

City of  
**Gainesville**  
Parks, Recreation and Cultural Affairs

**SPECIAL EVENT ADDITIONAL SUPPORT (SEAS)**

FINAL REPORT

Grant Period: \_\_\_\_\_ to \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address (Mailing): \_\_\_\_\_

City: \_\_\_\_\_ Zip Code \_\_\_\_\_ Email: \_\_\_\_\_

Amount of Grant: \_\_\_\_\_ Total Spent: \_\_\_\_\_

Program/Event Title: \_\_\_\_\_

Program/Event as described in application/contract: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Were there changes to the application/contract?  YES  NO

If yes, please explain the reason for the changes.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How was the City recognized/acknowledged as a contributor/sponsor? (Please attach documentation)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FINANCIALS**

Please provide your actual costs for City Support Services below

Service Type	Department/Division	What is Covered	Total Cost
Event Site Staffing	PRCA	Fees related to staff required to be onsite for oversight of City property.	\$
Site Clean-up	Parks Division	Removal of debris and trash from event site	\$
EMS/Paramedic	Gainesville Fire Rescue	First aid and emergency response Required for all athletic events	\$
Event Security	Gainesville Police Department	Police officers to roam site to mitigate public safety issues	\$
Reserved Parking		See no parking signs	\$
Waste /Recycling	Solid Waste	Waste and recycle boxes	\$
Street Closures		Required items listed below	\$
Barricades	Traffic Division	Type II and/or III barricades, cones and detour signs to reroute traffic	\$
No Parking Signs	Traffic Division	Printed, laminated and placed. Signs will be in place the day before the event starts.	\$
Traffic Control	Gainesville Police Department	Police officers to monitor vehicle and pedestrian traffic to mitigate public safety issues	\$
<b>TOTAL COST</b>			\$

**GRANT IMPACT**

Please describe how this event benefited the community as a whole.

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<b>How many individuals attended your event(s)?</b>		
<b>Type</b>	<b>Amount</b>	<b>Comments</b>
Youth (Ages 0-17)		
Adults (18-64)		
Seniors (65 & up)		
<b>Total Attendance</b>		

<b>Free/Paid Attendance</b>	
<b>Type</b>	<b>Amount</b>
Free Entry	
Paid/Ticketed Entry	

If your event included any paid/ticketed attendees, please explain

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<b>Participants/Volunteers/Vendors</b>		
<b>Type</b>	<b>Number</b>	<b>Comments</b>
How many artists participated?		
How many staff members were involved?		
How many volunteers participated?		
Total number of volunteer hours		
Total number of vendor booths		

I certify that all information contained in this report is true and accurate.

\_\_\_\_\_  
 Print Name of Authorized Official

\_\_\_\_\_  
 Signature of Authorized Official Date

Email report to [prcagrants@cityofgainesville.org](mailto:prcagrants@cityofgainesville.org)  
 or mail to  
 City of Gainesville Cultural Affairs Division  
 P.O. Box 490, STA 30  
 Gainesville, FL 32627.