



# AGENDA ITEM MEMORADUM

Item No. 11c

**Development Services**

Department

**Bud Bentley**

Assistant Town Manager & Department Director 

COMMISSION MEETING DATE (*) - 7:00 PM	Deadline to Town Clerk
<input checked="" type="checkbox"/> Oct 25, 2011	Oct 14th
<input type="checkbox"/> Nov 8, 2011	Oct 28 <sup>th</sup>
<input type="checkbox"/> Nov 29, 2011	Nov 10 <sup>th</sup>
<input type="checkbox"/> Dec 13, 2011	Dec 2 <sup>nd</sup>

**\*Subject to Change**

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

**FY2011 DESIGNATED HIGH PRIORITY ITEM - PRIORITY TOPIC**

**SUBJECT TITLE:** Special Event Application for the Marie White's Santa Is Coming To Town event on Saturday December 10, 2011.

**EXPLANATION:** This event has been held in the past and is co-sponsored by Lawrence Wick and the Lauderdale-By-The-Sea Volunteer Fire Department (VFD). It is proposed to be held between the hours of 11 am and 3 pm on Saturday, December 10, 2011.

The event provides the opportunity for children of all ages to meet Santa Claus and have their picture taken. Lite refreshments will be served. The photo opportunity is proposed next to the pavilion.

The Police Chief advises that they do not have any law enforcement or traffic/crowd control issues with this event. No off-duty detail deputies are recommended and BSO will implement a directed patrol of the area. The application includes documentation of permission from Aruba Beach Café and Village Grille to use their restrooms.

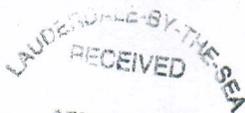
**RECOMMENDATION:** We recommend approval of this event with the following conditions.

1. Additional trash receptacles near the pavilion.
2. The Town Manager may suspend permission for this event or the on-site 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.

**EXHIBIT 1:** Special Event Application

Reviewed by Town Attorney  
 Yes     No

Town Manager Initials 



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DEVELOPMENT SERVICES

# 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.

- Name of event: Maria White's "Santa's Coming to Town"
- Day and date of event: Dec 10, 2011 Sat New event  Returning event
- Location where event will be held: Commercial at Pavilion
- Description of Event: childrens picture with Santa
- Name and address of sponsor or hosting organization VFD as a co-sponsor  
Lawrence Wick 4900 N. OCEAN BLVD AT 1105  
LBTS, FL 33308
- Name(s) of local contact person(s) who will be present each day of the event:  
Lawrence "Penny" Wick  
Mailing address: Same as above  
Daytime phone#: \_\_\_\_\_ Evening phone#: \_\_\_\_\_ Mobile phone#: 954-290-1555  
Email: retirednut@aol.com Fax#: \_\_\_\_\_
- What is the actual beginning and ending time of the event? \_\_\_\_\_  
Start of set-up time? 11:00 AM End of tear-down time? 5:15 P.M
- What type of audience is the event planned for? parents & their children
- How many participants do you anticipate? 200 spectators? \_\_\_\_\_ adult volunteers? 5
- Are there fees for the participants or spectators? NO Will fees be collected on-site? NO

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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.

**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:

**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: NONE

**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: At Commercial at the OCEAN

**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

Not Applicable

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.

**SIGNAGE**

Will signs be erected for the event? Yes  No \_\_\_\_\_ Number of signs 20 Size 1 sq.ft.

Location of signs INSIDE Restaurants

Locate signs on detailed site plan.

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### 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 <sup>NONE</sup> \_\_\_\_\_ 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: Lawrence Wick

Removal of trash from the event site: Aruba Beach Cafe, Villas + Grill

### 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: \_\_\_\_\_

NO 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)

*(Use of Area Restaurant)*

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 \_\_\_\_ ) \_\_\_\_ Canopy (size \_\_\_\_ x \_\_\_\_ ) \_\_\_\_ Stages \_\_\_\_ Bleachers *NONE*

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: cookies & juice

Cooking Equipment: Fryers? *NONE* \_\_\_\_\_ 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: L. Peanuts Wick

**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.

*VFD will be there for INDEMNIFICATION*

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. DEVELOPMENT SERVICES

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.

