



AGENDA ITEM MEMORADUM

Town Manager's Office

Bud Bentley

Department

Assistant Town Manager *BTB*

COMMISSION MEETING DATE (*) - 7:00 PM	Deadline to Town Clerk
<input checked="" type="checkbox"/> Dec 13, 2011	Dec 2 nd

*Subject to Change

- | | | | |
|---------------------------------------|---|---|---------------------------------------|
| <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 Aruba Beach Café to hold a Memorial Day Beach Bash on May 28, 2012

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 Monday, May 28th between noon and 6:00 pm.

The event sponsor is requesting the Town allow parking on the inside lane of El Mar Drive north of Commercial Boulevard (see condition 7 below).

RECOMMENDATION: Approve with the following conditions:

1. The event sponsor shall arrange with the Police Chief for detail officers for traffic and crowd control. The Police Chief shall determine the number of detail officers needed.
2. The Municipal Services Director's approval is required for the event's trash and recycling collection plan, which shall cover the event site, Commercial to El Mar and on El Mar north for one block. The applicant shall provide additional containers and ensure that they are emptied as needed during the event and removed after the event.
3. Event Sponsor shall maintain the site in a safe condition at all times and this includes restricted access to the stage, secure and cover all trip hazards such as extensions cords, and provide a two (2) pound ABC fire extinguisher at the stage and at the buffet table.
4. Shall include two (2) exits from the event area and type of enclosure fencing for the event site.
5. Certificate of Insurance and Permit for extension of premise required for the sale of alcohol to be filed with the Town by April 28, 2012.
6. Parking on the inside lane of El Mar north of Commercial Boulevard is allowed between the hours of 11:00 am and 7 pm. The Town shall approve the event sponsor's parking signs in advance and shall approve the location of all parking signage. The parking signs shall specify the ending time for parking.
7. 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.



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8. 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 or those attending the event and by paying for the additional administration costs, if any, of the Town.

EXHIBITS: 1. Special Event Application

Reviewed by Town Attorney

Yes No

Town Manager Initials

CA

File: R:\0 Agenda\12-13-11 Commission\Dev Services\12-13 Memorial Day Beach Blast.docx



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.

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: Memorial Day Beach Bash
2. Day and date of event: Monday May 28, 2012 New event Returning event
3. Location where event will be held: 1 Commercial Blvd, on the beach
4. Description of Event: Aruba Beach Party
5. Name and address of sponsor or hosting organization Aruba Beach Cafe
1 Commercial Blvd, LBTS 33308
6. Name(s) of local contact person(s) who will be present each day of the event:
Guy Contrada, Peggy Monler
Mailing address: same as above
Daytime phone#: 776-0001 Evening phone#: _____ Mobile phone#: 298-8187
Email: G42164@aol Fax#: 772-3348
7. What is the actual beginning and ending time of the event? 12 - 6 PM
Start of set-up time? 8:00 am End of tear-down time? 8:30 pm
8. What type of audience is the event planned for? Public
9. How many participants do you anticipate? 200 spectators? _____ adult volunteers? _____
10. Are there fees for the participants or spectators? NO Will fees be collected on-site? NO

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: 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

Use the inside lane of Elymar drive NORTH of Commercial Blvd for parking

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 _____ Size _____ sq.ft.

Location of signs _____

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 X

SOUND SYSTEMS

18. Request to use amplified sound on public property-the following is requested:
___ Amplified sound/speaker system X 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: ARUBA BEACH CAFE 9/776-0001
Removal of trash from the event site: same

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: NO
___ Water - Describe use: NO

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.

____ Tent (size: ____ x ____) ____ Canopy (size ____ x ____) 1 ~~Stages~~ Panel Riser ____ 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 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: _____

Cooking Equipment: Fryers? _____ Charcoal Grills? _____ Propane Grills? _____ Concession trailers? _____
Open fires? _____ Warmers? _____ Sterno? X 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: Guy Contrada

ALCOHOL

27. Are you requesting that alcohol be served or sold at the event? X
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.

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.

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.

