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# CO-SPONSORSHIP REQUEST PACKAGE AND APPLICATION

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FY 2024

Organization Name: Eastwind Pentecostal Church  
Event Name: Easter Extravaganza  
Contact Name: Amy or Tyler Ritzhey

**City Use Only**

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

Received By: \_\_\_\_\_

Council Meeting Date: \_\_\_\_\_

\*Please submit a completed package and application with all applicable attachments to: [specialeventapplications@palmbayflorida.org](mailto:specialeventapplications@palmbayflorida.org)

{Please use in Subject Line: Co-Sponsorship Request – Event Name – Organization – Event Date}

# Co-Sponsorship Application

*The City does not provide direct monetary funds, but in-kind services only*

**I. The City of Palm Bay reserves the right to refuse any request of co-sponsorship.**

Non-Profit/Organization Name: Eastwind Pentecostal Church  
Event Name/Title: Easter Extravaganza  
Contact Last Name: Ritchey First Name: Amy  
Address: 1124 Sandy Lane NE  
City/State/Zip: Palm Bay FL 32905  
Home Phone: \_\_\_\_\_ Cell Phone: 321 288-4976  
Email: ritchey8321@aol.com

Please select **all** applicable options:

☒ Free Event (required) ☒ Open to the public (required) ☒ Non-Profit / Tax exempt ☐ Government Entity

*Applicant must submit a copy of their W-9 form and IRS Certification of Exemption.*

*All application packets must be submitted well in advance of the event, at a minimum of forty-five (45) days prior to the allotted Regular Council Meeting (RCM) Agenda date as assigned by City staff where the application will be considered. (Organization representative must attend scheduled council meeting)*

Event Date(s) being requested: April 19, 2025

Events that do not qualify include the following:

\* Charge a fee for public participation. This includes events with an admission fee, ticket fee, and/or team/individual entry fees) includes benefit walks, runs and challenges where participation fee or team fundraising takes place.)

\* Are used to promote political parties or political advocacy groups.

\* Are primarily focused on commercial or nonprofit promotion, fundraising, or personal gain.



# Co-Sponsorship Application

The City does not provide direct monetary funds, but in-kind services only

## II. The following evaluation criteria is being requested for recognition:

{Check all that apply and please explain your selections. You may attach answers as an additional sheet}

☐ Provides public purpose by meeting one or more of the goals noted within the Co-Sponsorship Policy. **{check all that apply}**

☒ Promote the City as a desirable place to live, visit and do business.

☐ Promote the City as a visitor destination, provide a positive economic impact, and/or generate tourism-associated revenue.

☒ Enhance the quality of life and well-being of some or all residents of the community

☒ Advance the City's commitment to and pride in being a multicultural community.

☒ Promote cultural and artistic awareness within the City.

Please explain:



Costs for this co-sponsorship serves a public purpose by providing or expanding public services or programs.

Please explain:



The event complements current City Special Event Programming.

Please explain:



Applicant has prior experience with organizing/producing this type of event.

Please explain:

See attachment for responses to questions.

# Co-Sponsorship Application

The City does not provide direct monetary funds, but in-kind services only

### III. The following evaluation criteria is being requested for recognition:

Please provide your in-kind request from the city that would affect in-kind City impact for which co-sponsorship is requested. Ex: Stage, Bleachers, Tents, PD, Fee Waiver, etc.

{separate sheet can be used if necessary}

stage, bleachers, tents, police, fee waiver,  
promo for event, chairs, trash recepticals,  
traffic control officers, traffic cones/barricades,  
police/fire/emt for interaction with children  
(first responders)

Volunteer hours the organization will provide to conduct this event, please use a list or table-format to show planning, set-up, breakdown and clean-up. {separate sheet can be used if necessary}

Estimated Total Hours: 29 hours

Estimated Total Volunteers: 125-150

Please provide a full budget reflecting the contributions the organization will make toward the event, including all direct costs, in-kind costs, total donations, staffing costs, or other sponsorships if applicable. {Please provide a break down on separate sheet}

Estimated Total Monetary Contribution from Organization: \$ 7500

\*Funds will be available on a first-come, first-served basis.

\*Consideration will be based on the availability of City funds at the time of the application.

\*An eligible applicant seeking co-sponsorship shall not exceed \$12,500, of in-kind General Fund impact per event, and is limited to one co-sponsorship per fiscal year, per taxpayer identification number.

