



# AGENDA ITEM MEMORADUM

**Development Services**

**Bud Bentley**

Department

Assistant Town Manager

<b>COMMISSION MEETING DATE (*) - 7:00 PM</b>	<b>Deadline to Town Clerk</b>
<input checked="" type="checkbox"/> October 11, 2011	

\*Subject to Change

<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

FY2011 DESIGNATED HIGH PRIORITY ITEM - PRIORITY TOPIC

## SUBJECT TITLE: **Special Event Application for Christmas By-The-Sea on December 7, 2011**

**EXPLANATION:** Christmas-By-The-Sea is a 4-hour event proposed to be held on December 7, 2011 and consist of entertainment leading up to the lighting of a holiday tree in Pelican Square. The event is produced by the LBTS Chamber, Aruba, Village Grille, 101 Ocean and Athena. The Town is a co-sponsor.

The special event application is attached (**Exhibit 1**). The following requests are included in the application. The line numbers refer to the section number in the application. In addition, the applicant requests the \$100 application fee waived.

- 12. Street Closures – including a parade on Commercial Blvd.
- 15. Parking. The applicant requests: a) free parking Town-wide from 1:00 pm to midnight; b) parking on the inside lane of El Mar from 1:00 pm to midnight; and, c) the waiver of the parking fees normally paid by the applicant for parking spaces used for an event.  
Please note below in Condition 12 that only the parking on El Mar is recommended between 4 pm and 11 pm and the waiver of lost parking revenue is considered part of the Town sponsorship as noted below.
- 17. Animals. Yes – pony and hay rides using the El Mar Parking Lot as the staging area.
- 18. Sound System. Amplified sound system and live music
- 27. Alcohol. Four of the sponsors propose to sell alcohol off-premise at the tables.

Section 17-116 of the Town Code requires the following information be provided to the Commission:

- 1. Sponsorship: a) \$2,400 cash sponsor; b) \$100 application fee; plus 3) a waiver of the parking fees normally paid by the event producer. There are sufficient funds in the Recreation Division's FY12 Budget's special events account to cover a) and b).
- 2. Benefit to Town. The Producers statement of benefit is on page 10 of their application.
- 3. Projection of Net Revenues. The Total Cost of Event, Lost Town Revenues and Additional Expenses.

The Chamber advises:	Event Budget	\$6,700
	Revenue	\$6,700
	Expected Income	\$3,600
	Town Contribution	\$2,500
	<b>Total:</b>	<b>\$6,100</b>
	Difference =	\$(-600)



As the event producer, the Chamber will cover any deficient in revenues. Based on past years, the Chamber does not project that revenues will exceed expenses.

Town Revenues: The applicant has requested that the Town provide free parking for this event. Our revenue from the parking spaces covered by Pay Stations is about \$1,800 on a good weather Wednesday night. We have consistently recommended that the Town not provide free parking for events. The waiver of parking revenue would be in effect, an additional sponsorship over and above the budgeted sponsorship of \$2,500.

The parking fees for the parking spaces used for the event setup are minor and can be considered part of the Town sponsorship package.

**STAFF RECOMMENDATION:** Approve the special event application and Town's \$2,500 sponsorship of the event.

Staff recommends the following conditions be incorporated into the Commission's approval of this event.

1. A total of eight (8) bathroom facilities (temporary facilities or within a building) shall be provided to adequately serve the attendees.

In lieu of providing all temporary bathroom facilities, the event producers may provide documentation from business near the event site that the public may use their facilities.

2. Those approved to sell alcohol shall provide certificates of insurance or binders establishing proof of coverage with a minimum coverage of \$1,000,000 per occurrence and shall name the Town as an additional insured. All licenses and certificate of insurance shall be provided no later than November 8, 2010.
3. Permit for the sale of alcohol from all businesses that will be serving within the event area shall be provided no later than November 8, 2010.
4. Provide additional waste receptacles and recycle bins within the event site and within one block outside the event site (extended event area). At the end of the event, the event producers shall remove the additional waste receptacles and empty the Town's waste receptacles within the extended event area.
5. Applicant must maintain one (1) 2A type fire extinguisher at stage area.
6. Provide copies of all licenses and insurance for vendors.
7. Provide copies of contracts with the pony ride company, mechanical entertainment or amusement devices vendors. (Section 17.113(3))
8. Restrict the stage to only authorized personnel. Cover and secure all electrical cords to stage, and keep the area free of hazards.
9. All applicable permits licenses, or approvals must be obtained and copies provided to the Town prior to the issuance of the event permit.
10. Signs shall not be placed within the sight triangle.
11. Provide the number of detail police officers determined by the Police Chief.
12. Parking on EL Mar is approved from 4:00 pm to 11:00 pm on the event day. Application shall install Town approved event signage that includes the ending time for parking on El Mar.



