



02-07-11 A10:17 IN

Item No. 96

# AGENDA ITEM REQUEST FORM

## Development Services

## Kimberly Williams

Department Submitting Request

Development Services

### REG COMMISSION DEADLINE TO Meeting Dates 7:00PM Town Clerk

### ROUNDTABLE DEADLINE TO Meeting Dates 7:00PM Town Clerk

- Feb 22, 2011
- Mar 22, 2011

Feb 11 (5:00 pm)  
Mar 11 (5:00 pm)

- Feb 8, 2011
- Mar 8, 2011

Jan 28 (5:00 pm)  
Feb 25 (5:00 pm)

- |                                       |   |   |                                       |
|---------------------------------------|---|---|---------------------------------------|
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Reports        | <input checked="" type="checkbox"/> Consent | <input type="checkbox"/> Ordinance    |
| <input type="checkbox"/> Resolution   | <input type="checkbox"/> Quasi Judicial | <input type="checkbox"/> Old Business       | <input type="checkbox"/> New Business |

**SUBJECT TITLE: Special Event Application for Village Grille and 101 Ocean's St. Patrick's Day Party proposed for Thursday, March 17, 2011.**

**EXPLANATION:** The Special Event Application is attached (**Exhibit 1**). This event has been held in the past. The event is proposed to be held on Thursday, March 17, 2011. Set up of the event will start at 12:30 p.m. and the area will be cleaned up by 1:00 a.m.

**RECOMMENDATION:** Approve with the following conditions:

1. The closure of the north and south bound lanes of the 4400 block of El Mar Drive between the alley and Commercial is approved contingent upon on the applicant providing the appropriate signage and barricades.
2. On the south end of the event area along Commercial Blvd, barricades and fencing shall be placed along the South side of the sidewalk to allow the public use of the sidewalk at all times. BSO detail officers and event staff shall monitor to ensure clear passage of the sidewalk at all times.
3. Since the El Mar Parking Lot will not be accessible to the public do to the street closing; 101 Ocean's valet service is authorized to relocate their pick-up and drop off location to the closed section of El Mar Drive and utilize the El Mar Parking Lot. Applicant shall pay the hourly meter rate for all meters during the time the Lot is closed to the public.
4. The Police Chief shall specify the number of detail officers needed for traffic and crowd control.
5. Provide additional waste receptacles and recycle bins. At the end of the event the applicant shall empty the Towns waste receptacles within the event area.
6. The Town Manager may suspend permission for this event or the onsite Town representative may terminate an event due to the applicant not complying with the terms and conditions of the Town's event permit or for health or safety issues, such as crowds that exceed the capacity of the event site.
7. Bathroom facilities shall be provided to meet the requirements of Broward County Code. Four (4) female and two (2) male facilities required.

8. Certificate of Liability Insurance and Extension of Premises Alcohol License shall be provided to the Town according to Town timelines.
9. No alcohol is permitted outside of the designated event area.
10. Tents and band riser must not interfere with pedestrian walkways, ingress or egress.
11. Applicant must maintain two (2) exits within the event area.
12. All electric cords shall be covered and secured so as not to pose a hazard to the public or event staff.
13. Sound system shall be operated within the requirements of the Town's Code. The noise level shall not exceed 90 dba or 95 dbc between the hours of 7:00 am and 10:00 pm or 75 dba and 75 dbc during the hours of 10:00 pm and 11:30 pm when measured at or beyond 200 ft.
14. All documents, especially insurance certificates are to be submitted at least 30 days prior to the event.

**EXHIBITS:** 1. Special Event Application

**FISCAL IMPACT AND APPROPRIATION OF FUNDS:** N/A

Reviewed by Town Attorney  
 Yes  No

Town Manager Initials CJA

LAUDERDALE-BY-THE-SEA  
RECEIVED

JAN 21 2011

DEVELOPMENT  
SERVICES

The Town of Lauderdale-By-The-Sea  
Special Event Application



### SPECIAL EVENTS APPLICATION

This completed application must be submitted 60 days prior to the date of the event together with a \$100 application fee to: Assistant Town Manager, Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, Florida 33308-3610.