\*For calculation purposes, in-kind labor is calculated for labor provided on the day(s) of event.

# Co-Sponsorship Application

*The City does not provide direct monetary funds, but in-kind services only*

## IV. Applicant Check List

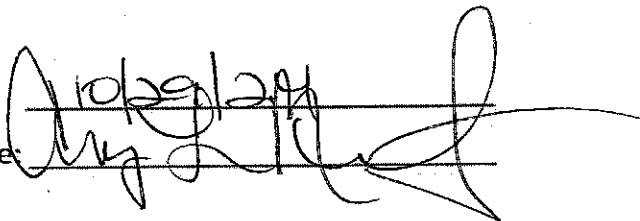
*Please use this checklist to make sure you are submitting a completed Co-Sponsorship request application.*

- ☒ a. A cover letter describing how the event will meet each of the evaluation criteria, as stated above, will benefit the City, its residents and visitors;
- ☒ b. A completed City Special Events Application and Agreement;
- ❖ c. In-Kind expenses/waivers from the City will be provided by the City of Palm Bay based on your response to section III and the completed special event application;
- ☒ d. A list or table of volunteer/staff hours the organization is providing to conduct the event, delineated by categories of event preparation to include (but not limited to): planning, set-up, breakdown, and clean-up;
- ☒ e. Applicant must also provide a full budget reflecting the contributions the organization will make toward the event, including all direct or in-kind costs, total donations, staffing costs, or other sponsorships if applicable;
- ☒ f. Applicant must submit a copy of their W-9 Form for Taxpayer Identification Number and Certification; and
- ☒ g. A copy of the non-profit organizations IRS Certification of Exemption.

Filing of an application is not a guarantee that co-sponsorship will be approved. Other factors may be reviewed, including but not limited to safety and liability concerns for the public, at the discretion of the City Manager. Following recommendation by the City Manager, the City Council will have the final determination as to whether the application is approved or denied, at a regularly scheduled Council meeting.

Submission Date:

Applicant Signature:



## **CO-SPONSORSHIP POLICY**

**Approved 10-7-2021**

revised 11-3-2022, 2<sup>nd</sup> revision 07-20-2023

### **I. Defining Co-sponsorships**

A co-sponsored event is defined as an event (single-day or multi-day series) that is planned and conducted by an outside non-profit organization with the assistance of City staff time, equipment, public safety services and/or the use of facilities. The City of Palm Bay allocates General Fund funds (if available) annually for the purpose of partnering with non-profit organizations in hosting community events. The City does not provide direct monetary funds for such co-sponsored events, but in-kind services only.

### **II. Co-Sponsorship Goals**

Co-Sponsorship of in-kind services will be considered for special events designed to accomplish one or more of the following goals:

- Promote the City as a desirable place to live, visit and do business.
- Promote the City as a visitor destination, provide a positive economic impact, and/or generate tourism-associated revenue.
- Enhance the quality of life and well-being of some or all residents of the community.
- Advance the City's commitment to and pride in being a multicultural community.
- Promote cultural and artistic awareness within the City.

Since a co-sponsorship affiliation may affect the reputation of the City among its citizens and its ability to govern effectively, the City retains sole and final decision-making authority for determining the appropriateness of a co-sponsorship association and reserves the right to refuse any request for co-sponsorship. Any proposal for co-sponsorship in which the involvement of an outside entity is likely to compromise the public's perception of the City negatively or its ability to act in the public interest will be rejected. The City of Palm Bay reserves the right to refuse any request of co-sponsorship.

### **III. Eligibility to Apply**

Events that are eligible to submit a co-sponsorship application:

- a. Must be free and open to the general public;
- b. Must be planned and conducted by a non-profit organization or other government entity.

Events that do not qualify include those that:

- a. Charge a fee for public participation. This includes events with an admission fee, ticket fee, and/or team/individual entry fees (includes benefit walks, runs, and challenges where participation fee or team fundraising takes place.)
- b. Are used to promote political parties or political advocacy groups.
- c. Are primarily focused on commercial or nonprofit promotion, fundraising, or personal gain.

### **IV. Evaluation Criteria**

If the applicant is eligible to apply, and if funding is available in the fiscal year budget, the following additional criteria will be evaluated to determine the role and extent of any City of Palm Bay co-sponsorship:

- a. Does the program provide a public purpose by meeting one or more of the City of Palm Bay Co-Sponsorship Goals as stated above?
- b. Do the costs of such co-sponsorship serve a public purpose by providing or expanding public services or programs?
- c. Does the event complement or conflict with current City special event programming?
- d. What is the applicant's experience with organizing/producing this type of event? The City will review information related to the applicant's past history of performance (when applicable).