13. Each event sponsor shall execute an Indemnity and Hold Harmless Certificate in favor of the Town in a form approved by the Town Attorney. Section 17-1133.(7).
14. The Town Manager may suspend permission for this event, or the on-site Town representative may terminate the event due to applicant not complying with the terms and conditions of the Town's event permit or for health or safety reasons, such as crowds that exceed the capacity of the event site.
15. In the event that insurance certificates, licenses and other material requirements are not provided by the required dates, the approval for this event shall expire unless the Town Manager finds there are extenuating circumstances that the event sponsors have cured or can immediately cure without compromising the health, welfare and safety of the citizens of the Town of Lauderdale-By-The-Sea those attending the event and without increasing the administration costs of the Town.

**FISCAL IMPACT AND APPROPRIATION OF FUNDS: The Town's contribution is included in this year's budget.**

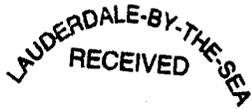
Amount \$2,500 in       Acct No. 001.572.000.500.495

**EXHIBIT(S):** Special Event Application

Reviewed by Town Attorney

Yes     No

Town Manager Initials



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

Exhibit 1



SEP 14 2011

DEVELOPMENT  
SERVICES

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.

- Name of event: Christmas by the Sea
- Day and date of event: Wednesday Dec 7 New event  Returning event
- Location where event will be held: Pelican Square
- Description of Event: Parade, Tree Lighting, Santas Village
- Name and address of sponsor or hosting organization \_\_\_\_\_  
LBTS Chamber, Aruba, Village Grille,  
101 Ocean & Athene, Town <sup>704 413424</sup>
- Name(s) of local contact person(s) who will be present each day of the event:  
Dave Gadsby Paul Novak, Judy Suggerty  
Mailing address: 4201 Ocean LBTS  
Daytime phone#: 714-7000 Evening phone#: \_\_\_\_\_ Mobile phone#: Paul 813-7510  
Dave 695-2757  
Judy 294-5583  
Email: info@lbts.com Fax#: 768-1500
- What is the actual beginning and ending time of the event? 5:00 - 9:00  
Start of set-up time? 1:30 End of tear-down time? 11:00
- What type of audience is the event planned for? Families
- How many participants do you anticipate? 50 spectators? 200 adult volunteers? 15
- 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

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**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

**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:

See 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: BSO

**VEHICLE LOADING/UNLOADING**

14. Are you requesting that vehicles be permitted to load/unload in non-metered areas? yes

If yes, please indicate the location and times loading and unloading would occur:

Around Christmas tree

**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

Town wide free parking + parking along  
E) Mar Drive

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  Pony Rides

**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: Chamber of Commerce

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: Pelican Square Light Pole Outlets  
 Water - Describe use: n/a

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

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**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? X 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.

     Tent (size:      x     )      Canopy (size      x     ) 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)

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 X 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: na

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 - See attached  
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 X 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.  
See Attached

**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.**

Judy Swaggerty  
Applicant's Signature (required)

09/15/11  
Date

Judy Swaggerty  
Applicant's Printed Name and Title/Organization  
Executive Director

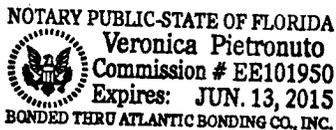
776-1000  
Telephone Number

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.

