

## Request for Applications

The City of Venice is seeking qualified individuals to perform the service of "Farmer's Market Manager." This position will provide management services for the Venice Farmer's Market. The Venice Farmer's Market takes place on Saturdays from 8 a.m. to noon. The Venice Farmer's Market set up hours may begin at 6 a.m. Vendors must vacate the Venice Farmer's Market no later than 1:30 p.m.

The successful applicant will provide to the city the following information:

- 1) Completed "Continuing Special Event Application." The application must contain the following information:
  - a. Name, address and telephone number of the applicant.
  - b. Detailed description of the activity for which the permit is sought.
  - c. Detailed description of the public right-of-way or public property sought to be utilized.
  - d. The length of time for which the permit is sought.
  - e. Hours during which the activity will occur.
  - f. All other information the city deems relevant for consideration of the application.
- 2) Five reference letters.
- 3) Proposed Venice Farmer's Market layout drawn to scale.
- 4) Proposed Venice Farmer's Market Vendor Agreement detailing products eligible for sale (see attachment for list of eligible items/products). This Agreement is between the Market Manager and Vendor.
- 5) Letters of intent/commitment from a minimum of 15 vendors.
- 6) Confirmation that upon granting of the permit, the applicant will provide the city with the necessary liability insurance, naming the city "additional insured."

Qualified applicants are invited to deliver three copies of their application, in a sealed envelope marked: "**Farmer's Market Manager**", and delivered to the City of Venice Purchasing Department, Room 204, City Hall, 401 West Venice Avenue, Venice, Florida 34285. The City assumes no responsibility for applications received after 2:00 p.m., on November 30, 2011, or at any office or location other than that specified herein, whether due to mail delay, courier mistake, mishandling or any other reason. Late proposals will be held unopened and will not be considered for award.

All questions, comments, or concerns about this application must be submitted in writing to Mr. Jon Mayes, Procurement Manager, for the City of Venice, Room 204, 401 West Venice Avenue, Venice, FL 34285 or e-mail [jmayes@ci.venice.fl.us](mailto:jmayes@ci.venice.fl.us). Mr. Mayes is the only designated representative of the City authorized to respond to comments, questions, and concerns. The City will not respond to comments, questions or concerns addressed to any person other than Mr. Mayes. If the City determines that a particular comment, question or concern necessitates a global response to all applicants, the City will issue a clarifying memorandum or addendum. The final day that the City will accept questions will be November 15, 2011 by 1:00 p.m.

The City reserves the right to accept or reject any and/or all application, to waive irregularities and technicalities, and to request re-submission. Any sole response received by the submission date may or may not be rejected by the City, depending on available competition and timely needs of the City.

The City reserves the right to award the permit to a responsible applicant submitting a responsive application, with a resulting agreement which is most advantageous and in the best interests of the City.

The City shall be the sole judge of the application, and the resulting negotiated agreement that is in its best interest and its decision shall be final. Also, the City reserves the right to make such investigation, as it deems necessary to determine the ability of any applicant to perform the work or service requested.

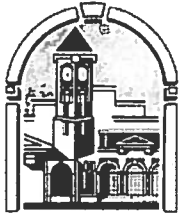
Applicants shall not contact or solicit any City Council member, City employee, or official regarding this application during any phase of this application process. Failure to comply with this provision may result in disqualification of the applicant, at the option of the City.

Attachments:

Continuing Special Event Application

Reference Page

Products/Services Eligible for Sale



Venice, Florida  
"City on the Gulf"

# CITY OF VENICE CONTINUING SPECIAL EVENT APPLICATION

**Complete and return to:**  
Special Event Permit Coordinator  
City of Venice  
Planning and Zoning Department  
401 W. Venice Ave.  
Venice, FL 34285

NAME OF EVENT: \_\_\_\_\_

EVENT DATE(S) AND HOURS OPEN TO THE PUBLIC: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SET UP DATE AND HOURS: \_\_\_\_\_ BREAK DOWN DATE AND HOURS: \_\_\_\_\_

LOCATION REQUESTED: \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_ Open to the public? Yes \_\_\_ No \_\_\_

