



# 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**

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

- Dec 7, 2010      Nov 23 (5:00 pm)
- Jan 11, 2011      Dec 31 (5:00 pm)
- Feb 8, 2011      Jan 28 (5:00 pm)
- Mar 8, 2011      Feb 25 (5:00 pm)

- Dec 14, 2010      Nov 30 (5:00 pm)
- Jan 25, 2011**      Jan 14 (5:00 pm)
- Feb 22, 2011      Feb 11 (5:00 pm)
- Mar 22, 2011      Mar 11 (5:00 pm)

- Presentation       Reports       **Consent**       Ordinance
- Resolution       Quasi Judicial       Old Business       New Business

**SUBJECT TITLE: Special Event Application for the Galt Ocean Mile 5K Walk / Run against hunger proposed for Sunday, February 27, 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 27, 2011 and we will have runners in our Town from about 8:00 am to 10 am.

The event organizer is requesting the Town Commission waive the event application fee as a way of showing event sponsorship.

**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. The event does not have any road closures. Participants are instructed to use sidewalks and bike lanes where available, along the North and Southbound lanes of El Mar Drive.
4. Applicant shall provide a detailed site plan showing the final set-up within the Town. The plan shall include the exact location of the aid station.
5. The race course shall be directed during the event by the volunteers as indicated in the application. Volunteers will be directing participants to turn around at Pine Avenue and to cross Palm Avenue in order to continue back down A1A.
6. No signage shall be erected, except for race directional signs, which shall not obstruct traffic sight lines or pedestrian walkways.
7. Certificate of Liability insurance naming the Town as additional insured must be provided to the Town prior to the day of the event.
8. The applicant is required to pay the special event application fee.

**EXHIBITS:** 1. Special Event Application

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

Reviewed by Town Attorney  
 Yes  No

Town Manager Initials CB

File: <https://e5qbyb.docs.live.net/65d14c39bc46d4a2/Agenda/1207 A1A Marathon Race.doc>

01/18/2011

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LifeNet4Families  
Cooperative Feeding Program

BOARD OF DIRECTORS

Wednesday, January 12, 2011

**President**  
Claire Berger  
TransWorld Business Brokers

**To:** Town of Lauderdale-by-the Sea  
**For:** Request for event sponsorship from town  
**Re:** the 4 Annual Galt Ocean Mile 5K Walk/Run Against Hunger

**Vice President**  
Bob Cafferty  
Cafferty Building Products

To Whom It May Concern:

**Treasurer**  
Mike Gelin  
Seitlin Benefits

This past year, 2010, marked the 25<sup>th</sup> Anniversary of The Cooperative Feeding Program/LifeNet4Families, a private, 501C3 charity, Fed ID # 59-2696451. Our purpose, to ease the suffering of those in crisis.

**Secretary**  
Cara Solimine  
Merrill Lynch

**Past President**  
Domenic Faro  
Ft Lauderdale Real Estate

I want to thank Lauderdale-by-the Sea for all you have done in the past to help us feed the working poor, families in need, children, the elderly and homeless in our community by supporting this event.

**David Dweck**  
David Dweck Real Estate

This years event will be celebrating its 4<sup>th</sup> Annual Hunger Awareness Run/Walk and kickoff to the 6th annual Galt Ocean Mile Community Associations Food Drive for Cooperative Feeding Program/LifeNet4Families and Broward County.

**Brett Schneider**  
Weis Serota Helfman Pastoriza  
Cole & Boniske, PL

**Tracey Dexter**  
PricewaterhouseCoopers, LLP

**Janet Bullard**  
Financial Advisor

We are hoping that we can count on the City's generosity as in the past by providing a special event sponsorship by waving the initial permit application fee. Your sponsorship will assure that our event is a memorable celebration of the thousands of lives affected by LifeNet4Families/Cooperative Feeding Program and the promise of a brighter future for even more people who need our help.

**Ainsworth Clarke**  
First Data

**Lew Krongold**  
Hunger Activist

In return for your generosity the City will receive (5) complementary entries, prominent recognition at our event, recognition on the event signage and promotional flyers, posters and the City Logo will appear on the event t-shirts.

We are hoping that we can count on your generosity to again provide an event sponsorship for this exciting event. Your sponsorship will be much appreciated and your tax deductible donation will go a long way to help end hunger.

Sincerely,

Scott A Woodburn

LifeNet4Families/Cooperative Feeding Program  
954-629-7381

1 NW 33<sup>rd</sup> Terrace, Lauderhill, FL 33311 954-792-2EAT FAX: 954-792-9982 [www.FeedingBroward.org](http://www.FeedingBroward.org)

This is your official receipt. No services were provided in return for this contribution. Under applicable IRS regulations, The Cooperative Feeding Program cannot serve as an appraiser of donated goods or services. Therefore The Cooperative Feeding Program does not attest to the value assigned by the donor for the donated goods. Any market value substantiation of the item rests with the donor. The Cooperative Feeding Program is a Florida non-profit charitable organization with a 501(C)(3) tax exempt status. Donations are free from liability by the Florida Good Faith Donor Act (Senate Bill #275, Chapter #1 - 1997, June 24, 1997)



## SPECIAL EVENTS APPLICATION

This completed application must be submitted with a \$100.00 application fee to: Office of Municipal Services, 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: 954-776-0578

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, and providing the Town evidence of all required insurances.