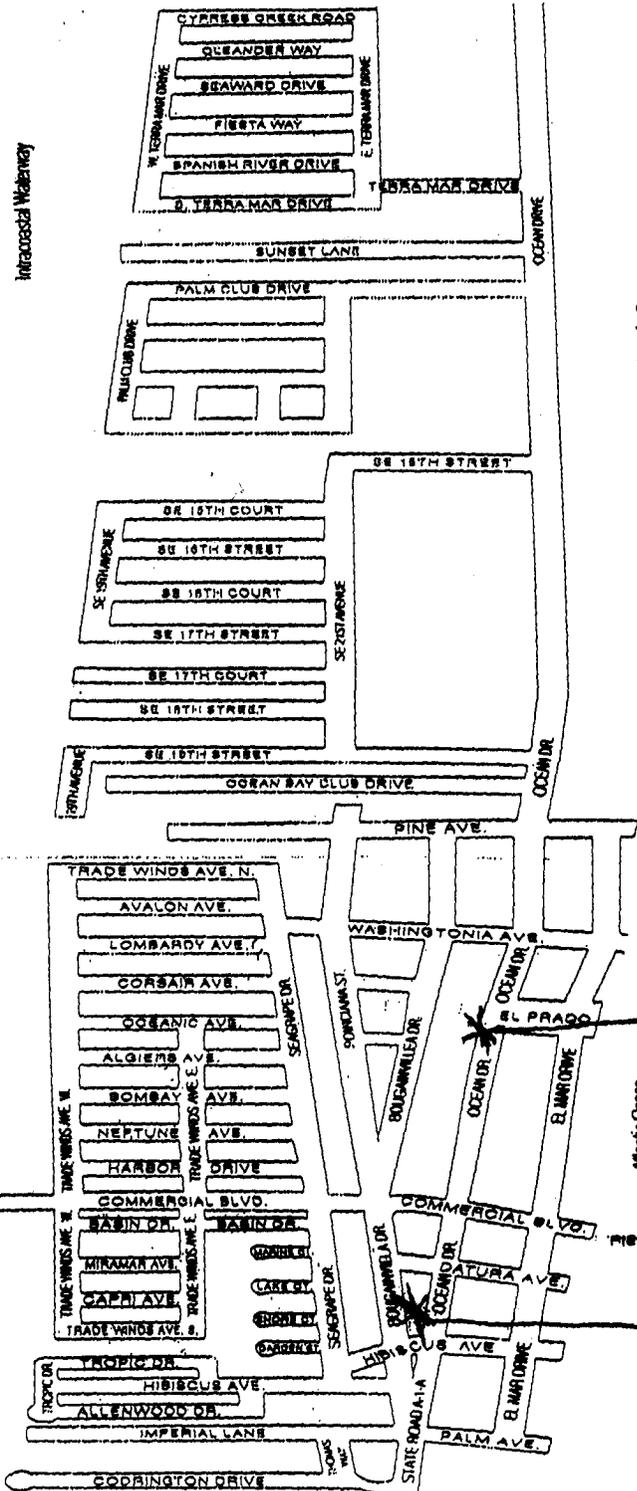
Veronica Pietronuto  
Notary Public, State of Florida

My Commission Expires:



# Lauderdale-By-The-Sea

FEDERAL HIGHWAY (US 1)



