



AGENDA ITEM REQUEST FORM

Development Services

Kimberly Williams

Department Submitting Request

Development Services

REG COMMISSION
Meeting Dates 7:00PM

DEADLINE TO
Town Clerk

ROUNDTABLE
Meeting Dates 7:00PM

DEADLINE TO
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 from Athena By The Sea to hold the Wine and Food Festival proposed for Saturday and Sunday, March 12th and 13th, 2011.

EXPLANATION: The Special Event Application is attached (**Exhibit 1**). This event has been held in the past in the pier parking lot. The event is proposed to be held on Saturday and Sunday, March 12th and 13th, 2011. Set up of the event will start at 9:00 a.m. and the area will be cleaned up by 11:00 p.m. The applicant projects a maximum of 100 attendees on site at any one time.

RECOMMENDATION: Approve with the following conditions:

1. The Police Chief shall specify the number of detail officers needed for traffic and crowd control.
2. 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.
3. 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.
4. Bathroom facilities shall be provided to meet the requirements of Broward County Code. Two (2) female and one (1) male facility required.
5. Certificate of Liability Insurance and Extension of Premises Alcohol License is required and shall be provided to the Town according to Town timelines.
6. No alcohol is permitted outside of the designated event area.
7. One (2a 10 bc) fire extinguisher kept at event site.
8. Stage shall only be used by the band and shall be posted.
9. Applicant must maintain two (2) exits at all times within the event area.
10. All electric cords shall be covered and secured so as not to pose a hazard to the public or event staff.

- 11. 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.
- 12. All documents, especially insurance certificates are to be submitted at least 30 days prior for future events.

EXHIBITS: 1. Special Event Application

FISCAL IMPACT AND APPROPRIATION OF FUNDS: N/A

Reviewed by Town Attorney
 Yes No

Town Manager Initials JA

File: F:\0 Agenda Commission & PZ Board\SPECIAL EVENTS Agenda Request\2-22 Wine and Food Festival Agenda Request Form.doc



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.

Questions: Phone: 954-776-3611 or email 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: Wine and Food Festival
2. Day and date of event: Saturday & Sunday, March 12,13 New event Returning event
3. Location where event will be held: Pier Parking Lot 2 commercial Blvd.
4. Description of Event: Wine and Food festival with Music
5. Name and address of sponsor or hosting organization Athena by The Sea 4400 ocean dr, LBTS FL 33308

6. Name(s) of local contact person(s) who will be present each day of the event: Louis Marchelos
Mailing address: 4400 ocean drive lbts fl 33308

Daytime phone#: 954-771-2900 Evening phone#: 954-771-2900 Mobile phone#: 954-465-7934

Email: emarchelos@aol.com Fax#: 954-776-4277

7. What is the actual beginning and ending time of the event? 1p.m-10 pm

Start of set-up time? 9 am End of tear-down time? 11pm

8. What type of audience is the event planned for? Families, Locals, Tourists

9. How many participants do you anticipate? 100 spectators? _____ adult volunteers? _____

10. Are there fees for the participants or spectators? no ^{per day} Will fees be collected on-site? no

DETAILED SITE PLAN (required)



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

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 event on private property

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

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: _____ N/A _____

VEHICLE LOADING/UNLOADING

14. Are you requesting that vehicles be permitted to load/unload in non-metered areas? _____ no _____

If yes, please indicate the location and times loading and unloading would occur: _____ n/a _____

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

ON PRIVATE PROPERTY

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 2 Size 24 sq.ft.
Location of signs by stage and entrance _____

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: athena by the sea

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?

no Electrical power-Describe use: _____

no Water – Describe use: _____

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) 4_Canopy (size 10_x 10_) 1__ 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: corned beef & Cabbage, hot dogs, Gyros

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: louis marchelos

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

ALCOHOL

27. Are you requesting that alcohol be served or sold at the event? ___ x ___
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 ___ x ___

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

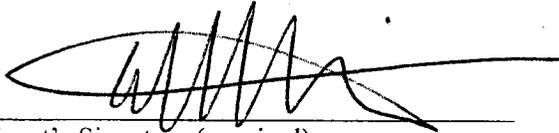
STATEMENT OF BENEFIT

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)

2/8/11

Date

louis marchelos, athena by the sea
Applicant's Printed Name and Title/Organization

954-771-2900

Telephone Number

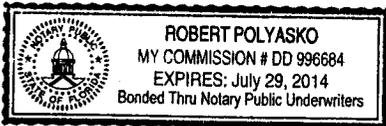
STATE OF FLORIDA:
COUNTY OF BROWARD:

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



Notary Public, State of Florida

My Commission Expires:



alley

DUMPSTER

BARRIER

BAND AREA

PIER

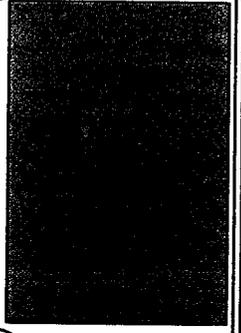
B
A
R

CAMP tent
10X10

CAMP tent
10X10

10X10
CAMP tent

CAMP tent
10X10



SIGN

FOOD

SIGN

ENTRANCE