



CO-SPONSORSHIP REQUEST PACKAGE AND APPLICATION

FY 2024

Organization Name: CareerSource Brevard
Event Name: Palm Bay Veteran Focused Job Fair
Contact Name: Wilfredo Quiles

City Use Only

Date Received: 09/07/2023
Received By: Daniel Waite
Council Meeting Date: 12/7/2023

*Please submit a completed package and application with all applicable attachments to: 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: CareerSource Brevard

Event Name/Title : Palm Bay Veteran Focused Job Fair

Contact Last Name: Quiles First Name: Wilfredo

Address: 5275 S. Babcock St.

City/State/Zip: Palm Bay

Home Phone: 321-394-0584 Cell Phone: _____

Email: wquiles@careersourcebrevard.com

Please select all applicable options:

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

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: February 7th 2024

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.*



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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:

This event is a Veteran Focused Job Fair, which will be open to the public at no cost. We average 60 employers and 350 job seekers per event.

We have partnered with the City of Palm Bay for the past 4 years and each year it has been a great success.

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

Please explain:

This event will allow for the job seekers of Palm Bay and surrounding cities to meet and interview with employers from many sectors; Aerospace, Manufacturing, Hospitality, Transportation, Administration, Healthcare, Construction, Logistics, Law Enforcement and more.

- ☐ The event complements current City Special Event Programming.

Please explain:

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

Please explain:



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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}

This event will be executed by our Veterans Team, there are no outside volunteers.

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: 12

Estimated Total Volunteers: 8

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: 0.00

**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.*

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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: 9/7/2023
Applicant Signature: Wilfredo Lugo





August 29, 2023

City of Palm Bay
120 Malabar Road
Palm Bay, FL 32907

To whom it may concern,

CareerSource Brevard is a regional public/private partnership and part of a statewide network of 24 regions, known as CareerSource Florida. We administer the Workforce Innovation and Opportunity Act (WIOA) in Brevard County, provide workforce solutions to help keep Brevard businesses operating and thriving, and help solve workforce challenges. For these reasons, CSB is requesting support from the city to help promote the February 7th, 2024, job fair to hire veterans and other citizens of Brevard.

CSB has partnered with the City of Palm Bay on previous occasions and have a fruitful partnership, with the common goal of helping the local community. We co-sponsored a successful recruiting event with your team on February 8th 2023.

Over the past several years, Parks & Recs has graciously allowed us to use the Tony Rosa Community Center for our large job fairs at little to no cost; we would be so grateful for these accommodations for the February event. We would also like to promote the event on your website, newsletter, and mobile traffic message boards to reach as many residents as we can for another great hiring event.

Thank you in advance for your consideration!

Sincerely,

Thomas LaFlore

Thomas LaFlore
V.P. of Industry Relations
CareerSource Brevard



SPECIAL EVENTS APPLICATION AND AGREEMENT

Event Name: Veterans Job Fair

Date Received by City Staff: 09/07/2023

This application must be completed in its entirety. An incomplete application will be returned to the applicant and may delay approval and reservation of preferred date. Events must follow the City's Special Event Ordinance 2019-09. Applicant must check with all applicable City, State and Federal laws and/or permit requirements, and obtain the permits they may require.

EVENT INFORMATION

Type of Event: ☒ Special Event-City Owned Property ☐ Special Event-Non-City Owned
☐ Parade ☐ Demonstration ☐ Block Party ☐ Concert / Festival

Venue: ☒ Tony Rosa Community Center ☐ Ted Whitlock Community Center
☐ Fred Poppe Regional Park ☐ Captains House ☐ Other

If other, please identify:

CONTACT INFORMATION

Organization/Applicant Name: Wilfredo Quiles (CareerSource Brevard) Telephone: 321-394-0584

Applicant Address: 5275 S. Babcock St. Palm Bay, FL 32905 Email: wquiles@careersourcebrevard.com

Contact Person (if different from Applicant):

Telephone: Email:

NAME / TITLE OF EVENT

Name / Title of Event: Palm Bay Veterans Job Fair

Description of Event: Job Fair/52-60 employers offering jobs from Janitorial to Engineers and on the spot int

Anticipated Number of Attendees: 350 (not all at the same time) Open to the Public: ☒ Yes ☐ No

NOTICE: For every 250 people attending, you need one certified crowd manager.

Will you be charging an admission fee: ☐ Yes ☒ No If yes, how much?:

Date(s) of Event: 7 February 2024

Setup Start Time: 8:00am Event Start Time: 10:00am

Break Down Time: 1:30pm Event End Time: 1:00pm

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:

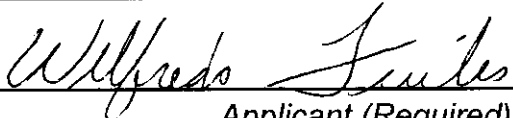
- Commercial General Liability
- Worker's Compensation and Employer's Liability
- Liquor Liability (if alcoholic beverages are to be sold, served, or consumed at the event)

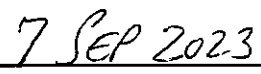
The City must be provided with a Certificate of Insurance listing the "City of Palm Bay" as the Certificate Holder and naming the "City of Palm Bay" as an additional insured. The insurance requirements must be met not less than fifteen days (15) days prior to the scheduled event.