Chamber Sign  
4x6 on 2 posts

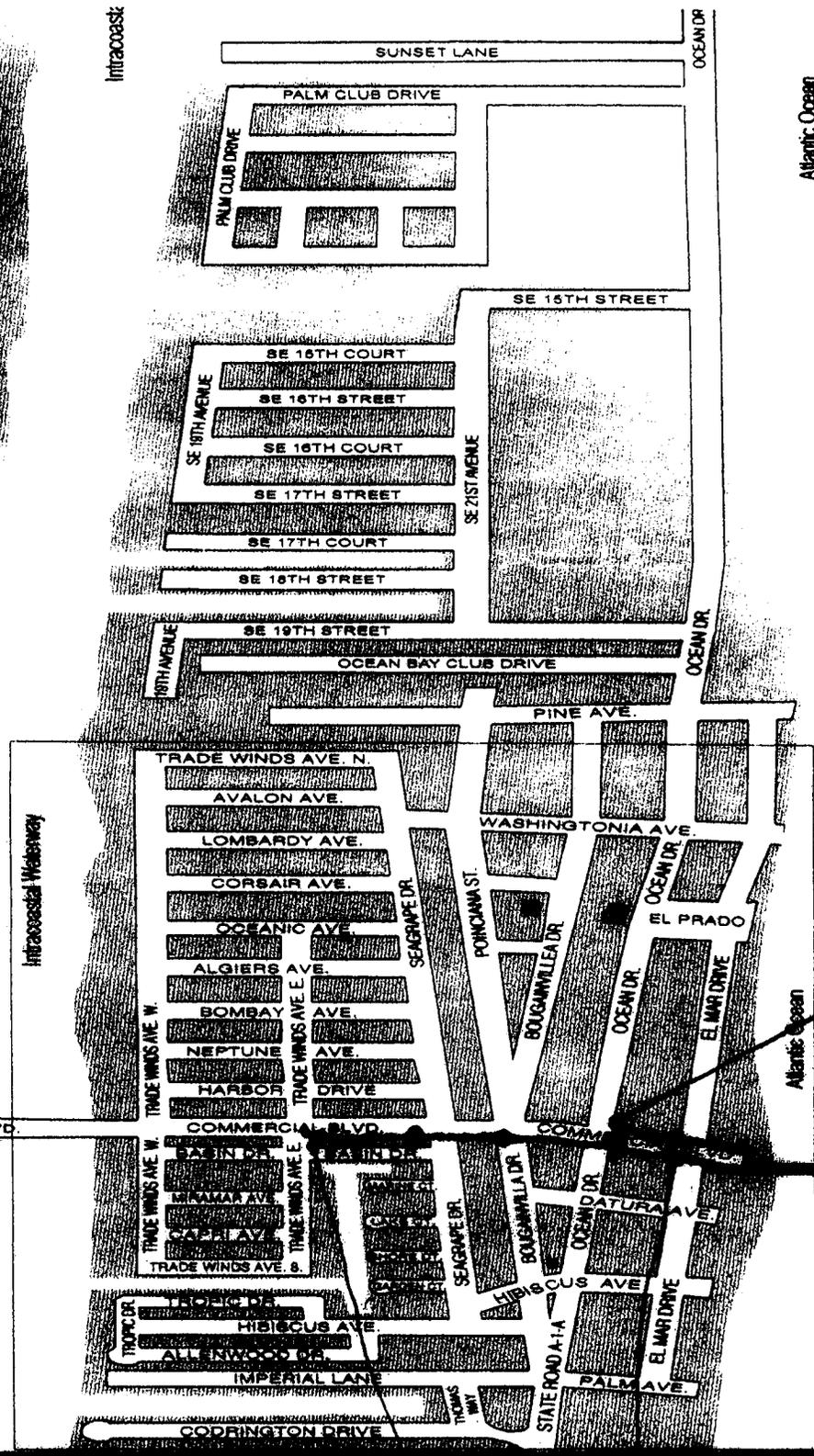
Town Hall Sign  
4x6 on 2 posts

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FEDERAL HIGHWAY (US 1)