1. Name of event: **GALT OCEAN MILE 5K RUN/WALK AGAINST HUNGER**
2. Day and date of event: **SUNDAY, FEBRUARY 27, 2011** New event \_\_\_ Returning event **X 4TH** \_\_\_
3. Location where event will be held: **From WINN DIXIE to end of Del Mar and return**
4. Description of Event: **5 K RACE RUN/WALK**
5. Name and address of sponsor or hosting organization **LIFENET4FAMILIES/COOPERATIVE FEEDINGPROGRAM, 1 NW 33<sup>RD</sup> TERRACE, FT Lauderdale, Florida 33311**
6. Name(s) of local contact person(s) who will be present each day of the event: **Scott A Woodburn**  
Mailing address: **% LIVENET4FAMILIES/Cooperative Feeding Program, 1 NW 33<sup>rd</sup> Terrace, Ft. Lauderdale, Florida 33311**  
  
Daytime phone#: **954-629-7381** Evening phone#: same Mobile phone#: same  
  
Email: scott@feedingbroward.org Fax#: 954-792-9982
7. What is the actual beginning and ending time of the event? **8AM – 10:00 0AM** Start of set-up time **6:30AM**  
  
End of tear-down time **10:30AM**
8. What type of audience is the event planned for? **Socially conscious folks who want to help fight hunger in Broward County**
9. How many participants do you anticipate? **300** spectators? \_\_\_\_\_ adult olunteers? **30**
10. Are there fees for the participants or spectators? **\$10 donation** 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. **See Attached**

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**STREET CLOSURES**

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

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

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**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: **We will use our volunteers**

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

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**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 N?A

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

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.

**SIGNAGE**

Will signs be erected for the event? Yes  X No \_\_\_\_\_ Number of signs 1 Size 24 sq.ft.  
Location of signs Parking lot of FRONT OF WINN DIXIE

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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 X

**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 X

**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: Event volunteers

Removal of trash from the event site: Event volunteers

**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: \_\_\_\_\_  
\_\_\_\_\_ Water -- Describe use: \_\_\_\_\_

**VEHICLES ON PARK GROUNDS N/A**

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 N/A**

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 \_\_\_\_\_ ) \_\_\_\_\_ Canopy (size \_\_\_\_\_ x \_\_\_\_\_ ) \_\_\_\_\_ 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) N/A

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

**FOOD**

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

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

Please list the types of food you are serving: **Fruit, coffee, begals, water PROVIDED BY WINN DIXIE**

Cooking Equipment: N/A 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: Cooperative Feeding Program, 5K Event Committee

**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 N/A**

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 N/A**

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 N/A**

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

**INDEMNIFICATION YES**

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.

Scott A Woodburn  
Applicant's Signature (required)  
SCOTT A WOODBURN  
Applicant's Printed Name and Title/Organization

1/12/2011  
Date  
954-629-7381  
Telephone Number

STATE OF FLORIDA:  
COUNTY OF BROWARD:

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

Domenic R. Faro  
Notary Public, State of Florida

My Commission Expires:

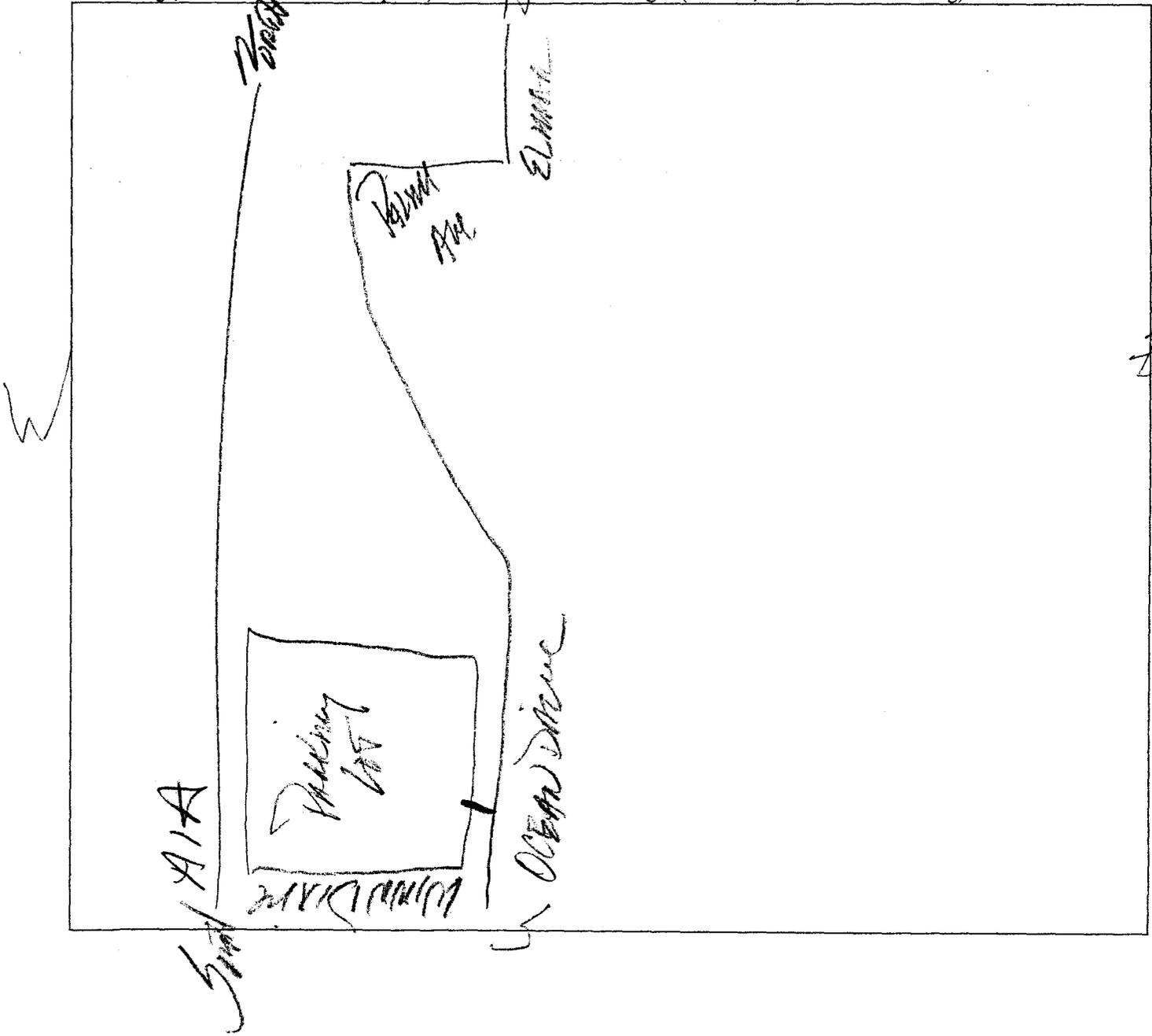


**DETAILED SITE PLAN**

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



### **Course description**

I will preface my 5K course map by saying this is the course we have used for the past three years.

**Start:** directly in front of WINN DIXIE in the parking lot facing East. At race start, participants exit lot and turn left heading north on Galt Ocean Mile rd. Directions stay on side walk as much as possible.

- Volunteers will do traffic control at street crossing and at various points along the course. We do not intend to shut down any lanes for traffic as participants will be instructed to stay on sidewalks or hugging road side curb in bike lanes where available. We will be following the same pathway of community walkers and runners.

Proceed north to Palm Ave, at Palm Ave turn right (east) to Del Mar. Cross at ElMar, left turn heading North to end, keeping right on the Far eastern side of road, all the way to end of median. Directional and traffic control Volunteers will be at crossover .

At median end , keeping median on the left proceed to west hand side of road, returning south on El Mar, keeping to the right, far western side of road south to Palm Ave. An Aid station and traffic control volunteers we be stationed at this point.

Cross street at EL Mar & Palm, keeping to the left to Galt Ocean Drive South, Return to Winn Dixie, keeping to far left to WINN Dixie parking lot, Cross street up incline to **finish** line in front of store.

There will an aid station and traffic control volunteers at the East and West intersection of Commercial and El Mar

001.306.000-369.000

TOWN OF LAUDERDALE-BY-THE-SEA  
4501 Ocean Drive  
Lauderdale-By-The-Sea, Florida 33308-3610  
Telephone (954) 776-0576 Fax (954) 776-0094

№ 11950

DATE 1/12/11

RECEIVED FROM Resource Initiative Corp. \$ 100.00

One hundred DOLLARS

FOR Special Events Application  
 CASH  
 CHECK-  
 M.O.  
 CREDIT CARD

AMOUNT OF ACCOUNT ..... \$ \_\_\_\_\_  
AMOUNT PAID ..... \$ \_\_\_\_\_  
BALANCE DUE ..... \$ \_\_\_\_\_ BY Person  
**Thank You!**

Security enhanced document. See back for details.

RESOURCE INITIATIVE GROUP INC.  
630 N.E. 17 AVE.  
FORT LAUDERDALE, FL 33304

1585

63-8376/2670  
020

DATE 1/12/2011 \$ 100.00

PAY TO THE ORDER OF

Lauderdale by the Sea  
Two Hundred Dollars

DOLLARS

**BankAtlantic**  
FLORIDA'S MOST CONVENIENT BANK

Sunrise #020  
1750 E. Sunrise Blvd.  
Ft. Lauderdale, FL 33304

Suzanne Waldman

FOR SK Person

⑈001585⑈ ⑆267083763⑆ 0055518987⑈

GUARDIAN SAFETY