



Item No. 9a

AGENDA ITEM REQUEST FORM

Town Manager's Office

Kimberly Williams *KW*

Department Submitting Request

Development Services *KB*

REG COMMISSION DEADLINE TO
Meeting Dates 7:00PM Town Clerk

ROUNDTABLE DEADLINE TO
Meeting Dates 7:00PM Town Clerk

Mar 22, 2011

Mar 11 (5:00 pm)

Mar 8, 2011

Feb 25 (5:00 pm)

Presentation

Reports

Consent

Ordinance

Resolution

Quasi Judicial

Old Business

New Business

SUBJECT TITLE: Special Event Application for Rev. Jim Goldsmith of the Community Church, Easter Sunrise Service proposed for Sunday, April 24, 2011.

EXPLANATION: The Special Event Application is attached (Exhibit 1). This event has been held in the past at the east end of Commercial Blvd and the pavilion. The event is proposed to be held on Sunday, April 24, 2011. Set up of the event will start at 5:00 a.m. and the area will be cleaned up by 8:30 a.m. East and west bound lanes of Commercial Blvd from El Mar Drive to the beach will be closed. The applicant projects a maximum of 600 attendees. The event organizer (The Community Church) is requesting the Town refund the application fee and waive its electric and parking meter fees for the event.

RECOMMENDATION: Approve with the following conditions:

1. The Police Chief shall specify the number of detail officers needed for traffic and crowd control.
2. Provide additional waste receptacles and recycle bins. At the end of the event the applicant shall empty the Town's waste receptacles within the event area.
3. 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.
4. The Broward County bathroom facility requirements; Eight (8) female and four (4) male facilities will be waived due to the event being approximately 1 hour long.
5. Certificate of Liability insurance must be provided to the Town.
6. Barricades shall be placed along the east and west bound lanes of Commercial Blvd at El Mar Dr. An entrance lane along the south end of the event will be set up and maintained for the pier parking lot. Pier traffic to exit by way of the Oriana alley.
7. Town will waive the fees for the use of Town electric and ten (10) parking meters in the event area.
8. One (2a 10 bc) fire extinguisher to be placed in the event area.
9. Applicant must maintain two (2) exits within the event area.
10. All electric cords shall be covered and secured so as not to pose a hazard to the public or event staff.

11. If BSO determines throughout the event that additional road closures are warranted due to an overwhelming turnout, they may temporarily do so.
12. Sound system shall be operated so as not to violate the Town's Code. (Shall not exceed 90 dba or 95 dbc between the hours of 7:00 am and 10:00 pm or 75 dba and 75 dbc during the hours of 10:00 pm and 11:30 pm when measured at or beyond 200 ft.)
13. All documents, especially insurance certificates are to be submitted at least 30 days prior to the event.

EXHIBITS: 1. Special Event Application

FISCAL IMPACT AND APPROPRIATION OF FUNDS: N/A

Reviewed by Town Attorney
 Yes No

Town Manager Initials *CM*

File: F:\0 Agenda Commission & PZ Board\3-22-11 Commission\3-22 Easter Sunrise Service Agenda Request Form.doc



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.

Questions: Phone: 954-776-3611 or email 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. *TOWN SPONSORED EVENT*

- Name of event: EASTER SUNRISE SERVICE
- Day and date of event: SUNDAY, APRIL 24TH New event Returning event
- Location where event will be held: COMMERCIAL BLVD. & THE BEACH
- Description of Event: EASTER MORNING WORSHIP SERVICE
- Name and address of sponsor or hosting organization
THE COMMUNITY CHURCH
4433 BOUGAINVILLEA DR. LBTS FL 33308
- Name(s) of local contact person(s) who will be present each day of the event:
REV. JIM GOLDSMITH
Mailing address: 4433 BOUGAINVILLEA DR. LBTS, FL. 33308
Daytime phone#: 954-776-5530 Evening phone#: 629-2797 Mobile phone#: -
Email: B4DAYBREAK @ ATT.NET Fax#: 954-776-7791
- What is the actual beginning and ending time of the event? 6:45 AM - 8:00 AM.
Start of set-up time? 5:00 AM. End of tear-down time? 8:30 AM.
- What type of audience is the event planned for? CONGREGATION & GENERAL PUBLIC
- How many participants do you anticipate? 15 spectators? 600 adult volunteers? 20
- 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

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.

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:

END OF COMMERCIAL BLVD. BY PAVILLON

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 PAVILLON BEFORE & AFTER EVENT

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

ROAD CLOSURE FROM ELMAR TO BEACH ON COMMERCIAL
10 METERS AFFECTED

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.

PLEASE WAIVE THE FEES FOR METERS
FROM ELMAR TO BEACH ON COMMERCIAL.



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 _____

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

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: COMMUNITY CHURCH VOLUNTEERS 954-629-2797

Removal of trash from the event site: COMMUNITY CHURCH

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: POWER AT PAUILLION NEEDED FOR SOUND SYSTEM
PLEASE WAIVE FEE FOR USE OF ELECTRIC.
____ Water - Describe use: _____

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

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.

PLEASE WAIVE THE NEED FOR RESTROOMS FOR THE 1 HOUR EVENT. JM

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.

NO Tent (size: ___ x ___) NO Canopy (size ___ x ___) NO Stages NO 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

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: _____

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

List other items _____

EVENT CONTRACTOR

26. Please name your event contractor, if applicable: N/A

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
If yes, please provide copy of appropriate State license.

*Please Reimburse application fee \$100.00
TOWN SPONSORED EVENT =*

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.

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.

Rev. James Goldsmith
Applicant's Signature (required)

REV. JAME B. GOLDSMITH
Applicant's Printed Name and Title/Organization

2/11/2011
Date

954-776-5530
Telephone Number

STATE OF FLORIDA:
COUNTY OF BROWARD:

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

My Commission Expires:

Linda Ann Miebach
Notary Public, State of Florida



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.) | 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) |