Intracoastal

Atlantic Ocean



*Event*

*Parade Starts*

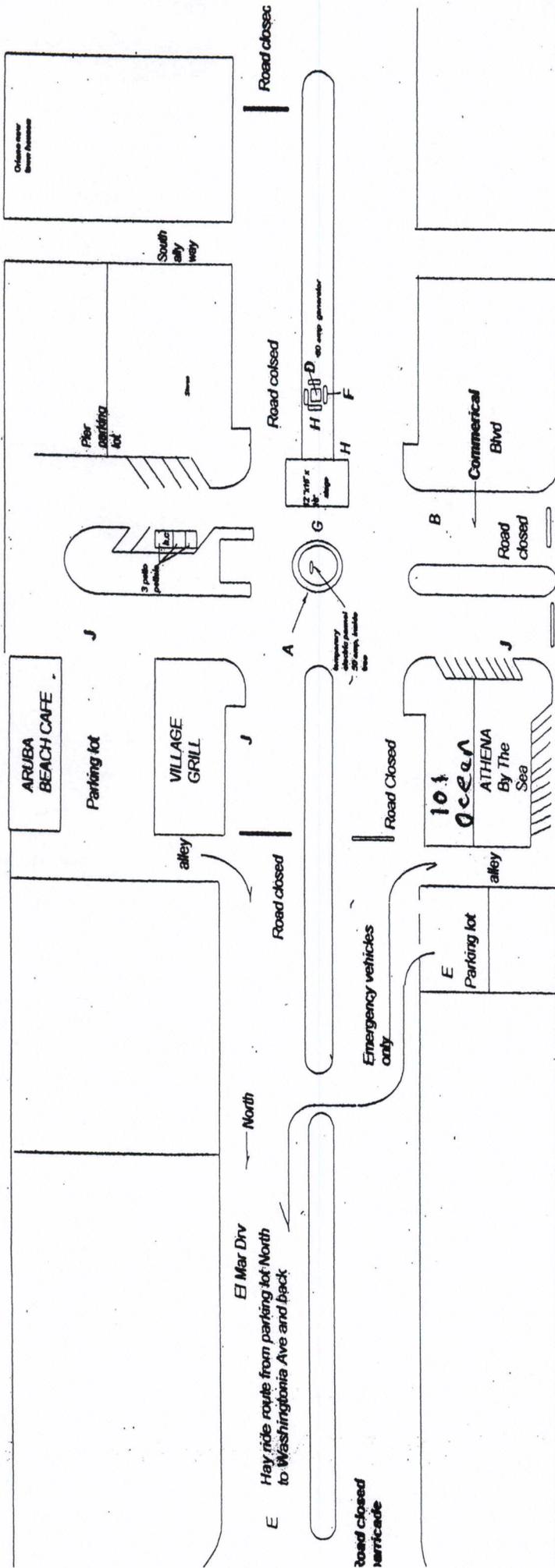
*Parade Ends*

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ATLANTIC OCEAN

BEACH



El Mar Dr

E Hayride route from parking lot North to Washington Ave and back

Road closed barricade

Emergency vehicles only

North

Ocean Dr (A1A)

Athenas By The Sea, Sponsored By The Chamber of Commerce  
12/9, 5:00pm to 9:00pm

1. 25 Ch...mas tree erected end of November

2. Photos with Santa

3. 60 amp generator to supply electricity for stage

4. 2 hay wagons pulled by horse

5. Barricades to protect generator (No fuel storage)

6. 100 chairs set in front of stage

7. Fire Extinguishers

8. 10 High top tables for patrons

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LAUDERDALE-BY-THA-SEA  
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**CHRISTMAS BY THE SEA  
WEDNESDAY, DECEMBER 8  
2011 BUDGET ESTIMATE**

<b>BSO DETAIL</b>	\$ 700.
<b>CHILDREN'S HOME SOCIETY</b>	500.
<b>PARADE BANDS, VEHICLES, ETC.</b>	→ 2,500.
<b>ENTERTAINMENT</b> <i>ARTISTIC expl.</i>	350.
<b>SET-UP CREW</b>	500.
<b>RENTAL CHAIRS &amp; TABLES</b>	400.
<b>SNOW MACHINES – REPAIRS &amp; MAINTENANCE</b>	500.
<b>SNOW FLUID</b>	75.
<b>PRINTING &amp; DESIGN</b>	500.
<b>FACE PAINTING ELF</b>	225.
<b>PERFECT PARTY PONIES</b>	450.
 <b>ESTIMATE TOTAL</b>	 <b>\$-6,700.</b>
 <b>INCOME – ESTIMATED</b>	 <b>+3,600.</b>
 <b>TOWN CONTRIBUTION</b>	 <b>+2,500.</b>
	<hr/>
	<b>\$( 600.)</b>

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Christmas by the Sea  
A Holiday Celebration in Lauderdale-By-The-Sea  
Wednesday, December 7, 2011  
5:00pm – 9:00pm

AN EVENING OF CHRISTMAS MUSIC, CHOIRS, SANTAS VILLAGE  
SNOW AND MUCH MORE.

Special event permit:

The Chamber of Commerce is asking for Town approval to have our annual Christmas by the Sea celebration December 7, 2011. Our plans include the following,

1.
  - a. Waive parking meters Town wide from 1:00 pm until midnight - Chamber will not advertise free parking.
  - b. Allow parking on El Mar Drive – north and south of Commercial Blvd. Chamber will put up the No Parking on Grass signs.
  - c. Close Commercial Blvd east of A1A to beach at 1:30 pm
  - d. Close El Mar Drive from the first turn around north of the north alleyway, to the south ally way, extend the closing of the north bound lane to Datura Ave at 1:30
  - e. To have a Christmas Parade forming on East Tradewinds south to travel east on Commercial Blvd to El Mar Drive starting 5:30 pm
  - f. Waive Sign ordinance with regard to Christmas decorations for the month of December
  - g. Allow pony rides from 6:00-8:00 pm on El Mar Drive from El Mar Municipal Parking Lot north to Washingtonia Ave and back to Municipal Parking Lot
  - h. One week in advance, place BSO Electronic Board announcing event
  - i. Erect the Christmas tree at Pelican Square the last week of November
  - j. Allow Banner in front of Chamber facing south on A1A
  - k. The Chamber will not be selling any liquor. The Village Grille, Aruba, 101 Ocean and Athena will be serving it at the tables outside.