### **V. Applications**

To allow sufficient time for processing and scheduling for a regularly scheduled City Council meeting, all application packets must be submitted well in advance of the event, at a minimum of forty-five (45) days prior to the allotted Regular Council Meeting (RCM) Agenda date as assigned

by City staff where the application will be considered, to the City Manager's Office and the Recreation Department by email ([citymanager@palmbayflorida.org](mailto:citymanager@palmbayflorida.org) and [specialeventapplications@palmbayflorida.org](mailto:specialeventapplications@palmbayflorida.org)). The City Manager shall have discretion based on public purpose, community need/benefit to determine if a request submitted in less than forty-five (45) days can be processed. Applications shall include:

- a. A cover letter describing how the event will meet each of the evaluation criteria, as stated above, will benefit the City, its residents and visitors;
- b. A completed City Special Events Application and Agreement;
- c. A budget sheet that includes the in-kind City impact for which co-sponsorship is requested;
- d. A list of volunteer hours the organization is providing to conduct the event, delineated by categories of event preparation to include (but not limited to): planning, set-up, breakdown, and clean-up.
- e. Applicant must also provide a full budget reflecting the contributions the organization will make toward the event, including direct or in-kind costs, volunteer hours, or other sponsorships.
- f. Requesting organization must be qualified as a tax-exempt organization or government entity. Applicant must submit a copy of their W-9 Form for Taxpayer Identification Number and Certification, and a copy of their IRS Certification of Exemption with application. Individuals are not eligible to apply.
- g. Filing of an application is not a guarantee that co-sponsorship will be approved. Other factors may be reviewed, including but not limited to safety and liability concerns for the public, at the discretion of the City Manager. Following recommendation by the City Manager, the City Council will have the final determination as to whether the application is approved or denied, at a regularly scheduled Council meeting.

#### **VI. Funding:**

The following limitations shall apply to all co-sponsorship requests:

- a. Funds will be available on a first-come, first-served basis.
- b. Consideration will be based on the availability of City funds at the time of the application.
- c. An eligible applicant seeking co-sponsorship shall not exceed \$12,500, of in-kind General Fund impact per event, and is limited to one co-sponsorship per fiscal year,



Break Down Time: 1 pm Event End Time: 1 pm

## ROAD / TRAFFIC NEEDS

Will you be requesting any road closures? ☐ Yes ☒ No

Name of specific street/road:

Times of Road Closure:

*Please include all roads to be closed on the site map that is submitted, including location of any barricades, cones, etc. Applicant must provide written notification to each occupant within the proposed event area at least two weeks prior to the event.*

## TEMPORARY STRUCTURES

Will you have Temporary Structures? ☒ Yes ☐ No

☐ Booth If yes, how many?:  Measurements:

☒ Tent If yes, how many?:  Measurements:

*If the tent is over 800 square feet in size, the tent will require a permit from our City Building Department.*

☒ Inflatables If yes, how many?:  Measurements:

☐ Other

*All items above must be clearly marked with all details on the site map that is submitted.*

## MUSIC INFORMATION

Will music be provided at your event? ☒ Yes ☐ No

Will there be sound amplification? ☒ Yes ☐ No

☒ Band ☐ DJ ☒ Stereo System ☐ Other

List sound/equipment provider:

*Applicant must adhere to the City of Palm Bay Special Event Ordinance Number 2019-09. The maximum permissible sound level is 65db at the event boundary. If the adjacent land use is residential, the level may not exceed 55db.*

## FOOD / VENDORS

Will there be food? ☒ Yes ☐ No

Provided at a charge? ☒ Yes ☒ No

Will there be soft drinks/water? ☒ Yes ☐ No

Provided at a charge? ☒ Yes ☒ No

Will there be vendors? ☒ Yes ☐ No

If yes, how many vendors?

