



AGENDA ITEM REQUEST FORM

Town Manager's Office

Kimberly Williams

Department Submitting Request

Development Services

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

- | | | |
|--------------------------|--------------|------------------|
| <input type="checkbox"/> | Dec 7, 2010 | Nov 23 (5:00 pm) |
| <input type="checkbox"/> | Jan 11, 2011 | Dec 31 (5:00 pm) |
| <input type="checkbox"/> | Feb 8, 2011 | Jan 28 (5:00 pm) |
| <input type="checkbox"/> | Mar 8, 2011 | Feb 25 (5:00 pm) |

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

- | | | |
|-------------------------------------|---------------------|------------------|
| <input type="checkbox"/> | Dec 14, 2010 | Nov 30 (5:00 pm) |
| <input checked="" type="checkbox"/> | Jan 25, 2011 | Jan 14 (5:00 pm) |
| <input type="checkbox"/> | Feb 22, 2011 | Feb 11 (5:00 pm) |
| <input type="checkbox"/> | Mar 22, 2011 | Mar 11 (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 the Lauderdale By The Sea Art and Craft Show proposed for Saturday and Sunday, March 12-13, 2011.

EXPLANATION: The Special Event Application is attached (Exhibit 1). This is a returning event. The event is proposed to be held on Saturday and Sunday, March 12-13, 2011.

Road closures shall include: Commercial Blvd from A1A to El Mar Drive and the southbound lanes of El Mar Drive from Ocean Reverie to the alley across from Oriana, for pedestrian traffic and vendor booths.

RECOMMENDATION: Approve with the following conditions:

1. The Police Chief shall specify the number of detail officers needed for traffic and crowd control.
2. 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.
3. Bathroom facilities shall be provided to meet the requirements of Broward County Code. Two (2) female and two (2) male facilities required.
4. Canopy tents must not block the crosswalk on El Mar Drive that Driftwood utilizes for their beach access.
5. All canopy tents shall be removed immediately following the event.
6. Applicant may erect two (2) signs, two (2) weeks prior to the event. One at the Chamber and one at Town Hall. Signs must not interfere with vehicle line of site and be removed immediately following the event.
7. No electric or gas shall be used for the event. Any electric cords from the vendors must be covered so as not to pose a hazard to the public.
8. A (2A 10BC) fire extinguisher shall be on site every 75 ft. of the event area.
9. Certificate of Liability Insurance naming the Town as additional insured shall be submitted to Code Enforcement prior to the day of the event.

- 10. The event area shall be delineated with proper barriers at Commercial / A1A and each end of the event to clearly identify the event area. Barriers to be removed immediately following the event.
- 11. Provide additional waste receptacles and recycle bins. At the end of the event the applicant shall empty the Town's waste receptacles within the event area.
- 12. Parking is allowed on the inside lanes of El Mar Drive North of El Prado and South of the alley across from Oriana on the East and West sides of the street be used for attendees. Chamber to put up and remove "No Parking on Grass, no parking after 9:00 pm" signs along El Mar Drive. "NO PARKING" signs to be placed along El Mar Drive in front of Oriana where the road changes to a single lane.
- 13. Vendor parking is approved in the Town Hall lot, the lot behind Town Hall and in the residential permit spaces on Bougainvillea at the park. Vendors can also park along the inside lanes of El Mar Drive south of Datura and North of Washingtonia. The El Prado lot is no longer to be used. The Chamber shall provide permits to vendors using these areas.
- 14. Town parking meters shall be enforced.
- 15. Public works to shut off sprinklers Friday afternoon at Pelican Square until Monday morning.
- 16. Applicant may use the El Mar parking lot (4409 El Mar Drive) for the event.

EXHIBITS: 1. Special Event Application

FISCAL IMPACT AND APPROPRIATION OF FUNDS: N/A

Reviewed by Town Attorney
 Yes No

Town Manager Initials CA

File: <https://e5qbyp.docs.live.net/65d14c39bc46d4a2/Agenda/1207 A1A Marathon Race.doc>

01/18/2011



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: Art/Craft Show
2. Day and date of event: March 12 & 13 2011 New event Returning event
3. Location where event will be held: Commercial & EL Mar
4. Description of Event: Art/Craft Show
5. Name and address of sponsor or hosting organization
LATS Chamber
6. Name(s) of local contact person(s) who will be present each day of the event:

Mailing address: 4201 Ocean
Daytime phone#: 776-1000 ^{10244-Judy} Evening phone#: Mobile phone#: 296-5583
Email: info@lats.com Fax#: 749-1560
7. What is the actual beginning and ending time of the event? 10-5
Start of set-up time? 5:00 am End of tear-down time? 9:00 pm
8. What type of audience is the event planned for? family
9. How many participants do you anticipate? 50 spectators? 200 adult volunteers? 12
10. Are there fees for the participants or spectators? NO Will fees be collected on-site? NO

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.

