



CITY OF POQUOSON

Office of the City Manager
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April 11, 2016

To: City Council

From: City Manager

**Subject: Resolution Approving A Memorandum Of Understanding For The
2016 Poquoson Seafood Festival Workboat Race**

Pomoco Nissan has again expressed interest in partnering with the City to hold the Work Boat Race this year. Presented for your review and approval is a Memorandum of Understanding outlining the commitments of both parties.

A resolution authorizing the Seafood Festival Director to sign the Memorandum of Understanding is attached.

RESOLUTION NO. _____

**RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING
WITH POMOCO NISSAN FOR THE 2016 POQUOSON SEAFOOD FESTIVAL
WORKBOAT RACE**

WHEREAS, Pomoco Nissan has expressed interest in partnering with the City of Poquoson to hold the 2016 Poquoson Seafood Festival Workboat Race, and

WHEREAS, a Memorandum of Understanding outlining the commitments and responsibilities of the City of Poquoson and Pomoco Nissan has been carefully and thoroughly reviewed and agreed to by both parties.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Poquoson, Virginia:

Section 1: That City Council does hereby desire to partner with Pomoco Nissan to sponsor the 2016 Poquoson Seafood Festival Workboat Race pursuant to the terms and conditions outlined in the Memorandum of Understanding which has been reviewed and approved and made part of this resolution by reference.

Section 2: That the Poquoson Seafood Festival Director is hereby authorized to sign the Memorandum of Understanding on the City's behalf.

Section 3: That this resolution shall be in effect on and after its adoption.

ADOPTED: _____

TESTE: _____
City Clerk

**City of Poquoson Events Office
Memorandum of Understanding
2016 Poquoson Seafood Festival Workboat Race**

The City of Poquoson will:

- Mail labeled/enveloped information provided by Pomoco Nissan to participants and potential sponsors.
- Request U.S. Coast Guard approval for the 2016 Workboat Races to include a rain date.
- Request Poquoson Fire Department, Police Department and Public Works assistance during the event.
- Request Certificate of Insurance from the Pomoco Nissan naming the City of Poquoson, its staff and volunteers as additionally insured for the property during the 2016 Workboat Race event time period.
- Provide a *\$5,000.00* honorarium to be used as 2016 Workboat Race prize money only. *City funding is subject to budgetary appropriation by Poquoson City Council.*
- Mutually agree to an operating budget for the 2016 PSF Work Boat Race in which all event expenses are covered by revenues secured through the Pomoco Nissan sponsor procurement and T-Shirt sales. ****Pomoco Nissan will work to the proposed budget and will strive to ensure the event is at least cash neutral. *** City funding is subject to budgetary appropriation by Poquoson City Council.*
- All Workboat Race revenue and expenditures will be administrated through the Poquoson Event's Office. Checks will be made payable to: Poquoson Seafood Festival or City of Poquoson.
- The City will require that during the event all participating vendors (food vendors, amusement companies, etc.) produce Certificates of Liability in the amount of *\$1,000,000* in General & Product Liability Insurance naming the City of Poquoson, its staff and volunteers as additionally insured.
- Maintain grass and provide use of the Messick Point City-owned property for the event.
- Require vendors obtain necessary City permits from the Inspection Office (ex. electrical, mechanical, etc.) as required (*at no charge*). All vendors shall follow all City of Poquoson ordinances and request Inspection Office inspections (electrical, mechanical etc.) after set-up and prior to 3:30pm on the Friday before the 2016 Poquoson Seafood Festival Workboat Race weekend. The Inspection Office contact number is 868-3035.
- Repair existing bleachers at Messick Point.
- Provide (10) trash boxes, a stage, a generator, four-five hand held radios, a minimum of two police officers and emergency medical personnel during the Saturday evening and Sunday events.

- Allow Pomoco Nissan to use City dock and mooring facilities during the 2016 Workboat Race weekend.
- Recognize at the 2016 Poquoson Seafood Festival through media and sponsor bags, including highlighting \$1,000+ 2016 Workboat Race Sponsors.
- Include the 2016 Workboat Race in the Daily Press, York/Poquoson Post, local community channels.
- Recommend using the vendors that the Poquoson Seafood Festival has entered into contracts with (ex. T-Shirt vendor, Trophy vendor, and generator vendor). A list of vendors will be supplied by the Events Office.

Pomoco Nissan will:

- Coordinate event within the financial parameter of approved budget once appropriated and adopted by Poquoson City Council.
- *Procure a certificate of liability in the amount of \$350,000 in General and Product Liability Insurance, with an attached \$10,000,000 Umbrella liability policy naming the City of Poquoson, its staff and volunteers as additionally insured.*
- Agree that new sponsors must be *pre-approved* by the Poquoson Seafood Festival Director to avoid duplication of existing sponsorship agreements and sponsor services.
- Provide Pomoco Nissan staff members and volunteers to make necessary copies, stuff envelopes, work the event, etc.
- Require necessary credentials from all participating watermen and signed race application which hold the City of Poquoson and the Pomoco Nissan harmless from any liability associated with the event.
- Obtain Health Department/Food Serving permits for all food vendors at the event and provide copies to the Events Office.
- Have a representative(s) attend 2016 Poquoson Seafood Festival Committee meetings and provide event updates.
- Recognize sponsors at the event.
- Provide the City with updates as the 2016 Poquoson Seafood Festival Workboat Race revenue is received.
- Have prize pay-out signature sheet signed by all race winners.
- The Pomoco Nissan will provide a copy of the prize pay-out sheet with winner's signatures and an expense/revenue sheet (for City audit purposes) to the Event's Office within 14 days following the 2016 Poquoson Seafood Festival Workboat Race.

Poquoson Seafood Festival Director

Date

Pomoco Nissan Representative

Date