If yes, what kind? ☒ Cooking Vendor ☐ Non-Cooking Vendor

*A Business Tax Receipt and Department of Health Certificate is required for the sale or distribution of food. Already prepared food must be approved by the Department of Health prior to the event. All vendors location must be clearly marked on the site map that is submitted.*

## ALCOHOL

Will there be alcohol? ☐ Yes ☒ No

Provided at a charge? ☐ Yes ☐ No

☐ Beer ☐ Wine ☐ Liquor

*A State license is required for alcohol sales and can be obtained from the Florida Division of Alcoholic Beverages. The sale of alcoholic beverages must follow the liquor control regulations of the City and the State of Florida.*

## MISCELLANEOUS

Will off-site parking be used at the event? ☐ Yes ☒ No If yes, location?

Will you need electricity? ☒ Yes ☐ No Will you be using generators? ☒ Yes ☐ No

Are you providing additional dumpsters? ☐ Yes ☒ No If yes, provider name:

Are you providing additional toilets? ☒ Yes ☐ No If yes, provider name:

How many additional toilets will you have?  How many toilets will be ADA Accessible?

**NOTICE:** *You must have at least one ADA Accessible portable toilet for your event.*

Will there be first-aid stations? ☒ Yes ☐ No Will there be amusement rides? ☐ Yes ☒ No

Will there be fireworks? ☐ Yes ☒ No Will there be fire? ☐ Yes ☒ No

## SERVICES REQUESTED BY APPLICANT:

☒ Police Officer(s) If yes, how many?

*The City reserves the right to assess the need for additional City services.*

*Please be aware that employing a service member incurs a fee for each person requested for your event. Each police officer requested is a paid, off-duty detail and forms/applications will be sent from the PD for request review.*

## SITE PLAN REQUIREMENTS

Detailed Site Plans are required for special events on City-owned and non-City-owned properties.

A preliminary site plan for city-owned property shall be submitted no less than thirty (30) days before the event. A final site plan must be submitted no less than fifteen (15) days before the event.

A preliminary site plan for non-city-owned property shall be submitted no less than ten (10) days before the event. A final site plan must be submitted no less than five (5) days before the event.

**\*\*Please refer to the City of Palm Bay Special Event Ordinance Number 2019-09 for full details regarding the Site Plan Requirements\*\***

## INSURANCE REQUIREMENTS

Applicants for a Special Event on City property must follow the insurance requirements as described in the City of Palm Bay Special Events Ordinance Number 2019-09:

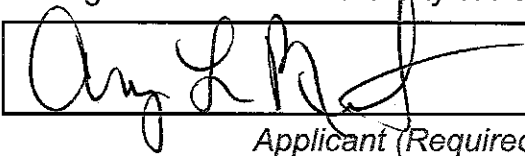
- Commercial General Liability
- Worker's Compensation and Employer's Liability
- Liquor Liability (if alcoholic beverages are to be sold, served, or consumed at the event)

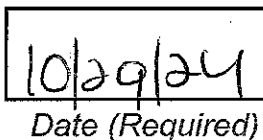
**The City must be provided with a Certificate of Insurance listing the "City of Palm Bay" as the Certificate Holder and naming the "City of Palm Bay" as an additional insured. The insurance requirements must be met not less than fifteen days (15) days prior to the scheduled event.**

**\*\*Please refer to the City of Palm Bay Special Event Ordinance Number 2019-19 for full details regarding the insurance requirements for Special Events held on City owned property\*\***

