



# AGENDA ITEM REQUEST FORM

**Town Manager's Office**

**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**

- Dec 7, 2010
- Jan 11, 2011
- Feb 8, 2011
- Mar 8, 2011

- Nov 23 (5:00 pm)
- Dec 31 (5:00 pm)
- Jan 28 (5:00 pm)
- Feb 25 (5:00 pm)

- Dec 14, 2010
- Jan 25, 2011**
- Feb 22, 2011
- Mar 22, 2011

- Nov 30 (5:00 pm)
- Jan 14 (5:00 pm)
- Feb 11 (5:00 pm)
- Mar 11 (5:00 pm)

- |                                       |   |  |                                       |
|---------------------------------------|---|--|---------------------------------------|
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Reports        | <input checked="" type="checkbox"/> <b>Consent</b> | <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 Super Bowl Sunday Party proposed for Sunday, February 06, 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 Sunday, February 06, 2011. Set up of the event will start at 12:30 and the area will be cleaned up by 11:30 p.m.

The event organizer (Village Grill and 101 Ocean) are requesting the Town authorize the closure of the North and Southbound lanes of the 4400 block of El Mar Drive.

**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.
4. Southbound and Northbound lanes of the 4400 block of El Mar Drive will be closed from approximately 12:30 PM till 11:30 PM
5. Applicant shall provide the emergency access control points shown on the site plan.
6. The stage and canopy tents to be used at the event shall not interfere with pedestrian walkways/thoroughfares or with the entrance or exits.
7. Provide details of electrical wiring supply for stage and if using extension cords, they shall be covered so as not to pose a hazard to the public.
8. Certificate of Liability Insurance and Extension of Premise alcohol licenses for each sponsor of the event, shall be submitted to code enforcement prior to the day of the event.
9. Applicant shall provide a detailed site plan showing the final set-up within the Town to Code Enforcement for their approval prior to the permit being issued.

10. The event area shall be delineated with proper barriers at the North and South ends of the event to clearly identify the event area. Barriers to be removed immediately following the event.
11. Applicant has indicated that one sign will be erected in the event area. Any signs placed for the event shall not obstruct traffic sight lines.
12. Applicant must maintain two (2) exits within the event area.
13. All alcohol must remain within the event area.
14. Barricades or cones must be placed in the southbound lane of El Mar Drive at the nearest intersection on the North side of the event. This will indicate to motorists that the street ends and to make a U-turn. Use of the El Mar parking lot (4409 El Mar Drive) is approved upon advance payment.
15. Sound system shall be operated so as not to violate the Town's Code. (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.)
16. 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.

**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](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: Super Bowl - SUNDAY
2. Day and date of event: 2/6/11 New event  Returning event
3. Location where event will be held: 4400 Block of EL MAR DRIVE
4. Description of Event: Super Bowl Party
5. Name and address of sponsor or hosting organization Village Grille & 101  
OCEAN 4400 EL MAR DRIVE
  
6. Name(s) of local contact person(s) who will be present each day of the event: DAVID CHOSBY  
Mailing address: 4400 EL MAR DRIVE L.B.T.S. - FL 33308  
Daytime phone#: 954 695 2757 Evening phone#: \_\_\_\_\_ Mobile phone#: 954 695 2757  
Email: DAVID@VillageGrille.com Fax#: 954-776-7085
7. What is the actual beginning and ending time of the event? 2:00pm TO 10:00pm  
Start of set-up time? 12:30pm End of tear-down time? 11:30pm
8. What type of audience is the event planned for? ALL AGES
9. How many participants do you anticipate? ~~1000~~ spectators? 200 adult volunteers? \_\_\_\_\_
10. Are there fees for the participants or spectators? No Will fees be collected on-site? \_\_\_\_\_

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:

4400 TO 4406 OF EL MAN DR. NORTH AND SOUTH LANES

**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? NORMAL AREA

If yes, please indicate the location and times loading and unloading would occur: 12<sup>30</sup> TO 2<sup>00</sup> & 10<sup>00</sup> TO 11<sup>00</sup> P.M.

