



PUBLIC WORKSHOP

Agenda

Agenda

**September 6, 2022
6:00 PM**

****VIRTUAL WORKSHOP****

**JOIN ZOOM MEETING
[HTTPS://US06WEB.ZOOM.US/J/89742049291?](https://us06web.zoom.us/j/89742049291?pwd=UFJDOGU2ASTBTG1KMKPTNHBFS0TKUT09)
[PWD=UFJDOGU2ASTBTG1KMKPTNHBFS0TKUT09](https://us06web.zoom.us/j/89742049291?pwd=UFJDOGU2ASTBTG1KMKPTNHBFS0TKUT09)**

**MEETING ID: 897 4204 9291
PASSCODE: 878484**

PLEASE TURN OFF ALL CELL PHONES AND PAGERS

PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.26: Person with disabilities needing assistance to participate in any such proceedings should contact the Office of the Clerk at least 48 hours beforehand at (407) 876-2563.

Pursuant to Resolution No. 2005-12 adopted on December 13, 2005, the following Civility Code shall govern all proceedings before the Town of Windermere Public Workshop:

1. All electronic devices, including cell phones and pagers, shall be either turned off or otherwise silenced.
2. Prolonged conversation shall be conducted outside Council meeting hall.
3. Whistling, heckling, gesturing, loud conversations, or other disruptive behavior is prohibited.
4. Only those individuals who have signed the speaker list and/or/who have been recognized by the Mayor (or Chair) may address comments to the Council.
5. Comments at public hearings shall be limited to the subject being considered by the Council
6. Comments at Open Forums shall be directed to Town issues.
7. All public comments shall avoid personal attacks and abusive language
8. No person attending a Public Workshop meeting is to harass, annoy, or otherwise disturb any other person in the room.

Any member of the public whose behavior is disruptive and violates the Town of Windermere Civility Code is subject to removal from the Public Workshop meeting by an officer and such other actions as may be appropriate. PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.0105: Any person who desires to appeal any decision at this meeting will need a record of this proceeding. For this, such person may need to ensure that a verbatim record of such proceeding is made which includes the

AGENDA

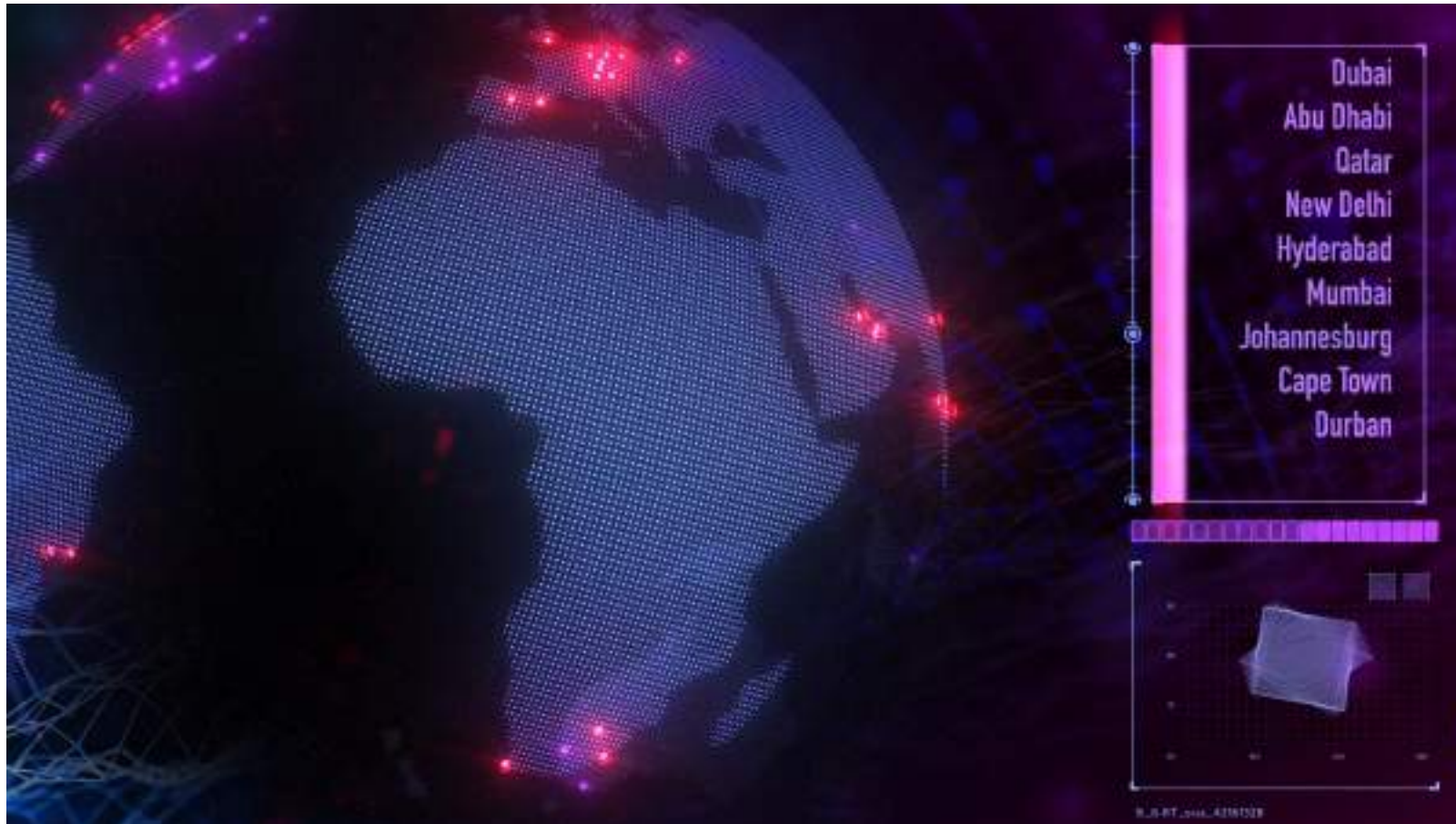
1. THE WORKSHOP IS CALLED TO ORDER
2. LIGHT THE WORLD WITH LOVE CHRISTMAS CONCERT
 - a. Presentation (Attachment)
 - b. Special Event Permit Submitted to Staff (Attachment)
 - c. Event Layout with Public Works Comment (Attachment)
3. DISCUSSION / QUESTIONS
4. ADJOURN