## APPLICANT SIGNATURE

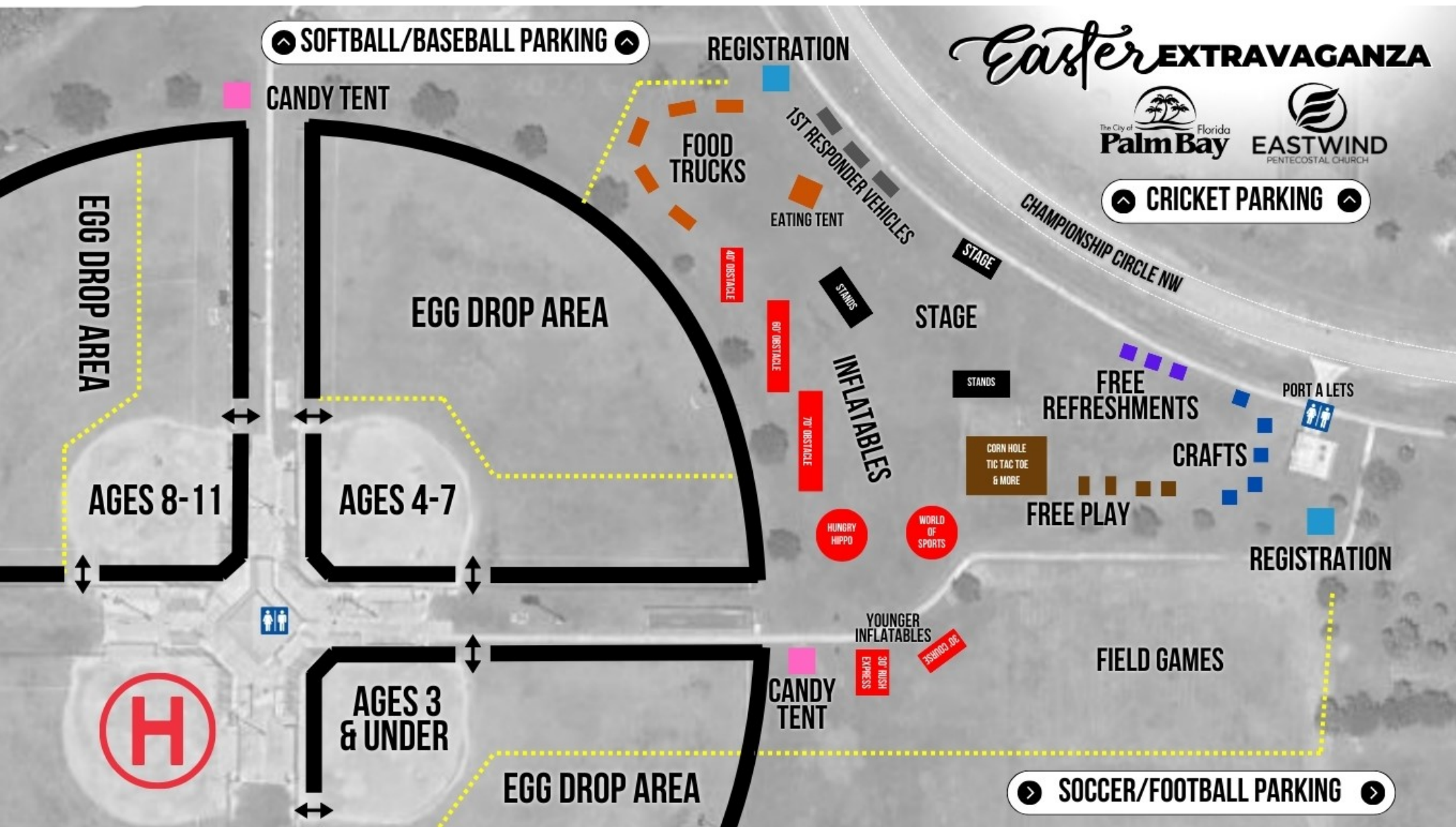
I hereby certify that the information provided in this application is true and correct and agree to adhere to the City of Palm Bay Special Events Ordinance 2019-09.

  
Applicant (Required)

  
Date (Required)

If you are submitting this document electronically, please email this document to:  
**[specialeventapplications@pbfl.org](mailto:specialeventapplications@pbfl.org)**

**An attachment notating the approval by the pertinent  
City of Palm Bay Departments will follow this page.**



# Easter EXTRAVAGANZA



CRICKET PARKING

SOFTBALL/BASEBALL PARKING

CHAMPIONSHIP CIRCLE NW

SOCCER/FOOTBALL PARKING



**EASTWIND**  
PENTECOSTAL CHURCH

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## COVER LETTER

Our vision is to have a safe, fun event for families that is positive for our community. With the recent turmoil that has happened we want families to feel that the city and churches are unified in bringing peace as much as possible and providing outlets where they can bring their children that will be controlled and bring joy to their day.

With the Co-Sponsor from the city, we believe that we can provide and expand in future events that will have an ongoing impact on the younger generation.

We know that the city of Palm Bay is always looking for worthwhile events that promote togetherness and solidarity in the community and we feel this would be part of what the city wants to convey to the community.

Last year Eastwind co-sponsored this event and we have had several other events in the community, and we feel this could be one, with the help of the city, a highlight of the year for the children in our community.