**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

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 30 sq.ft.  
Location of signs AT STAGE AREA

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  
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: From our Building  
 Water - Describe use: \_\_\_\_\_

**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 <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: VILLAGE GRILLE + 101 OCEAN MENU

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 GASSBY

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.

**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.

*David T. Gadsby*  
Applicant's Signature (required)  
DAVID T. GADSBY  
Applicant's Printed Name and Title/Organization

12/21/10  
Date  
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.

*Colleen A. Tyrel*  
Notary Public, State of Florida

My Commission Expires:



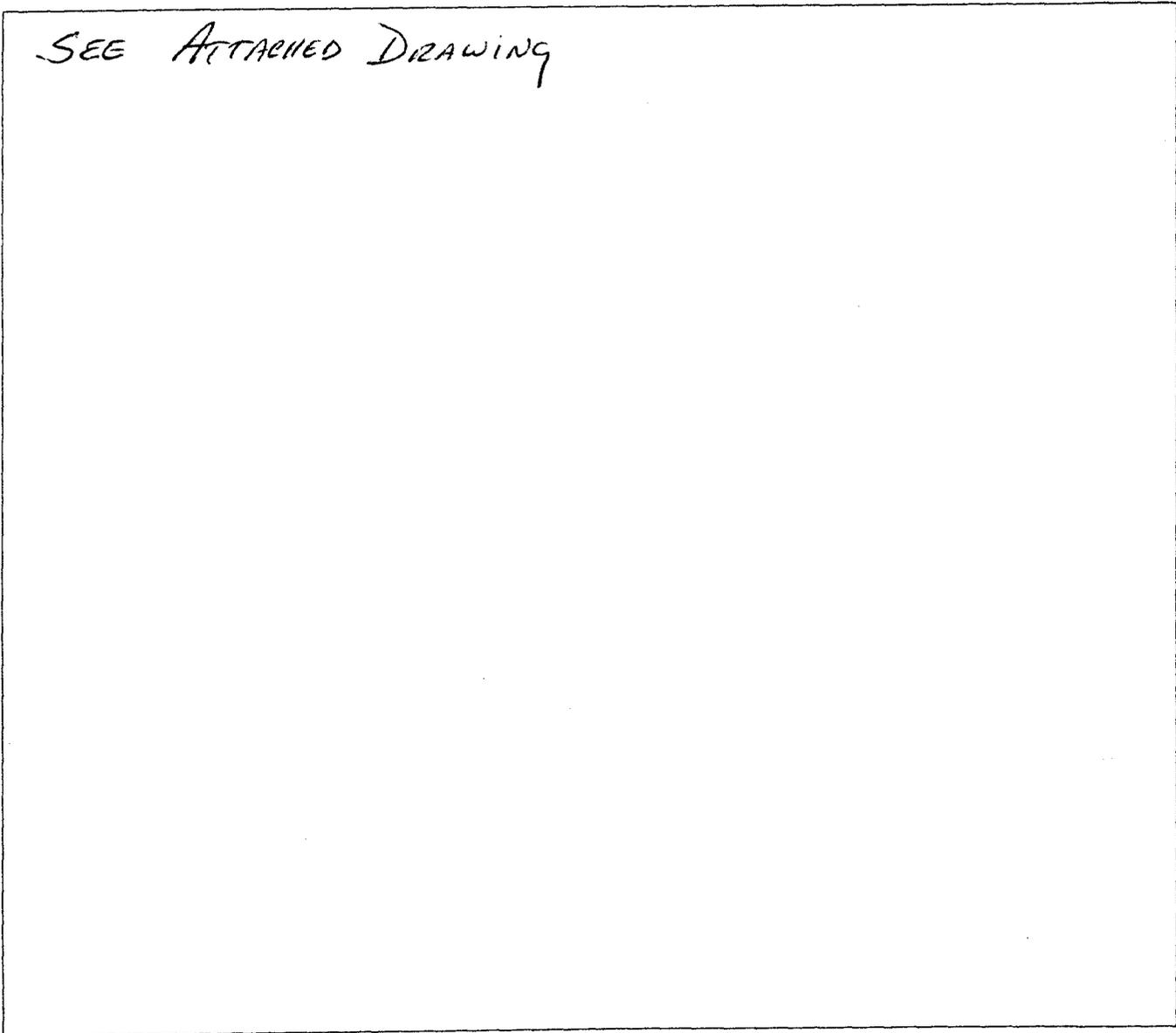
The Town of Lauderdale-By-The-Sea  
Special Event Application

**DETAILED SITE PLAN**

A detailed map of the event site **MUST** be drawn here or attached to this application.