EVENT is a (check one): Fundraiser \_\_\_\_\_ For Profit \_\_\_\_\_ Neither \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_ Not For Profit: \_\_\_ For Profit \_\_\_

STREET ADDRESS: \_\_\_\_\_ CITY, STATE & ZIP \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ EVENING OR CELL PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**Please check if you plan to include the following during the event:**

	<u>Yes</u>		<u>Yes</u>		<u>Yes</u>
Food/Drink Sales	[ ]	Parade	[ ]	Fireworks	[ ]
Water Service	[ ]	Vendors	[ ]	Port-O-Lets	[ ]
Electricity	[ ]	Chairs	[ ]	Tents *	[ ]..... Size _____
Alcohol	[ ]	Music	[ ]	Canopies *	[ ]..... Size _____
Cooking	[ ]	Vendors	[ ]	Signs	[ ]

*\* If tents (200 square feet or larger) and/or canopies (400 square feet or larger) are used, the event holder will secure the required permit from the City of Venice Building Department and will schedule an inspection by the fire marshal, 480-3030.*

**Please Check the following Services Requested:**

	<u>Yes</u>		<u>Yes</u>		<u>Yes</u>
Street Closure	[ ]	Crowd Control	[ ]	Traffic Control	[ ]
Overnight Security	[ ]	Police Protection	[ ]	Barricades	[ ]
Showmobile	[ ]	Extra Trash Bins	[ ] (Trash bags not included)		

OVER

DESCRIPTION OF EVENT (attach as necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ATTACH DIAGRAM**

**Special Event Accessibility Policy:** Sidewalks and ramps will remain clear and free from hazards and obstacles that would prevent the use of the right of way by people with disabilities, and particularly the use of wheelchairs. Designated handicap parking spaces are to remain clear for use by vehicles with handicap permits.

By signature below, the applicant and the event holder agree to indemnify and hold harmless the City of Venice from any and all legal actions, claims, demands and damages arising out of or related to this permit and/or the subject special event.

APPLICANT SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

EVENT HOLDER SIGNATURE (if different from applicant): \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**A minimum of five (5) references must be provided. (See attached.)**

**FOR STAFF USE ONLY**

**Copy to:**

\_\_\_\_\_ Police Department

\_\_\_\_\_ Public Works Administration

\_\_\_\_\_ Fire Department

\_\_\_\_\_ Public Works/ Parks

\_\_\_\_\_ Zoning Department

\_\_\_\_\_ Public Works/ Maintenance

\_\_\_\_\_ Building Department

\_\_\_\_\_ Public Works/ Solid Waste

\_\_\_\_\_ Risk Management

\_\_\_\_\_ Showmobile

\_\_\_\_\_ Utilities Distribution

\_\_\_\_\_ County Parks and Recreation

\_\_\_\_\_ Public Information

\_\_\_\_\_ Airport

Others: \_\_\_\_\_

**Date:** \_\_\_\_\_

**From:** Kellie Bricker, Development Services

\_\_\_\_\_ **No meeting is necessary for this special event. request**

\_\_\_\_\_ **A meeting is scheduled with this event holder on (date)** \_\_\_\_\_

**at (time)** \_\_\_\_\_ **at (place)** \_\_\_\_\_ **. Please plan to attend.**

## REFERENCES

(1) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

(2) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

(3) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

(4) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

(5) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

## **Venice Farmer's Market Products/Services Eligible for Sale**

Fresh fruits, vegetables, nuts, plants, flowers, honey, baked goods, fresh eggs, fresh seafood, herbs and any items which are grown or growing, as well as hand crafted jewelry, pottery, ceramics, gourmet food items, essential oils not available at local retail merchants, clothing, paintings, photography, and home décor. At the request of customers and vendors, brewed coffee and hand held breakfast items will be made on site. Handcrafted items will be juried by the Venice Farmer's Market Manager. Photographs of such items must be mailed prior to participating in the Venice Farmer's Market.

One animal rescue vendor booth is permitted to operate at the Venice Farmer's Market with the number of animals allowed to be determined by the Market Manager.

One space is permitted on a rotating basis as requested by local non-profit organizations. The Farmer's Market Manager shall determine the schedule.