Attached

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:

Attached

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: Howard Alan Events

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: _____

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

See Attached

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. Town Wide

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 _____ Size _____ sq.ft.

Location of signs _____

see Attached

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 n/a

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: Howard Alan Events

Removal of trash from the event site: " " "

TOWN UTILITIES N/A

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: _____

_____ 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? Y If yes, how many? 3

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.

Y Tent (size: x) Canopy (size 10 x 10) Y Stages NO 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 X

FOOD

25. Will food be served at the event? Yes No X 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:

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 X
List other items

EVENT CONTRACTOR

26. Please name your event contractor, if applicable: Howard Alan Events

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.

Judy Swaggerty
Applicant's Signature (required)
Judy Swaggerty Exec. Dir.
Applicant's Printed Name and Title/Organization

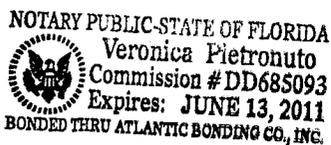
12/3/10
Date
776-1000
Telephone Number

STATE OF FLORIDA:
COUNTY OF BROWARD:

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

My Commission Expires:

Veronica Pietronuto
Notary Public, State of Florida



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

ALCOHOL

27. Are you requesting that alcohol be served or sold at the event? NO
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.

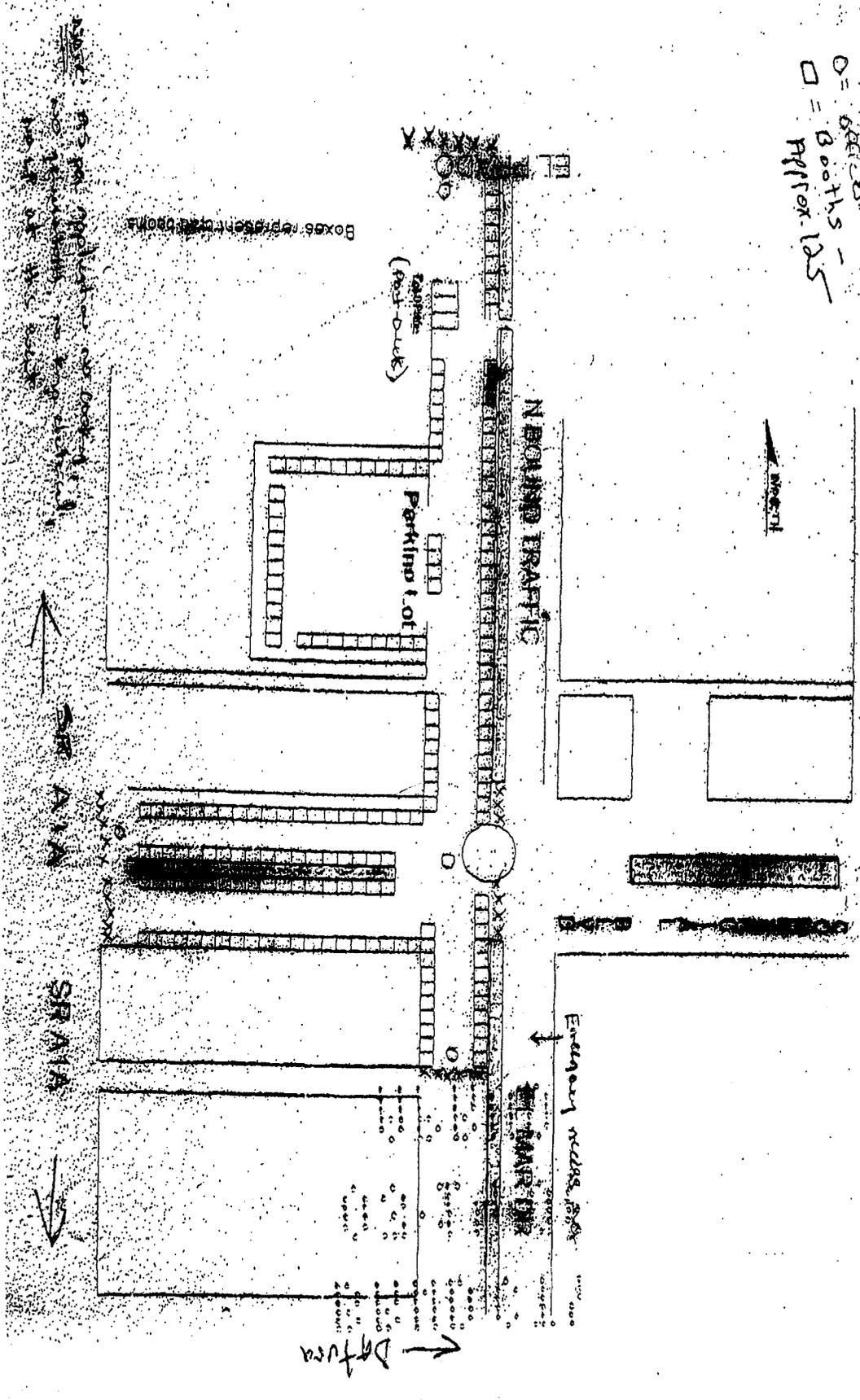
Applicant shall defend, at its sole cost and expense, any legal action, claim or proceeding instituted by any person against the Town as a result of any claim, suit or cause of action accruing or in any way arising out of this Special Event Application for injuries to body, life, limb or property as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