GLOBAL LIVE & VIRTUAL MEETING & EVENT PRODUCTION | MARKETING | BRANDING & CREATIVE STRATEGY | DIGITAL | VIDEO PRODUCTION WEB/GRAPHIC DESIGN | INTERACTIVE MEDIA
MOBILE MARKETING



Headquartered in Orlando, Red Rocket also has employees/offices in Miami, San Diego and Grand Rapids. We have been one of 6 agencies to support Siemens AG on a global basis including Europe, Asia, India, Africa. Understanding the cultural nuances becomes incredibly important when developing global campaigns. Research is the key and local contacts are irreplaceable. We've also supported a wide range of Global Marketing Programs, Product Launches and Events, including UN Summits, Global Conferences, & Multi Nation Strategic Partnerships. Here are just a few of the locations:



About Acahand

We invest our resources based on a passion for **LEARNING**, **PEOPLE** and **COMMUNITIES** around the world.



HISTORY

The Acahand Foundation was formed in 2019. The founders of Acahand are accomplished entrepreneurs having started more than 15 businesses in transportation/logistics, finance, retail, restaurant and technology.



VISION

Acahand's vision statement strives to make the four points of its mission clear: to **LIFT**, **INSPIRE**, **INNOVATE** and **AMPLIFY** communities around the world.