The following must be identified and labeled:

- |  |   |
|--|---|
| 1. The site of the event (label streets, etc.) | 6. Canopies, tents, stages                    |
| 2. Routes for races, parades, etc. →→→         | 7. Alcohol serving/consuming areas            |
| 3. Fencing (if known) X—X—X                    | 8. Barricades (if known)                      |
| 4. First aid facilities +                      | 9. Off duty police officers (if known)        |
| 5. Restroom facilities (incl. portable)        | 10. Rides and Amusements                      |
| 6. Parking (location and number of spaces)     | 12. Signs (location, size, color and wording) |

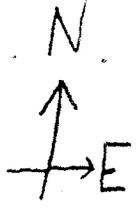


The Town of Lauderdale-By-The-Sea  
Special Event Application

**SITE PLAN DETAILS**

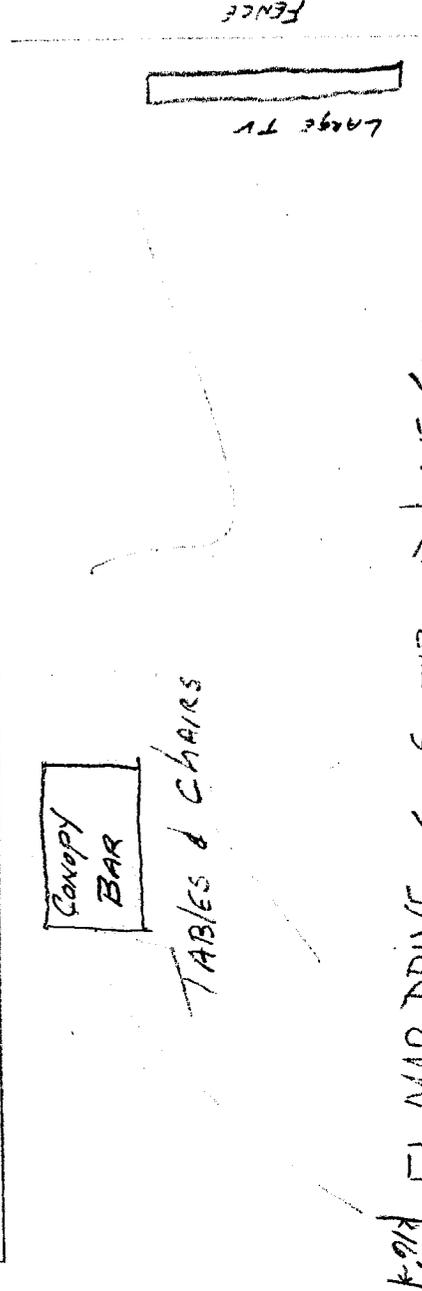
Site plans often do not include details that are necessary to issue a permit and delays are caused by rejections of initial applications. The following details are intended to be a guide to assist you in developing a site plan. A current survey of the property is most helpful. If a survey is not available a drawing depicting the area of the event should include these details, as necessary. More than a one page site plan may be included in your application if details of specific areas are important to your event.