Lawrence W. Wick  
Applicant's Signature (required)

9/26/2011  
Date

Lawrence W. Wick, Chairman  
Applicant's Printed Name and Title/Organization  
Marie White's Santa Committee

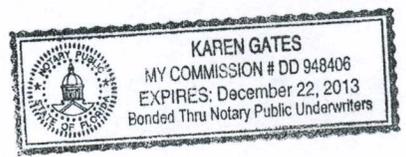
954-290-1553  
Telephone Number

STATE OF FLORIDA:  
COUNTY OF BROWARD:

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

My Commission Expires: 12/13/2012

Karen Gates  
Notary Public, State of Florida



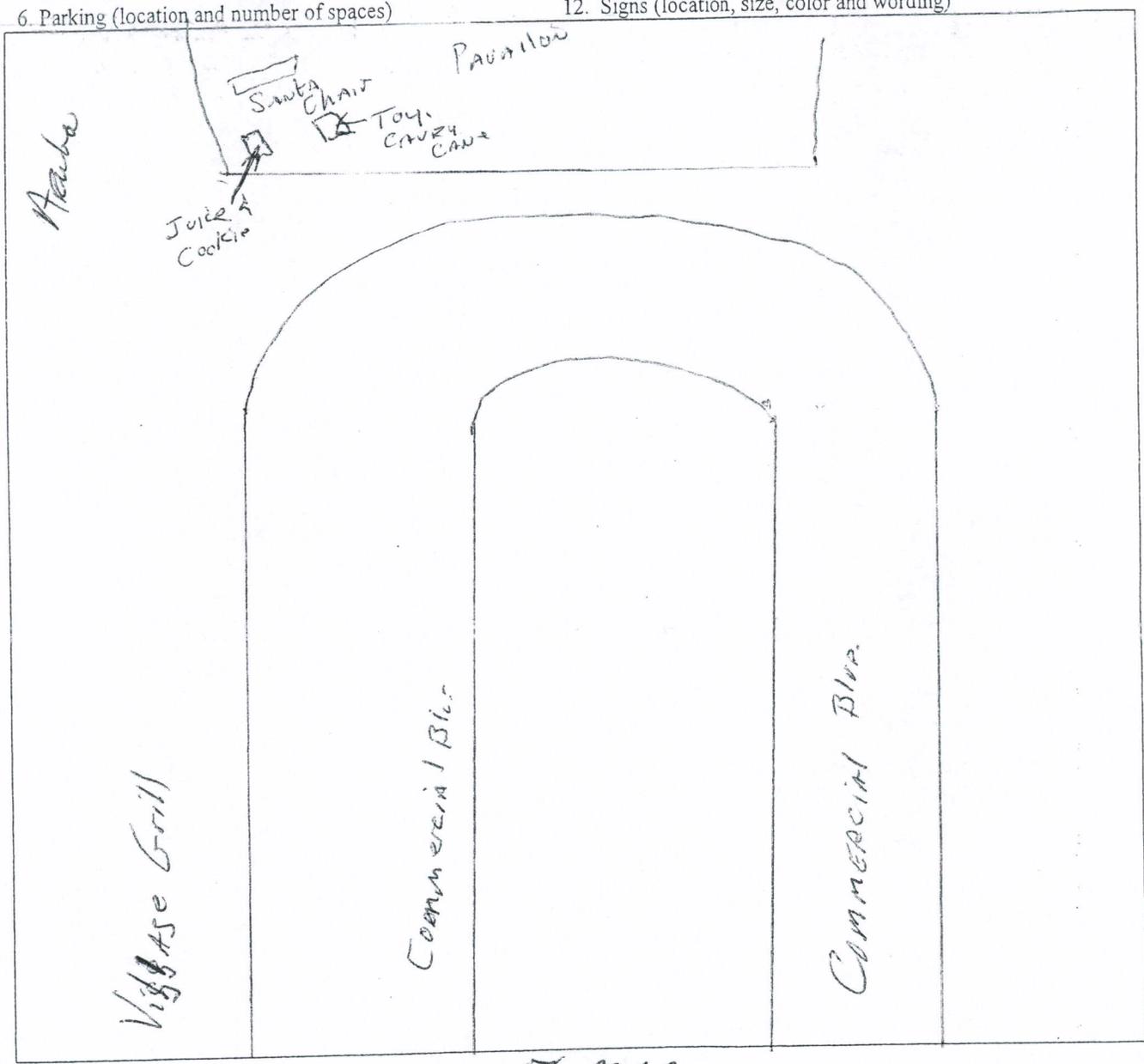
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**DETAILED SITE PLAN**

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) |



ET MAR

# Village Grille

4400 El Mar Drive  
Lauderdale By The Sea, Florida 33308

To Whom It May Concern:

I have authorized the use of the Village Grille restrooms for the Marie White Santa comes to town event .

Thank you,

Chris Trapp

## Kim William

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**From:** Gyz104 <gyz104@aol.com>  
**Sent:** Thursday, October 13, 2011 1:41 PM  
**To:** Kim William  
**Cc:** peggy2804@aol.com  
**Subject:** Aruba Bathrooms

Kim,

For the event(s) on

November 5, 2011-Ally Oop Skim Board contest

December 10, 2011- Marie White's Santa kids day

Aruba Beach Cafe will let participants use our bathrooms.

Thank You,  
Guy and Peggy