This application is available on the Town website at [www.lauderdalebythesea-fl.gov](http://www.lauderdalebythesea-fl.gov).  
Questions: Phone: 954-776-3611 or email [ATM@lauderdalebythesea-fl.gov](mailto:ATM@lauderdalebythesea-fl.gov)

Special events are approved by the Town Commission. The Special Event Permit will state all of the conditions that shall be met for the event to be held. The applicant shall be responsible for securing and paying for all licenses, and permits required by any governmental agency having jurisdiction, providing the Town evidence of all required insurances, and providing evidence of organization and/or charity.

1. Name of event: ST. PATRICKS DAY
2. Day and date of event: 3/17/2011 New event  Returning event
3. Location where event will be held: 4400 EL MAR DRIVE
4. Description of Event: ST. PATRICKS DAY CELEBRATION
5. Name and address of sponsor or hosting organization THE VILLAGE GRILLE 4400 EL MAR DRIVE - 101 OCEAN DRIVE 101 COMMERCIAL BLVD.
6. Name(s) of local contact person(s) who will be present each day of the event: DAVID GADSBY  
Mailing address: 4400 EL MAR DRIVE, L.B.T.S., FL.  
Daytime phone#: <sup>954</sup> 695-2757 Evening phone#: <sup>954</sup> 695-2757 Mobile phone#: SAME  
Email: DAVID@VILLAGEGRILLE.COM Fax#: 954-776-7085
7. What is the actual beginning and ending time of the event? 2:00 PM TO 12:00 AM MIDNIGHT  
Start of set-up time? 12:30 PM End of tear-down time? 1:00 AM
8. What type of audience is the event planned for? FAMILIES OF ALL AGES
9. How many participants do you anticipate? ~~0~~ <sup>12</sup> 12 spectators? 275 adult volunteers? 0
10. Are there fees for the participants or spectators? No Will fees be collected on-site?

LAUDERDALE-BY-THE-SEA  
RECEIVED

JAN 21 2011

DEVELOPMENT  
SERVICES

The Town of Lauderdale-By-The-Sea  
Special Event Application

**DETAILED SITE PLAN (required)**

11. A detailed site plan must be included with the application. Draw a plan on page 6 or attach separately to this application. Identify any street closures or public parking areas affected. Briefly describe the proposed route for parades, runs, walks, etc and include route on detailed site plan.

**STREET CLOSURES**

12. Are you requesting that any public streets be closed for the event? Yes  No

If yes, indicate the streets and blocks and times the closure is requested:

1:00 pm TO 12:30 AM 4400 BLOCK OF EL MAR DRIVE 4400 TO 4406

**TRAFFIC CONTROL/BARRICADES**

A traffic control contractor may be required for events which require barricades or traffic control signage.

13. Please list your traffic control contractor, if applicable: BSO

**VEHICLE LOADING/UNLOADING**

14. Are you requesting that vehicles be permitted to load/unload in non-metered areas? YES, NORMAL DELIVERY AREA

If yes, please indicate the location and times loading and unloading would occur: \_\_\_\_\_

NORMAL DELIVERY AREA ON EL MAR DRIVE.

**PARKING**

Include detailed site plan indicating how on and off street parking will be accommodated. Information on signage must include location, colors, size and number of signs. Indicate signage to be placed in any right of way that directs traffic to the event and their approximate size. If you are requesting that vehicles be permitted to drive or park on Town property, please indicate the type(s) of vehicles, the locations, and times they would be parked. Applicant shall be responsible for restoration of any damage to Town property

BANNERS AT THE STAGE (BAND RISE) WITH NAME OF BAND 3'x6' APPROX.

15. Are you requesting use of Town parking meter spaces for the event? Yes  No

If yes, provide the meter numbers on the site plan and purpose for which they will be used.

Unless the parking meter fees are waived by the Town Commission, all fees must be paid at the beginning of the month of the event.

The Town of Lauderdale-By-The-Sea  
Special Event Application

**SIGNAGE**

Will signs be erected for the event? Yes  No  Number of signs 1 Size 16 sq.ft.  
Location of signs BANNERS AT BAND RISER

Locate signs on detailed site plan.

**OFF DUTY POLICE/CODE COMPLIANCE OFFICERS**

Off duty police officers are required for street closures, events with alcohol, or large crowds, as determined by the Sheriff's Department. Applicant is responsible for additional code compliance officers to ensure compliance with Town codes.