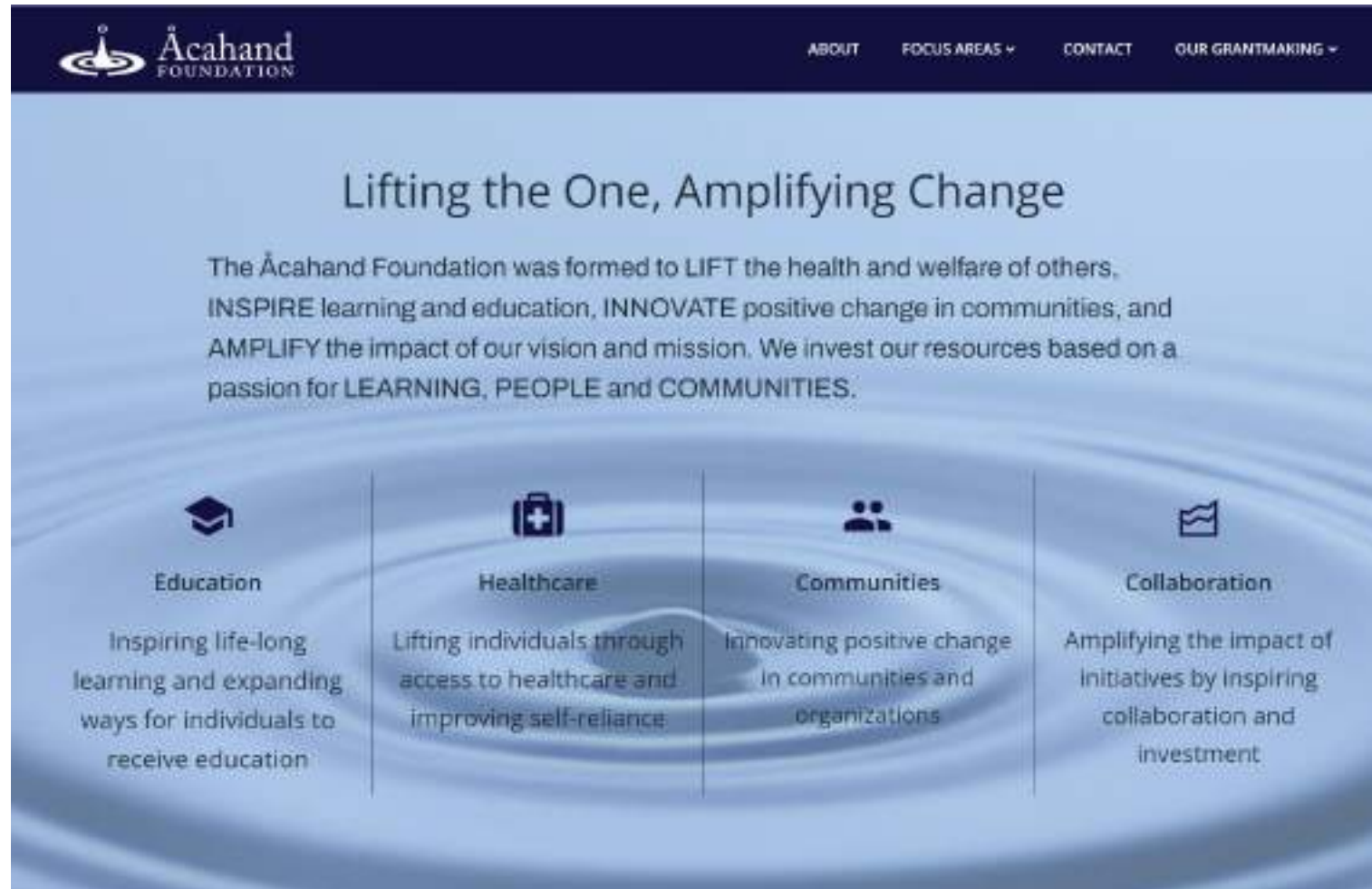
MISSION

The Acahand foundation strives to lift the health and welfare of others, inspire learning and education, innovate positive change, and amplify impact.



VALUES

Acahand champions compassion, integrity, innovation, faith, opportunity, leadership and self-reliance in the organizations and communities it serves.



Light The World – Community Christmas Concert

The Light the World Community Christmas Concert is an opportunity for the community to come together to celebrate the reason for the season and to enjoy performances from local school choirs, community choirs, and church choirs as well as professional local talent closing out each evening.

This event is a time for families and friends, new and old, to Light The World with the Christmas spirit as well as to learn about and support local organizations working to help those most at risk this Christmas season.

Concert goers are invited to learn more about local charitable organizations and to donate to a charity of their choice through the Giving Machines. All charities are serving the residents of central Florida communities.

Light The World – Community Christmas Concert



Light The World – Community Christmas Concert

DETAILS – Event Detail:

- December 5th – December 10th and is free for all who wish to attend
- 5:30 pm to 9:00 pm, Monday through Saturday.
- The concert features - 4-5 school, community, and church choirs performing each night, closing with professional talent from the central Florida area.
- Attendees are invited to learn more about local charitable organizations that are serving those residents that are at the greatest risk and to donate to a charity of their choice through the Giving Machines using QR Codes or at <https://lightorlando.acahand.org/>
- Children in attendance will receive a unique item to help them show their light at the event.
- 100% of proceeds raised through the Giving Machines go to the identified charities