OK for 3/9/10

PLAN OF CHAMBER OF COMMERCE BUILDING

X = Barometric
O = 621-25
□ = Booths -
Approx. 125



Boxes represent booths

Booths (Approx. 125)

N. BOARD TRAFFIC

Parking Lot

Emergency exits, 1st fl.

EXIT

Data

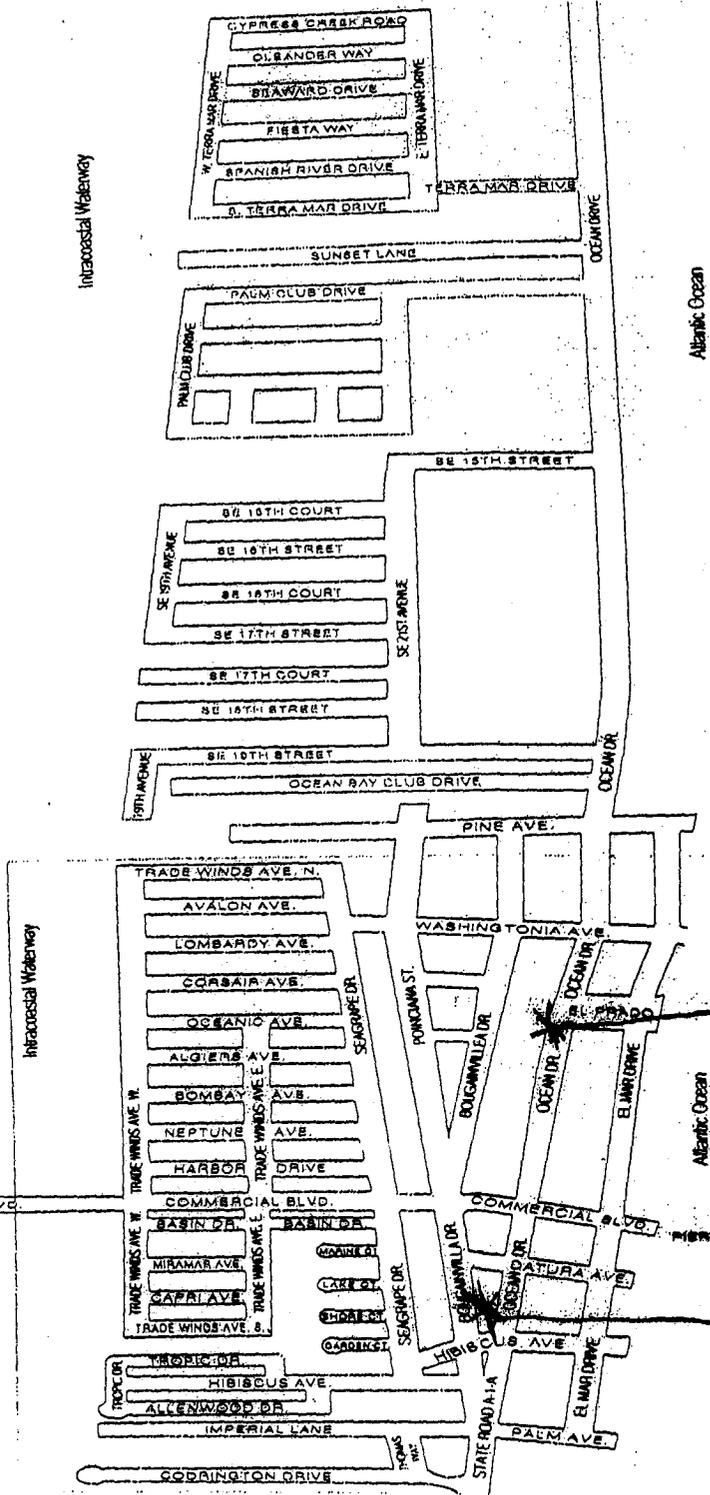
SRA



Handwritten notes and markings on the left side of the plan.

Lauderdale-By-The-Sea

FEDERAL HIGHWAY (US 1)



Chamber Sign
4' x 6' on posts

Town Hall Sign
12' x 6' on posts

LAUREL BY THE SEA

Craft Festival

American Craft Endeavors • artfestival.com • 954-472-3755

2007 9/10/11

Chamber of Commerce
ART/CRAFT SHOW REQUESTS

March 12 & 13, 2011 - 10:00-5:00 - set up at 5:00am on March 12 and take down by 9:00pm on March 13.

Commercial from A1A to El Mar will be closed.

Traffic will come in from Datura to El Mar and be able to go around to Aruba and the Pier and exit onto A1A from El Prado.

Barricades will be placed on the west side of El Mar from the South side of Ocean Reverie to entrance of Villas old parking lot for pedestrian traffic to walk the show with the booths being on the grass.

Parking to be allowed on inside lanes of El Mar north of El Prado, and south of the alley (on Commercial end) on East and West sides of street for attendees. Chamber of Commerce will put up and take down the "No Parking on Grass" signs.

Vendor parking to be in Town Hall lot and behind Town Hall east of the tennis courts to include west side of Bougainvillea north of tennis courts. Vendors may also park on both sides of El Mar Drive south of Datura and north of Washingtonia.