Cooking Areas (cooking areas may need to be separated from public areas with fences or barricades)  
Canopy locations (include the use, such as shelter or vending and the size of the canopy)  
Tent locations (sales, food service, etc. Large tents will require illuminated exit signs and fire extinguishers)  
Fuel Storage and dispensing areas  
Vendor locations (booths or tables and approximate size)  
Fire lanes (emergency access for fire equipment and EMS)  
Trailers on site (sleeping facilities, service trailers, displays, etc.)  
Hazards at the site (ditches, construction areas, obstructions to pedestrian traffic, bodies of water)  
Fire Extinguishers  
Generators  
EMS stand-by or Fire watch areas (include first aid stations)  
Fences barriers and gates  
Locate electrical equipment, permanent and temporary (temporary electrical installation will be to code)  
Rides, demonstrations, performance areas and stages  
Traffic routing and road closures  
Parking areas  
Trash receptacles  
Smoking and No Smoking areas  
Dimensions (to determine if available site will support all of the proposed activities)  
Pedestrian walkways  
Fences and gates  
Ticket Kiosks  
Access Control points  
Signage



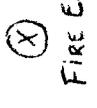
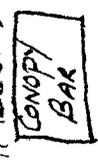
101 OCEAN  
HAM & E99

Super Court  
2011

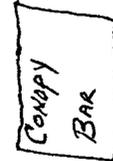


FENCE & BARRICADES

EL MAR DRIVE → NORTH BOUND LANE

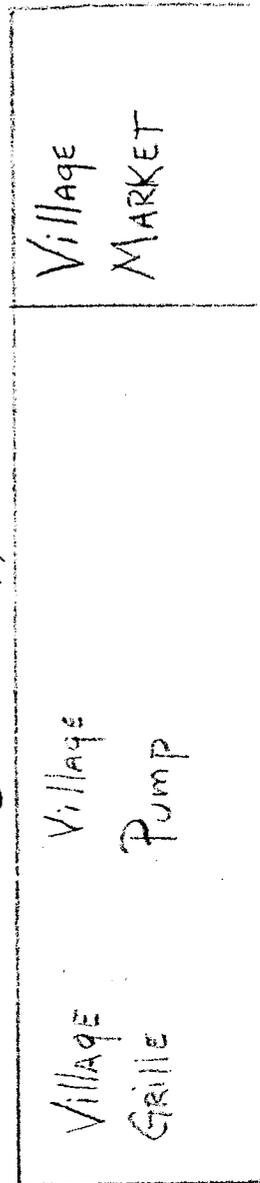


TABLES & CHAIRS



3-10x10 CANOPY

COMMERCIAL BLVD. WEST



ALLEY OPEN

# LAUDERDALE BY THE SEA DEVELOPMENT SERVICES

(CASH RECEIPTS)

REVENUE SOURCE:

PADDY'S INHERITANCE  
FOR: SUPER BOWL SUNDAY  
SPECIAL EVENT  
4400 Block of El Mar Dr

DATE	CHECK #	CHECK AMOUNT	CASH	TOTAL AMOUNT RECEIVED	ACCT #	REVENUE	AMOUNT TO POST
						RIGHT OF WAY	
					001-000-000-115-207	R.O.W. ENGINEERING PERMIT	

**PADDY'S INHERITANCE INC**  
DBA VILLAGE PUMP  
VILLAGE MARKET & DELI  
LOUNGE.BAR.PACKAGED GOODS  
4404 ELMAR DR. PH. 954-776-5840  
LAUDERDALE BY SEA, FL 33308

EXPLANATION	AMOUNT

17121

63-215-631

PAY AMOUNT OF

ONE HUNDRED AND 00 100 DOLLARS

CHECK AMOUNT

DATE	TO THE ORDER OF	GROSS	CHECK NUMBER
12/20	TOWN OF LAUD. BY THE SEA		17121

\$ 100.00

Security Features Included. Details on Back.



ACH RT 061000104

⑈017121⑈ ⑈063102152⑈0686000144654⑈

*D. T. Gully*

		MISC. REVENUE	
	001-306-000-369-100	MISC. REVENUE	
	001-524-000-500-506	PRINTING & BINDING	
	001-306-000-369-300	SPECIAL EVENT	100-
TOTAL CASH & RECEIPTS			TOTAL PAYMENT
			100-

PREPARED BY: C.J.

REVIEWED BY: \_\_\_\_\_

(Revised 7/6/10)

Notes for Development Services :

Special Event application fee