Light The World – Community Christmas Concert

CURRENT LOGISTICS –

- Stage is currently a 32 X 24 APEX mobile professional stage w/stairs, Orange County/OSHA Regulation Railings & Stairs and roof system
- Whisper quiet generator will power stage lighting and audio
- Production is self contained withing the “facility” alleviating the need for audio & lighting systems in the audience area. We will only have a tented booth (Approx. 10 X 20) out in front of the stage for control.
- Stage will consist of a 20’ X 10’ LED video wall, staging, signage etc.
- 8 total amount of days needed – 2 days install, 5 days show, 1 day strike (before noon)



The **Light**
World with
Love





LIGHT ORLANDO

Powered by Acahand Foundation





614 MAIN ST. WINDERMERE, FL 34786 OFFICE:
(407) 876-2563 Ext 5321

SPECIAL EVENT PERMIT

AUTHORITY

A person seeking issuance of a special event permit shall file a special event application with the town clerk on forms provided by the Town at least 30 calendar days prior to the date of the special event. The application fee and any additional charges shall be established by resolution and may vary depending upon the event and entities for profit and entities not-for-profit as determined by the town council

APPLICATION

NAME: Acahand Foundation - Tax ID#85-8018508197C-4

EVENT LOCATION: 520 Main St WINDERMERE, FL 34786

APPLICANT ADDRESS (IF DIFFERENT FROM EVENT LOCATION): 7350 Twilight Bay Dr, Winter Garden, FI 34787

EMAIL: camille@acahand.org PRIMARY PHONE: 208-866-3320

TYPE OF EVENT (CHECK ALL THAT APPLY)

- PARADE
- CEREMONY (BIRTHDAY, ANNIVERSARY, WEDDING)
- EXHIBITION / SHOW
- CONCERT
- DEMONSTRATION
- OTHER (PLEASE SPECIFY): _____

Private Event @ Town Hall 12/10. (DE)

DATE(S) / TIME(S) SCHEDULED: 12/3 -12/4 8am - 5pm - Load-in. 12/5 - 12/10 - 5pm - 9pm (2pm Soundchecks)
Concert times. 12/10 - 12/11 am Strike

NAME / TYPE OF ACTIVITIES: _____
Please see attached Event summary

PURPOSE OF EVENT: To bring holiday cheer to our community through Music as well as raise money for local charities

APPROX. NUMBER OF SPECTATORS / PARTICIPANTS: Local residence + Crew of 20

APPROX. NUMBER OF VEHICLES PARTICIPATING OR PARKING NEAR THE EVENT: Local residence + approx. 20

PARKING LOCATION(S): Cast and crew parking behind stage location on Forest street

ATTACHMENTS



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- ☑ **Plan detailing the general layout of the event.**
- ☑ **Plan for sanitation, including disposal of waste and refuse and placement of portable toilet facilities.**
- ☑ **Provisions for security, traffic control, crowd control and fire safety.**
- ☑ **Provisions for clean-up during and after the conclusion of the special event.**

FIREWORKS

The following shall be attached to this application:

- 1) A detailed listing of the type & quantity of fireworks to be used.
- 2) A detailed written statement outlining all appropriate safety procedures which will be used at fireworks display in order to protect the safety of the public and all surrounding property.
- 3) A detailed written statement describing what facilities and containers will be used to store fireworks.
- 4) If applicable, applicants Federal License number for transporting fireworks across state line.
- 5) A detailed list of names, addresses, occupations, and backgrounds of all individuals who will be responsible for the actual display, use or explosion of any fireworks. The backgrounds statement should include a complete history of the experience of the individuals involved with respect to their use of fireworks, including a detailed list and explanation of each and every accident resulting from the use of fireworks which the individual has been responsible for, or involved in.
- 6) A map showing exact launch point and area of fallout.

MINIMUM CRITERIA PRIOR TO ISSUANCE OF SPECIAL EVENT PERMIT

A special event permit shall not be issued until the town manager determines that the following criteria will be met and if deemed necessary, determines conditions to be placed upon any approval to insure compliance. The applicant must show or represent how the following will be provided, as applicable

- 1) All temporary structures, sanitary facilities and electrical wiring to be permitted and inspected.
- 2) All tents shall be required to be fire retardant and appropriate documentation noting fire retardants is required to be provided to the town.
- 3) The applicant shall be responsible for arranging all the required inspections prior to the commencing of the event. Failure to obtain the required inspections shall cause the special event permit to become void.
- 4) Ingress and egress to the property with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in the case of a fire or catastrophe.
- 5) The effect of the special event upon surrounding properties and general compatibility with adjacent properties and other properties in the district.
- 6) Compliance with all applicable codes, including but not limited to: buildings, safety and fire regulations as approved by the police chief, fire marshal, and building official. The town reserves the right to place additional conditions and bill the applicant for recovery of costs associated with assuring code compliance.
- 7) Parking and loading/staging for the special event.