16. Do you anticipate hiring off duty police/code compliance officers for your event? Yes  No

**ANIMALS**

17. Any exhibition or similar undertaking in which animals are required to participate in performances for the amusement or entertainment of an audience is subject to Town Commission approval. Are animals included in your event? Yes  No

**SOUND SYSTEMS**

18. Request to use amplified sound on public property-the following is requested:  
 Amplified sound/speaker system  Live music  Recorded music

**CLEAN UP AND TRASH REMOVAL**

Clean up of the event area immediately following the event, including trash removal, is the responsibility of the applicant.

19. Please name the contractor or organization, including phone number who is responsible for:

Clean up of the event site: Village Grille, 101 OCEAN AND CHOICE

Removal of trash from the event site: CHOICE

**TOWN UTILITIES**

Electrical power and/or water supply is the responsibility of the applicant. A fee is required, paid in advance, to use Town utilities. Indicate generators and fuel storage locations on the detailed site plan.

20. Will the event require the following on public property?

Electrical power-Describe use: USE FROM VILLAGE GRILLE

N/A Water - Describe use: NO

The Town of Lauderdale-By-The-Sea  
Special Event Application

**VEHICLES ON PARK GROUNDS**

21. Vehicles are not allowed to drive or park randomly on the turf of Town property or park grounds due to extensive underground irrigation systems that sustain damage when vehicles drive across them.

**RESTROOMS** (refer to item #9)

22. Will additional restroom facilities be brought to the event site? No If yes, how many? \_\_\_\_\_

A Broward County permit is required for portable toilets. The number of portable toilets required for events with fewer than 1500 participants is as follows; 1 toilet per 75 males, 1 per 40 females. Ratio of male to female is 50/50. Separate male and female handicap accessible restrooms are required. Business locations that exceed the required # of restroom facilities may count the extra facilities toward calculating the total number required. For additional information, please contact the Building Department at 954-492-1830.

**TENTS/CANOPIES/STAGES**

Tents, canopies (larger than 120 sq.ft. or multiple tents without separation) and stages require a Broward County Permit, contact Broward County.

23. Please indicate if any of the following will be assembled at the event and locate on the site plan.

\_\_\_\_\_ Tent (size: \_\_\_\_\_ x \_\_\_\_\_) 5 Canopy (size 10 x 10) 1 <sup>BAND RISER</sup> Stages \_\_\_\_\_ Bleachers

The use of tents requires a review by the LBTS Fire Marshal, with approval labels attached to the tents and canopies. Tents are generally defined as temporary structures having two or more sidewalls or drops. Rental agencies must provide documentation of the flame spread labeling for submittal with application. Stages and bleachers must include product approvals that are supplied by the manufacturer.

**FIREWORKS** (Fireworks require a separate permit approval process and application)

24. Are you requesting approval to discharge fireworks at the event? Yes \_\_\_\_\_ No

**FOOD**

25. Will food be served at the event? Yes  No \_\_\_\_\_ If yes, is the food provided:

Free of charge \_\_\_\_\_ Available for purchase  Non-Profit \_\_\_\_\_ For profit

Please list the types of food you are serving: \_\_\_\_\_

N/A  
Cooking Equipment: Fryers? \_\_\_\_\_ Charcoal Grills? \_\_\_\_\_ Propane Grills? \_\_\_\_\_ Concession trailers? \_\_\_\_\_

Open fires? \_\_\_\_\_ Warmers? \_\_\_\_\_ Sterno? \_\_\_\_\_ Smokers? \_\_\_\_\_ Hoods? \_\_\_\_\_ Refrigerators? \_\_\_\_\_

Are you requesting approval to offer other items for sale at the event? Yes \_\_\_\_\_ No

List other items \_\_\_\_\_

**EVENT CONTRACTOR**

26. Please name your event contractor, if applicable: DAVID GADSBY

The Town of Lauderdale-By-The-Sea  
Special Event Application

**ALCOHOL**

27. Are you requesting that alcohol be served or sold at the event? YES  
If yes, please provide copy of appropriate State license.

**PERMISSION OF THE PROPERTY OWNER**

28. An event held on property that is not owned by the applicant requires the permission of the property owner. Include a notarized affidavit in the permit submittal including the beginning and ending dates.

