



# 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"/> | <b>Jan 25, 2011</b> | 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 Alley-oop Presents: Exile's Skim Dance Revolution amateur skim boarding contest proposed for Saturday, February 12, 2011.**

**EXPLANATION:** The Special Event Application is attached (**Exhibit 1**). This is a new event. The event is proposed to be held on Saturday, February 12, 2011, on the beach 300 ft. South of Commercial Pier. Set up of the event will start at 7:00am and the area will be cleaned up by 4:00 p.m.

As part of the special event, a beach cleanup will be held at the end of the event.

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

1. The Police Chief will not require any detail deputies, but will implement a directed patrol of the event.
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. One (1) female and one (1) male facility required.
4. There will not be any road closures for the event.
5. All electric cords from the generator must be covered so as not to pose a hazard to the public.
6. Generator shall not be operated until after 8:00 am.
7. Certificate of Liability Insurance shall be submitted to Code Enforcement prior to the day of the event.
8. The event area is limited to 500 ft. in length by 60 ft. wide. The event area shall be clearly identified. Barriers to be removed immediately following the event.
9. Provide additional waste receptacles and recycle bins.
10. Three (3) signs may be erected in the event area. Any signs placed for the event shall be removed immediately following the event.

11. Sound system shall be operated so as not to violate the Town's Code. (Shall not exceed 60 dba or 65 dbc when measured at or beyond 200 ft.)
12. The all-day use of one (1) parking meter is approved upon advance payment. Meter number 46 in front of Scot's has been approved by the parking department.

**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

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## SPECIAL EVENTS APPLICATION

This completed application must be submitted with a \$100.00 application fee to: Town Manager's Office, Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, Florida 33308-3610, for approval 60 days prior to the date of the event (an approved certificate of liability insurance must be received 30 days prior to the event date.) This application is available on the Town website at [www.lauderdalebythesea-fl.gov](http://www.lauderdalebythesea-fl.gov).

Phone : (954) 776-0576 Fax : (954) 776-1857

All special event applications are subject to approval of the Town Commission. The Special Event Permit, when issued may state conditions which must 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: Alley-00P presents: Exile's SKIM DANCE revolution
2. Day and date of event: Feb 12, 2011 New event  Returning event  (300 feet south of pier) KW
3. Location where event will be held: On the beach at the pier of villas beach access.
4. Description of Event: Amateur skimboarding contest.
5. Name and address of sponsor or hosting organization Alley-00P Florida: 220 E. Commercial  
Blvd. Suite B Lauderdale-By-The-Sea, FL 33308
6. Name(s) of local contact person(s) who will be present each day of the event:  
Jason Wilson  
Mailing address: 220. E. Commercial Blvd. LBTS, FL 33308  
Daytime phone#: 954-530-4954 Evening phone#: \_\_\_\_\_ Mobile phone#: 760-458-7546  
Email: alleyoopskim@hotmail.com Fax#: \_\_\_\_\_
7. What is the actual beginning and ending time of the event? 8am ~ 3pm  
Start of set-up time? 7am End of tear-down time? 4pm
8. What type of audience is the event planned for? Beach spectators
9. How many participants do you anticipate? 30 spectators? 50 adult volunteers? 12
10. Are there fees for the participants or spectators? yes Will fees be collected on-site? yes

**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:

we will have awards at the Alley-dop shop in the parking lot at sea grapes commons on commercial Blvd.

**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: \_\_\_\_\_

**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.

Parking for competitors and spectators will be at street meters and in town parking lots. Asking to pay for 1 meter for all day use, Payment in advance, for loading/unloading of staff vehicle. Town to appoint meter space # around event location.

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.

Depends which location we are approved for.

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.

**SIGNAGE**

Will signs be erected for the event? Yes  No \_\_\_\_\_ Number of signs 3 Size 18 sq.ft.

Location of signs Attached to event tents.

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: We will provide trash cans & remove  
Removal of trash from the event site: from event after it is over. A beach clean-up is part of the event.

**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: Generator - gas powered  
\_\_\_\_\_ 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.

2 Tent (size: 10 x 10) \_\_\_\_\_ Canopy (size \_\_\_\_\_ x \_\_\_\_\_) \_\_\_\_\_ Stages \_\_\_\_\_ Bleachers \_\_\_\_\_  
(EZ-up style)

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: WATER FOR COMPETITORS

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: N/A

**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

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

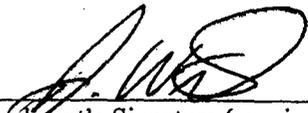
33. If the applicant is seeking sponsorship/co-sponsorship from the Town of Lauderdale-by-the-Sea, a Statement of Benefit is required by Town Code and must be submitted with application.

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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.

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)

12/20/10  
Date

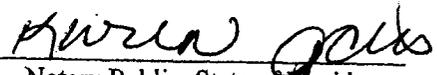
Jason Wilson / OWNER / ALLEY-CAT SPIN FLORIDA, LLC  
Applicant's Printed Name and Title/Organization

954-530-4954  
Telephone Number

STATE OF FLORIDA:  
COUNTY OF BROWARD:

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

My Commission Expires:

  
Notary Public, State of Florida



**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) |

We will need approximately 30 yards of beach about 10-20 yards off the shore to run our skim competition. Either location requested would work. (The pier OR Villes beach access) The pier would be ideal since our shop is located on commercial blvd. Please call if more details are needed.