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- 8) Temporary signs and temporary proposed exterior lighting with reference to glare, traffic safety, economic effect, compatibility and harmony with surrounding properties. All signs and lighting shall be in compliance with the town's sign and lighting requirements.
- 9) Adequate law enforcement services. Unless otherwise authorized by the Chief of Police, the Windermere Police Department shall be the sole provider for public law enforcement services. The number of public law enforcement personnel shall be determined by the Chief of Police. The fee schedule for town law enforcement service shall be established by resolution.
- 10) Adequate fire protection services. Unless otherwise authorized by the Ocoee Fire Chief, the Ocoee Fire Department shall be the sole provider for fire protection services. The number of certified fire department personnel, if any, and the level of fire protection services required to service any special event shall be determined by the town in consultation with the fire chief, with final approval by the town. The fee for fire protection services shall be established by resolution.
- 11) Adequate emergency medical services. Unless otherwise authorized by the Ocoee Fire Chief, the Ocoee Fire Department emergency medical services shall be the sole provider for emergency medical services. The number of emergency medical services personnel, if any, and the level of emergency medical care services necessary shall be determined by the town in consultation with the fire chief. The fee for emergency medical services shall be established by resolution.
- 12) Should the services of the town public works department be required, the number of personnel, type of equipment and the type of public works services required to service the event shall be determined by the applicant and the town. The fee for the public works department services shall be established by resolution.
- 13) The number and location of portable toilets located on-site.
- 14) Garbage pick-up and trash collection on-site as well as on public property within 1,000 feet of the property on which the special event is conducted.
- 15) A plan detailing a proposed street closure. The town manager has the authority to dictate the closure of any town street or roadway and/or the detour of all traffic flow on any town street or roadway in relation to the management of a permitted special event. Barricades and temporary signage for approved locations shall be provided by the applicant, subject to approval by the town manager.
- 16) Evidence that the structural integrity of all temporary structures erected for the special event are safe, structurally sound and adequately based on the number of persons specified to use the structure. The location of all temporary structures, erected for the purpose of the event, shall be approved by the town manager.
- 17) Any additional criteria deemed necessary and place any conditions and/or requirements necessary to insure compliance with this article or with any additional criteria that may be imposed on granting a special event permit. The applicant shall be responsible for compliance with the terms and conditions set forth in any issued special event permit and the requirements set forth in this article.

The town shall not be responsible for any costs incurred by the applicant if a permit is not approved or issued for a special event

I certify by signing this application that the above is true and correct. I understand that the event can be terminated by the Town of Windermere should it create or cause violation of any local, county, or state ordinances. I certify that I am authorized by the sponsoring organization to act in their behalf in the signing of all documents associated with this event. I, and the sponsoring organization, agree that we jointly and severally indemnify and hold the Town of Windermere and the Town of Windermere Police Department harmless against all claims arising out of, or resulting from the event including, but not limited to, any and all claims for damage or injury to, or death of persons arising out of or resulting from the holding of the special event or issuance of the permit.



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SIGNATURE: *[Handwritten Signature]*

DATE: 8/20/22

INTERNAL USE ONLY

WINDERMERE POLICE CHIEF: David Ogden

DATE: 8/23/2022

ADDITIONAL COMMENTS: check existing power sources as generators should not be needed if crowds are expected over 1,000 off duty will be required.

PUBLIC WORKS DIRECTOR: [Handwritten Signature]

DATE: 8/24/22

ADDITIONAL COMMENTS: more restrooms out of the flow to behind the community building

OCOEE FIRE DEPARTMENT: _____

DATE: _____

ADDITIONAL COMMENTS: _____

BUILDING OFFICIAL: _____

DATE: _____

ADDITIONAL COMMENTS: _____

TOWN MANAGER: _____

DATE: _____

ADDITIONAL COMMENTS: _____

SE # _____ ISSUED BY EMPLOYEE / DATE: _____ \$50 PERMIT FEE: _____

