



# AGENDA ITEM MEMORADUM

Item No. 11d

**Development Services**

Department

**Bud Bentley**

Assistant Town Manager & Department Director

COMMISSION MEETING DATE (*) - 7:00 PM		Deadline to Town Clerk
X	Oct 25, 2011	Oct 14th

*\*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 a Pet Parade and Block Party on Sunday October 30, 2011.**

**EXPLANATION:** This event is being sponsored by the Terra Mar Island Civic Association. It is proposed to be held between the hours of 4:30 pm and 8:00 pm on Sunday October 30, 2011.

The event, which includes a parade, provides the opportunity for the Residents of Terra Mar Island and the public to mingle and show off their pets Halloween costumes during a neighborhood parade and block party. Music, food and lite refreshments will be offered. The block party area will be in front of 4 resident properties on Oleander Way. The parade will start at 4:30 pm and conclude at 5:30 pm. The parade route goes into the City of Pompano Beach and the event sponsor has coordinated with Pompano.

The event sponsors are coordinating traffic control and the securing of the event area with the Police Department. The Police Chief advises that they do not have any law enforcement or traffic/crowd control issues with this event and no off-duty detail deputies are recommended. Parking for the public will be along the swale areas within the neighborhood.

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

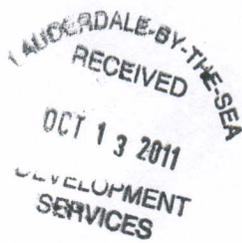
1. Additional trash receptacles provided in the block party area.
2. One 1 sign not larger than 2 by 3 may be erected in the right of way at the Terra Mar Island entrance.
3. A building permit and fire certificate provided in advance for the 20 X 50 tent.
4. Signage and barricades shall be removed immediately following the event.
5. 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 and Parade Route Map

**EXHIBIT 2:** Permission from the Effected Residents in the Block Party Area

Reviewed by Town Attorney  
 Yes     No

Town Manager Initials



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



**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: Pet Parade and Block Party
- Day and date of event: Sunday, Oct 30 New event  Returning event
- Location where event will be held: on Oleander Way between 3240 and 3220
- Description of Event: 4:30pm to 5:30pm Pet Parade, Followed by a block party where food and beverage will be shared. End time about 8pm
- Name and address of sponsor or hosting organization: Sponsored by the Terra Mar Island Civic Assoc.

- Name(s) of local contact person(s) who will be present each day of the event: Gerri Ann Capotosto  
Mailing address: 3221 Spanish River Dr.  
Daytime phone#: same Evening phone#: same Mobile phone#: 954-253-8158  
Email: 902gerriann@yahoo.com Fax#: \_\_\_\_\_

- What is the actual beginning and ending time of the event? 4:30pm to 8pm  
Start of set-up time? 2pm End of tear-down time? 9pm
- What type of audience is the event planned for? all neighbors and members
- How many participants do you anticipate? 60-80 spectators?  adult volunteers? 10
- Are there fees for the participants or spectators? yes Will fees be collected on-site? yes

This event is free to members of the Terra Mar Island Civic Assoc. The fee for other guests and non-members is 10.00 per person.

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. The Block Party will only block 4 houses (2 on ea side of the street) on Oleander way. The Parade Rt. is north through the Pompano Beach end of Terra mar.

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: not the whole street. Only two houses in length.

**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: The Terra Mar Island Civic Assoc. B.O.D.

**VEHICLE LOADING/UNLOADING**

14. Are you requesting that vehicles be permitted to load/unload in non-metered areas? yes no

If yes, please indicate the location and times loading and unloading would occur: no meters on Oleander way.

**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 is available on the sides of the Oleander way as well as other adjacent streets. It is anticipated that most attendees will walk over to the event site

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 1 Size      sq.ft.

Location of signs at the Terra mar Entry Way, near the Terra mar Island Sign.  
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  no animal entertainment.

resident/members are encouraged to participate in the Pet Parade. Animals will not be in attendance at the Block Party.

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**

We have a musician who will play acoustic guitar from 6 to 8.

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: Terra mar Island B.O.D.

Removal of trash from the event site: Board members will handle all trash removal.

**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:     



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)

Staff will provide a recommendation depending on the length of the event and the number of participants.

22. Will additional restroom facilities be brought to the event site? no If yes, how many? \_\_\_\_\_

**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.

1 Tent (size: 20x30) \_\_\_\_\_ Canopy (size 20x50) \_\_\_\_\_ Stages \_\_\_\_\_ Bleachers \_\_\_\_\_  
no side walls or drops.

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 X No \_\_\_\_\_ If yes, is the food provided:

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

Please list the types of food you are serving: Bar-B-Q Jacks Catering

none  
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: Small self arranged neighborhood Block Party.

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

LAUDERDALE-BY-THE-SEA  
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OCT 13 2011  
DEVELOPMENT  
SERVICES

**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 X

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.

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

LAUDERDALE-BY-THE-SEA  
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DEVELOPMENT  
SERVICES

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.

N/A

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.

N/A

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.

[Signature]  
Applicant's Signature (required)

10/12/2011  
Date

Gerri Ann Capotosto  
Applicant's Printed Name and Title/Organization ASSOCIATION

954-253-8158  
Telephone Number

STATE OF FLORIDA:  
COUNTY OF BROWARD:

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

My Commission Expires:

[Signature]  
Notary Public, State of Florida





# Terra Mar Island



Dear Oleander Neighbors,

This October 30, 2011; The Terra Mar Island Civic Association will be hosting a Pet Parade and Block Party on Oleander Way. The exact location planned for our event is right in front of your homes 3240 and 3220 on the south side of the street, and 3231 and 3221 on the north side of the street. Every possible effort will be made not to block your driveway. The Tent will be up from Saturday afternoon to Monday morning. You are all invited to attend the event which will take place on Sunday 10/30 from 4 to 8pm. We would appreciate your consent and will do everything in our power not to inconvenience you. Thank you for your cooperation.

X Donna K Sallee  
Donna Sallee  
3220 Oleander Way  
954-782-5338

X Michael A. Mulka  
Mike/Frances Mulka  
3240 Oleander Way  
954-781-3379

X Dennis Ritchie  
Dennis/Linda Ritchie  
3231 Oleander Way  
954-784-9495

X Jeanne Marsh  
Floyd/Jeanne Marsh  
3221 Oleander Way  
954-254-7613