Howard Alan Events to hire 3 additional detail personnel for the event.

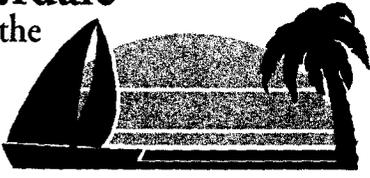
Howard Alan to put up Art/Craft show signs two (2) weeks before the events. One to be on the A1A side of the Chamber building and one in front of Town Hall close to A1A on south side. See site plan.

Public Works Department will shut the sprinklers off Friday afternoon at Pelican Square until Monday morning.

Town Municipal Parking lot on El Mar next to alley to be allowed for merchant booths.

All parking meters NOT to be enforced Town wide during these events from 8:00am until 9:00pm.

Lauderdale
by the
Sea



Chamber of Commerce
and Welcome Center

4201 Ocean Drive (A1A)
Lauderdale-By-The-Sea, FL 33308
Phone: (954) 776-1000 Fax: (954) 776-6203
E-Mail: lbts@bellsouth.net

December 3, 2010

To: Bud Bentley

From: Judy Swaggerty

Re: Art/Craft Show

Attached is the special event application for our semi-annual Art/Craft Show event to be held Saturday & Sunday, March 12 & 13, 2011.

As we discussed briefly Howard Alan would need approximately 100 parking spaces for vendors. They can be stacked in a lot as they would not leave during the day. The hours needed for them would be Saturday from 7:00am – 6:00pm and Sunday from 8:00am – 7:00pm. We can discuss further after you receive this.

The insurance certificates will get to you before the show.

Please call me (954) 776-0244 if you have any questions.

Thank you.