Guy Contrada
Applicant's Signature (required)

11-21-2011
Date

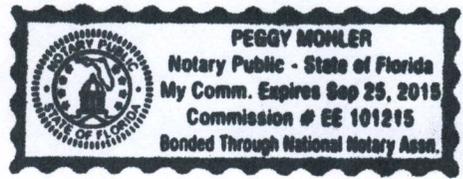
Guy Contrada
Applicant's Printed Name and Title/Organization

Telephone Number

STATE OF FLORIDA:
COUNTY OF BROWARD:

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

My Commission Expires:

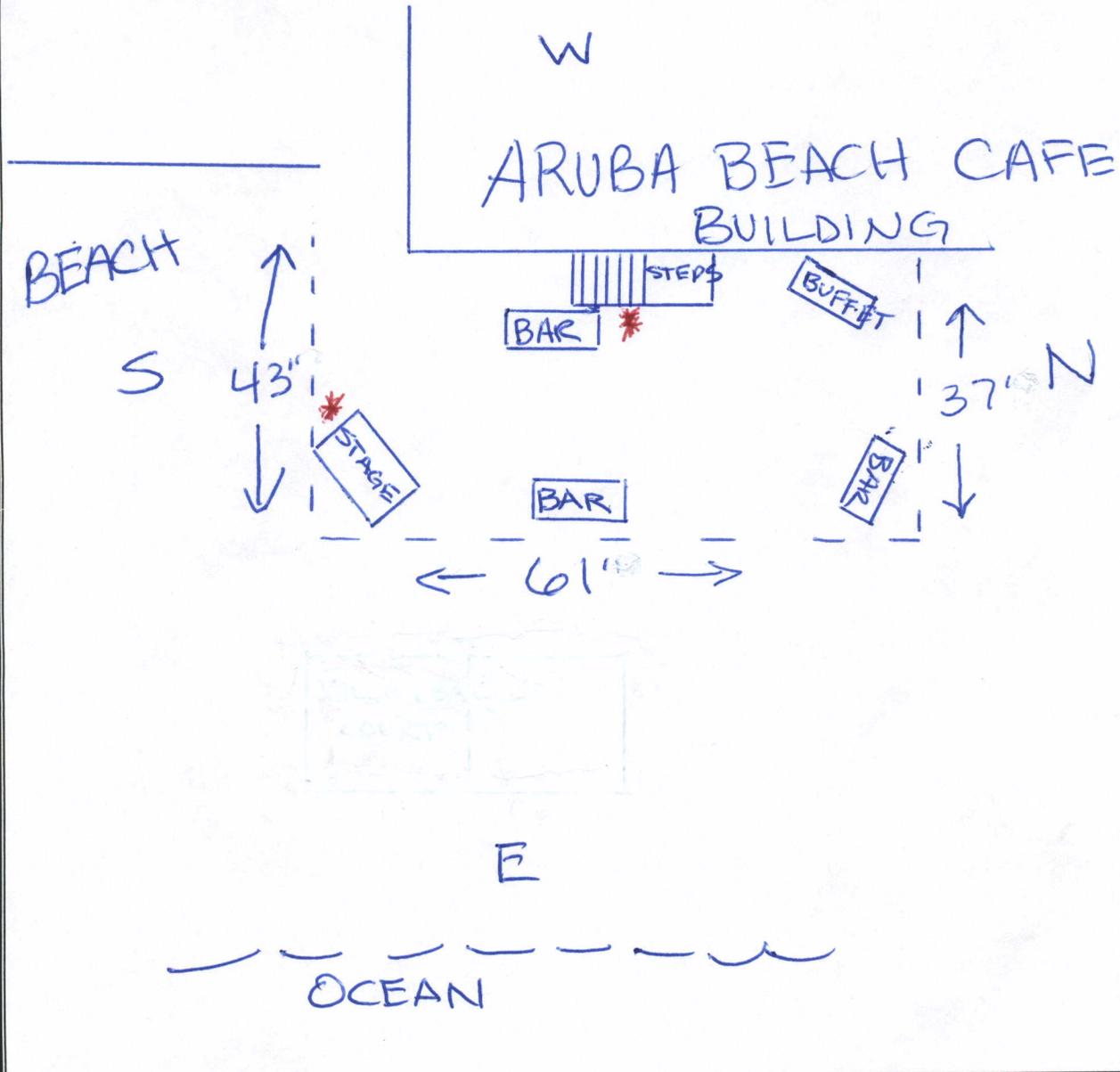


Peggy Monler
Notary Public, State of Florida

SECTION 5 – DESCRIPTION OF PREMISES TO BE LICENSED
AB&T AUTHORIZED SIGNATURE REQUIRED

Sketches should be drawn in ink and include all walls, doors, counters, sales areas, storage areas, restrooms, bar locations and any other specific areas which are part of the premises sought to be licensed. A multi-story building where the entire building is to be licensed must show each floor.

Trade Name (D/B/A)



Receipt Number _____ Date of Receipt _____

Extension Fee _____ Date _____

AB&T Authorized Signature _____ Approved Disapproved