2. The co-applicants for the event will be Aruba, Village Grille, 101 Ocean and Athena. As soon as I receive a copy of their license extensions permitting them to sell alcohol outside of their licensed premise I will send to you.
3. The Christmas tree will be erected by Brandano Displays which was part of our contract from last year.
4. There will be 2 snow machines in the Christmas tree and 2 on the roof of the Village Grille.
5. **Benefit Statement:** This event has become a tradition in our town. It draws people into our area and enhances business accordingly. All of the restaurants and local shops benefit in that the event is held during the week and brings additional business on a night that would usually be quiet. It helps all of the wait-staff in these local establishments as they can rely on an evening that helps them financially. It helps create a residual effect in bringing people back into our town long after the event is held. Many of our tourists look forward to this event and in turn tell people from their home towns which encourages other people to seek out LBTS as their vacation destination. The Chamber requesting a donation of \$2,500 funding from the Town.

LAUDERDALE-BY-THE-SEA  
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Kathy Carter  
Perfect Party Ponies  
1901 SW 112 Ave  
Davie, FL 33325  
754-246-4294

June 7, 2011

Confirmation of Event & Invoice

Lauderdale By The Sea  
Christmas Event

We have been contracted to provide 4 ponies and 4 handlers on December 7, 2011 from 6:00 pm to 9:00 pm. The total cost of the event is \$450. No deposit is required and please make check payable to Perfect Party Ponies. Payment is due upon arrival at the event.

Thanks for calling us and we look forward to your event.

Kathy Carter  
Perfect Party Ponies

LAUDERDALE-BY-THE-SEA  
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SEP 14 2011  
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SERVICES

13.

PRODUCER (561)776-0660 FAX (561)776-0670  
 Insurance Office of America, Inc.  
 Abacoa Town Center  
 1200 University Blvd., Ste 200  
 Jupiter, FL 33458

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.**

INSURED Perfect Party Ponies  
 1901 SW 112 Avenue  
 Davie, FL 33325

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Nautilus Ins Co	17370
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	X	GENERAL LIABILITY	NN011270	06/13/2010	06/13/2011	EACH OCCURRENCE	\$ 1,000,000
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	\$
		<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
		<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC	\$
						AUTO ONLY: AGG	\$
		EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE	\$
		<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
		<input type="checkbox"/> DEDUCTIBLE					\$
		<input type="checkbox"/> RETENTION \$					\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU-TORY LIMITS	OTH-ER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	\$
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	\$
		OTHER				E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

\$500 BI/PD Deductible. Saddle Animals for rent.  
 Certificate Holder is listed as Additional Insured with respects to General Liability

**CERTIFICATE HOLDER**

City of Fort Lauderdale  
 1350 W Broward Blvd  
 Ft Lauderdale, FL 33312

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE  
 Henry Everett II/MARTIT *[Signature]*

**Line of Business Coverages for      General Liability**

<b>Coverage</b>	<b>Limits</b>	<b>Ded/Ded Type</b>	<b>Rate</b>	<b>Premium</b>	<b>Factor</b>
General Aggregate	1,000,000	500			
Products/Completed Ops Aggregate	1,000,000	<b>Basis:</b> Per Claim; <b>Applies:</b> Both BI & PD			
Personal & Advertising Injury	1,000,000				
Each Occurrence	1,000,000				
Fire Damage	100,000				
Medical Expense	excluded				

## **IMPORTANT**

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

## **DISCLAIMER**

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.