# EASTWIND

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PENTECOSTAL CHURCH

## VOLUNTEER/STAFF HOURS

Planning	20 Hours
Set Up	3 Hours
Breakdown	3 Hours
Clean Up	3 Hours



# EASTWIND

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PENTECOSTAL CHURCH

## BUDGET

\$7,500 from Eastwind

Helicopter Cost

Candy

Eggs

Bags

Popcorn

Water

Games

Inflatables

Crafts

And more



# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>First Pentecostal Church of South Brevard Inc</b>		
2 Business name/disregarded entity name, if different from above		
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>	
5 Address (number, street, and apt. or suite no.) See instructions. <b>1021 Emerson Dr NE</b>		Requester's name and address (optional)
6 City, state, and ZIP code <b>Palm Bay FL 32907</b>		
7 List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

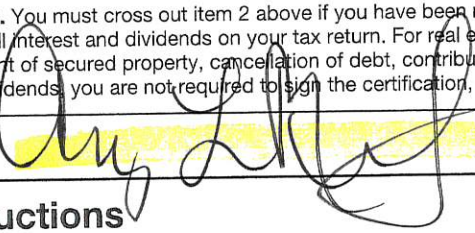
Social security number								
				-				
or								
Employer identification number								
59	-	22	64	985				

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ 	Date ▶ <b>10/29/24</b>
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)  
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



## Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14  
R. 01/18

85-8012529260C-4	03/31/2020	03/31/2025	RELIGIOUS-PHYSICAL PLACE
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

FIRST PENTECOSTAL CHURCH OF SOUTH  
BREVARD INC  
1021 EMERSON DR NE  
PALM BAY FL 32907-5541

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



## Important Information for Exempt Organizations

DR-14  
R. 01/18

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

## Co-Sponsorship Application Page 2 Explanations

Q1: We believe that this Co-Sponsored event will let our community know that we desire to provide safe and fun events for families. It will also be a reflection on our community that is positive. We want families to feel that the city and churches are unified in bringing peace as much as possible and providing outlets where they can bring their children that will be controlled and safe.

Q2: With the Co-Sponsor from the city, we believe that we can provide and expand in future events that will have a lasting impact on the younger generation. If we provide these memories now, they will want to stay and raise their families here in Palm Bay. We are willing to provide whatever funds we need to make this a great event.

Q3: We know that the city of Palm Bay is always looking for worthwhile events that promote togetherness and solidarity in the community and we feel this would be part of what the city wants to convey to the community.

Q4: Eastwind has had several events in the community. We did the Easter Extravaganza last year with a phenomenal outcome. We sponsored an Outpouring Crusade for the past 3 years at Bayside High School with many people from the community attending. We know that the Extravaganza is a highlight of the year for the children in our city and with the help of the city we can make this happen again this year.

# In-Kind City Impact Estimate

## City of Palm Bay - Special Event

It Starts in Parks

DATE: 3/6/2025

INVOICE #: 3062025

CUSTOMER ID: Eastwind Church

### Event Time

9:00 AM - 1:00 pm

Set up Begins morning of at 6 am

### BILL TO

Eastwind Church

### Event Date

Saturday April 19, 2025

Event Name: Easter Extravaganza

Projected Attendance: 5000 total

Location: Fred Poppe Regional Park (Softball fields and Greenspace between

Description	AMOUNT
Special Event Fee	\$200 * 25% Non-Profit Discount \$150.00
Green Space Fee	\$400* 25% Non-Profit Discount \$300.00
Maintenance Staff for event	4 staff @ 6 Hours @ \$35/hr \$840.00
Stage Rental Fee	\$1000 * 25% Non-Profit Discount \$750.00
Stage set up/breakdown fee	2 staff @ 2 Hours @ \$35/hr \$140.00
Bleacher Rental	2 sets (Not for Profit Rate) \$500.00
Bleacher set up/breakdown fee	2 staff @ 4 Hours @ \$35/hr \$280.00
Softball Fields (4)	4 hours @ \$15 per hour per field * 25% Non-Profit Discount \$180.00
Police	12 @ 5 hours @ \$75/hr \$4,500.00
Recreation Staff	2 @ 6 Hours @ \$25/hr \$300.00
Fire Inspection Fee	\$125.00
Set up of (4) 20x20 tents	
In-Kind TOTALs	\$8,065.00



# SPECIAL EVENTS APPLICATION AND AGREEMENT

Event Name: Easter Extravaganza

Date(s) of Event: 4/19/25

## CITY APPROVAL

Print Name

Recreation Director

Signature

Print Name

Chief of Police

Signature

Print Name

Chief of Fire

Signature

Print Name

Public Works Director

Signature

Print Name

Facilities & Parks Director

Signature

Print Name

Land Development

Signature

Printed Name

City Manager

Signature