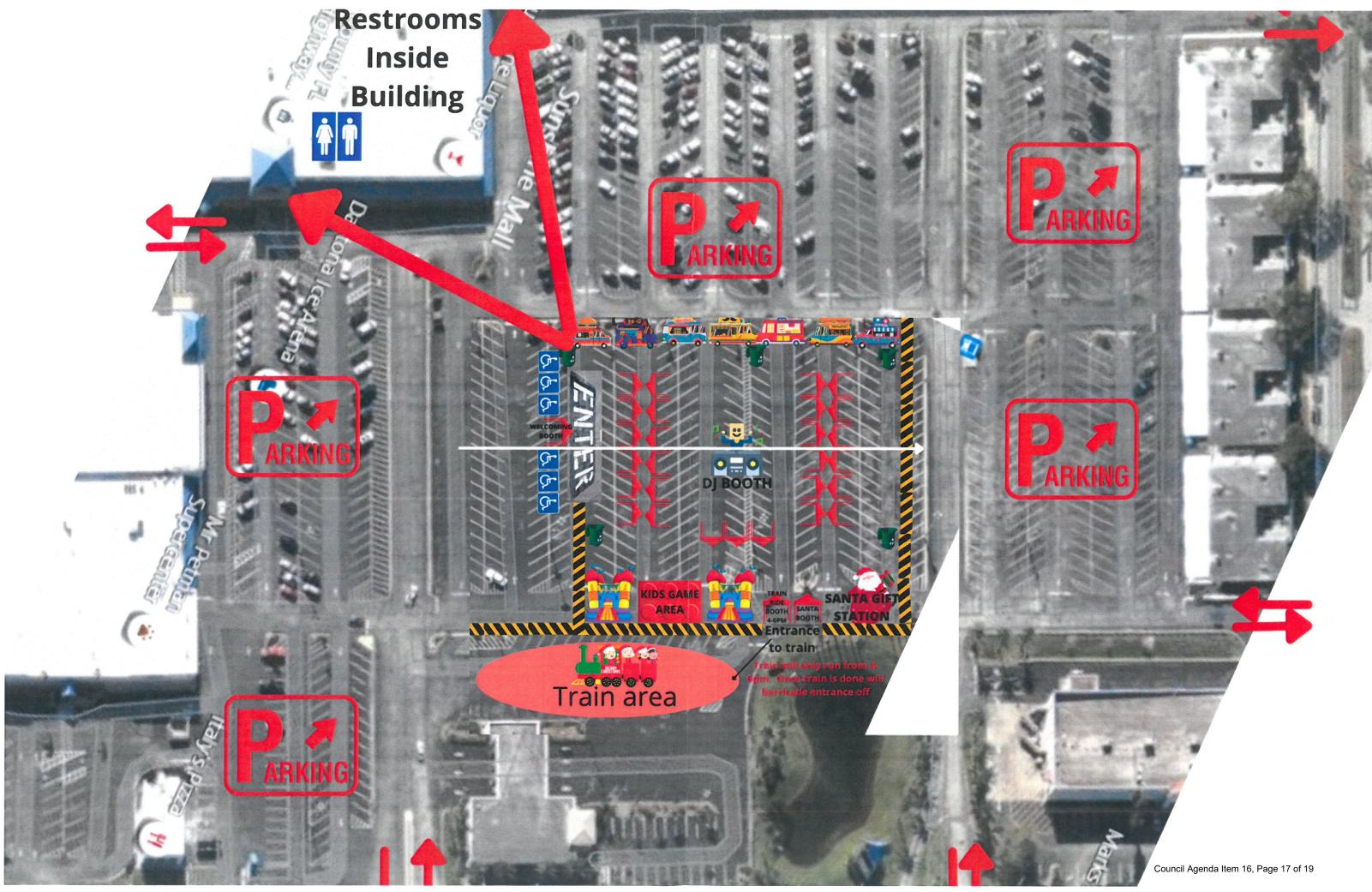


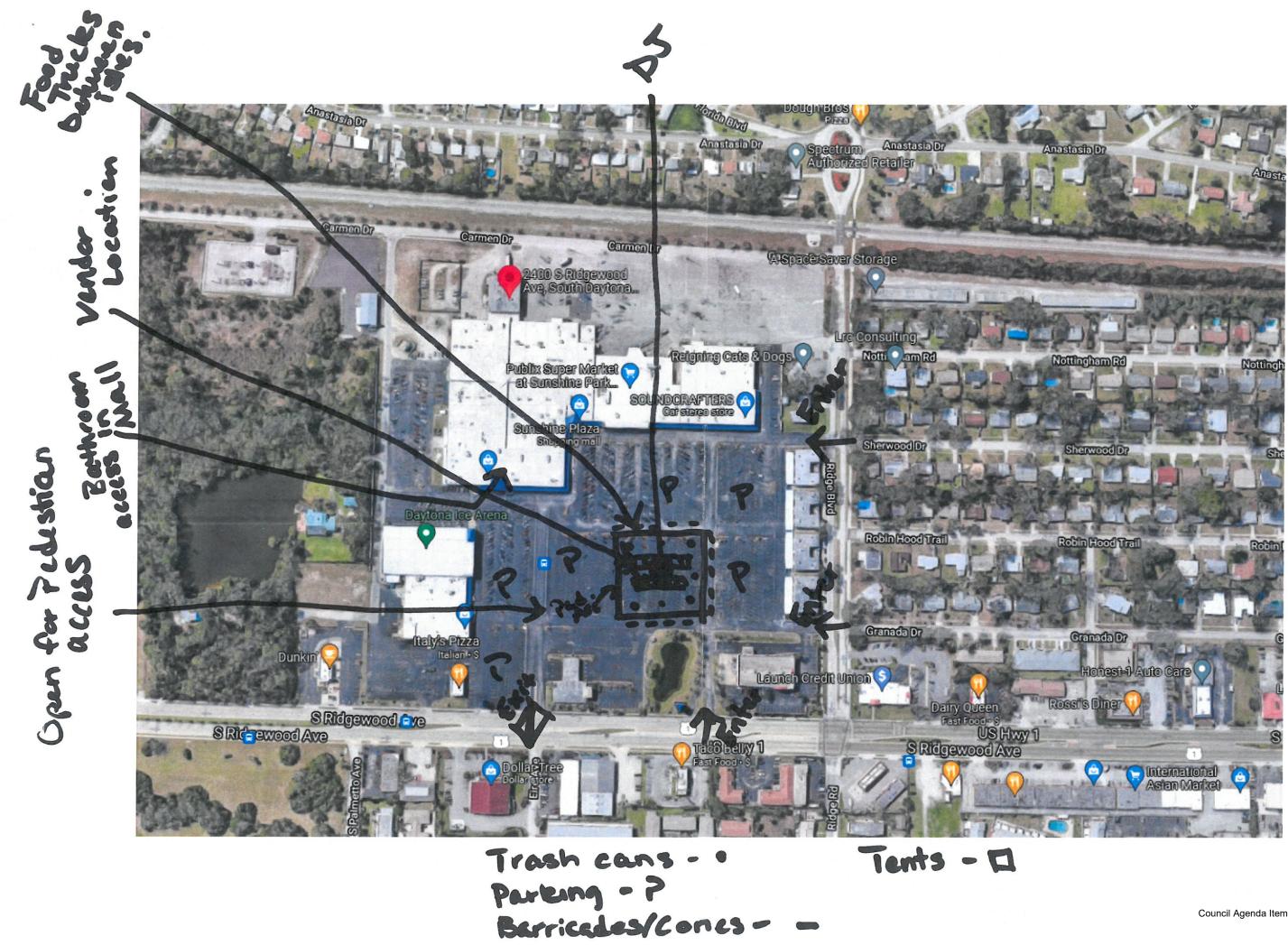












City of South Utility Bi 1672 S. Ridge South Daytona, 386-322-	Iling wood Ave FL 32119	
002460-0008	11/19/2021	12:41PM
MISCELLANEOUS Description: SPECIAL EVENTS (430) Reference 1: LET'S GO SHOP W/ Reference 2: SANTA SPECIAL EVENTS (430) 2022 Item: 430		
SPECIAL EVENTS (430)	)	200.00
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Signature:		
Thank you for y	our payment	
City of South D	avtona CODV	

Council Agencia Rem 50,15 Day 1919, COPY DUPLICATE RECEIPT