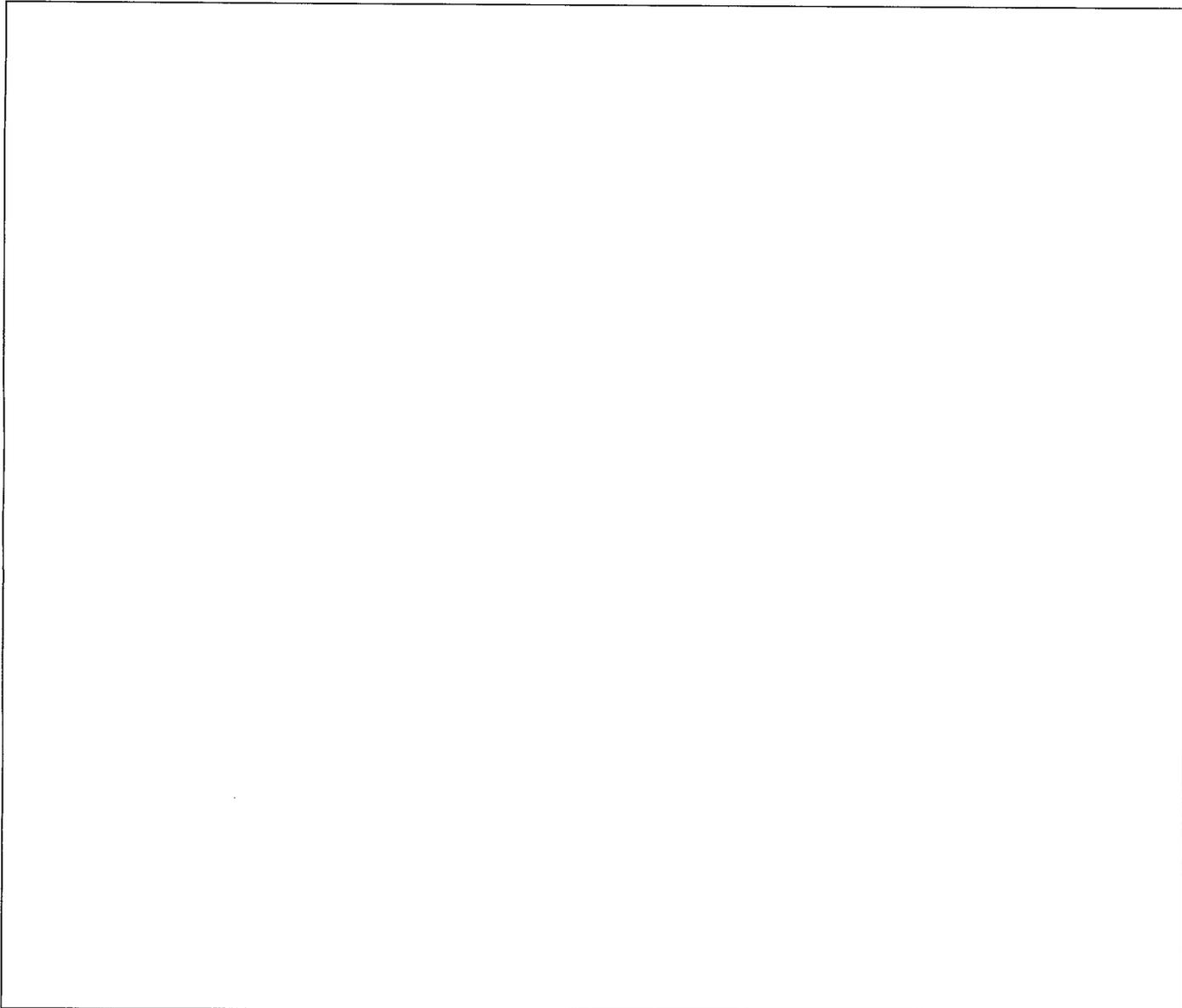
The Town of Lauderdale-By-The-Sea  
Special Event Application

**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.)
2. Routes for races, parades, etc. →→→
3. Fencing (if known) X—X—X
4. First aid facilities +
5. Restroom facilities (incl. portable)
6. Parking (location and number of spaces)
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)



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

Kathy Carter  
Perfect Party Ponies  
1901 SW 112 Ave  
Davie, FL 33325  
754-246-4294

June 7, 2011

Confirmation of Event & Invoice

Lauderdale By The Sea  
Christmas Event

We have been contracted to provide 4 ponies and 4 handlers on December 7, 2011 from 6:00 pm to 9:00 pm. The total cost of the event is \$450. No deposit is required and please make check payable to Perfect Party Ponies. Payment is due upon arrival at the event.

Thanks for calling us and we look forward to your event.

Kathy Carter  
Perfect Party Ponies

LAUDERDALE-BY-THE-SEA  
RECEIVED  
SEP 14 2011  
DEVELOPMENT  
SERVICES

20.