****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)

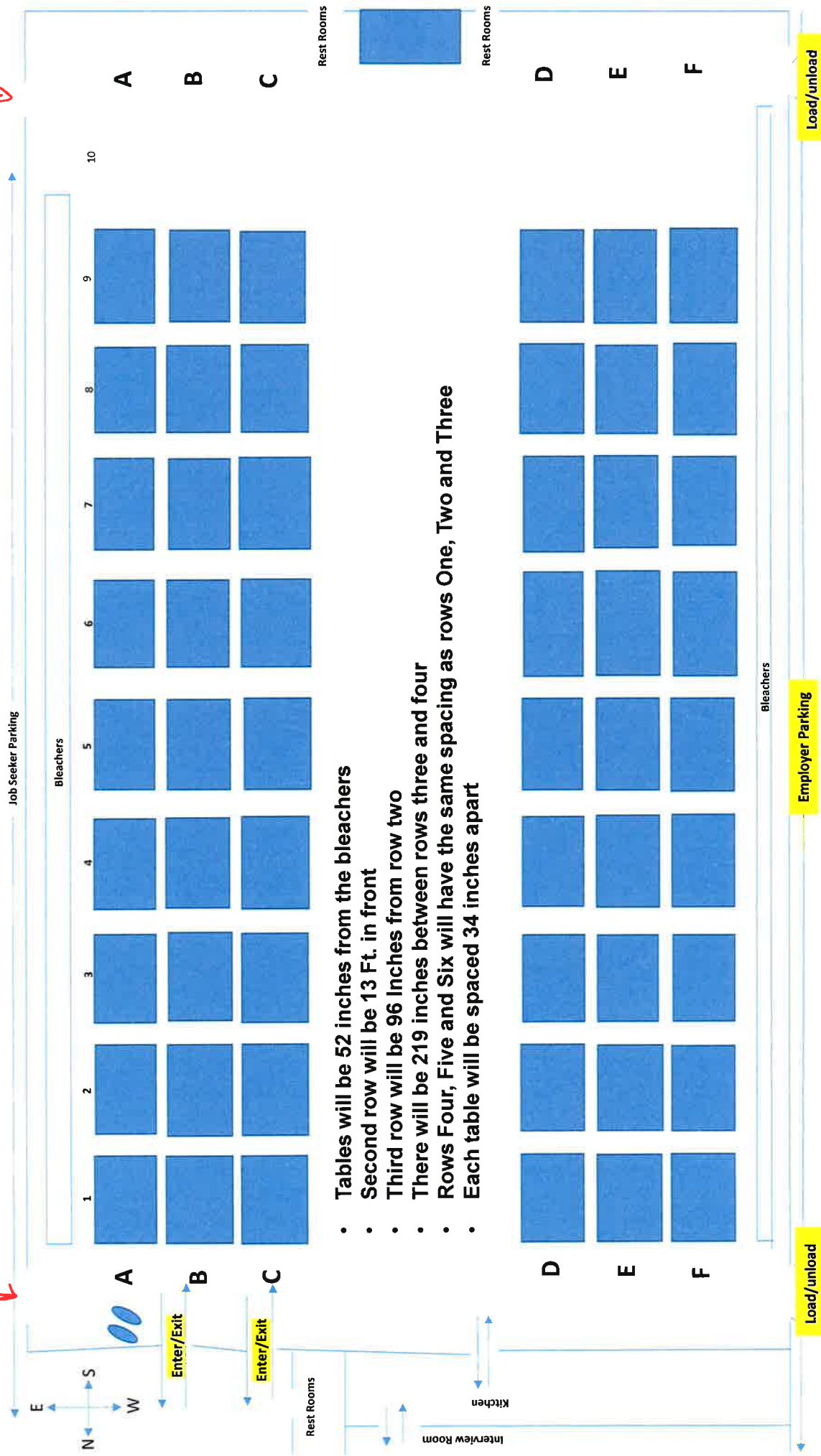

Date (Required)

If you are submitting this document electronically, please email this document to:
specialeventapplications@pbfl.org

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

Building Exit

Building Exit



Load/unload

Building Exit

Employer Parking

Load/unload

Building Exit

- Tables will be 52 inches from the bleachers
- Second row will be 13 Ft. in front
- Third row will be 96 inches from row two
- There will be 219 inches between rows three and four
- Rows Four, Five and Six will have the same spacing as rows One, Two and Three
- Each table will be spaced 34 inches apart



vd NE

Port Malabar

Santiago Rd

Palm Bay
Community Center

Loading and Unloading/ Employer Parking

1402 Port Malabar Blvd

Food Truck

Job Seeker Parking

Santiago Rd



Turkey Creek Tr

Santiago Rd

Job Seeker Parking

Google