**RIDES** (rides may require a State of Florida inspection)

29. Are rides to be included in the event? Yes \_\_\_\_\_ No

Types: Mechanical/Electrical \_\_\_\_\_ Inflatable (bounce house etc.) \_\_\_\_\_ Manual (slides, trampolines) \_\_\_\_\_

Include a copy of the contract(s) with any provider of rides, mechanical devices and amusements.

**FIREWATCH**

30. If determined in the review of the application, the applicant must provide for a fire watch and/or an EMS Crew during the event. Large events or those using combustible materials may require qualified stand-by personnel and the appropriate equipment.

**LICENSES**

31. Copies of State and County licenses for vendors and contractors, as required.

**INDEMNIFICATION**

32. Applicant shall indemnify, defend and hold harmless the Town, its officers, agents and employees, from and against any and all claims, suits, actions, damages, liabilities, expenditures or causes of action of any kind arising directly or indirectly from this Special Event and resulting or accruing from any intentional act or any negligent act, omission or error of Applicant which in turn results in or relates to injuries to body, life, limb or property sustained in, about or upon the Special Event Area, and arising from the use of the Town property.

Applicant shall defend, at its sole cost and expense, any legal action, claim or proceeding instituted by any person against the Town as a result of any claim, suit or cause of action accruing or in any way arising out of this Special Event Application for injuries to body, life, limb or property as set forth above.

Applicant shall save the Town harmless from and against all judgments, orders, decrees, attorneys' fees, costs, expenses and liabilities incurred in and about any claim, and the investigation or defense of them, which maybe entered, incurred or assessed as result of the foregoing.

The Town of Lauderdale-By-The-Sea  
Special Event Application

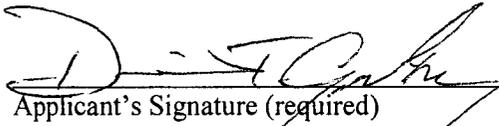
**STATEMENT OF BENEFIT**

33. If the applicant is seeking sponsorship/co-sponsorship from the Town of Lauderdale-by-the-Sea, a Statement of Benefit is required by Town Code and must be submitted with application.

Insurance Certificates or Binders establishing proof of coverage of general liability insurance listing the Town of Lauderdale-By-The-Sea as additionally insured must be provided for permit to be issued. An approved form of a certificate of liability insurance must be received 30 days prior to the event date.

By signing this event application, the petitioner agrees to all terms, conditions, and indemnification in this application, and understands that this application is not permission to violate any laws, ordinances or statutes. The Sheriff's Department has the authority, in the interest of the public welfare, safety, or order to terminate the event without notice. Additions and/or revisions to this application shall be submitted in writing.

The Applicant shall keep safety inspection and financial records of the event sufficient to document all revenues generated by the event. These records shall be open for audit by the Town in the event the Town acts as sponsor or co-sponsor of the event.

  
Applicant's Signature (required)

1/20/11  
Date

DAVID T. GADSBY  
Applicant's Printed Name and Title/Organization

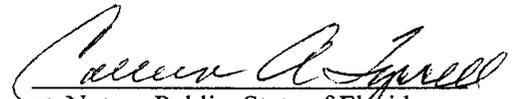
954-695-2757  
Telephone Number

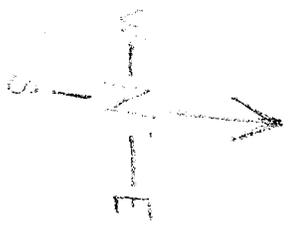
STATE OF FLORIDA:  
COUNTY OF BROWARD:

SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Florida,  
by DAVID GADSBY who is personally known to me/provided \_\_\_\_\_ as  
identification and who did/did not take an oath.

My Commission Expires:



  
Notary Public, State of Florida



101 OCEAN

COOPY  
HAM # E 14

Coopy  
BAR

Commercial Hwy (eastbound)  
BARRIAGES  
FENCE  
6' SIDEWALK  
FENCE  
BARRIAGES

BAND  
PICK  
BAND BANQUET  
Lighting  
BAR

(X) FIRE  
EXTINGUISHER

Coopy  
BAR

Coopy  
BAR

Coopy  
BAR

VILLAGE  
GRILLE

VILLAGE  
Pump

VILLAGE  
GRILLE  
SUSHI BAR

FENCE

FENCE