



AGENDA ITEM REQUEST FORM

Town Manager's Office

Kimberly Williams

Department Submitting Request

Development Services *SS*

REGULAR
COMMISSION
MTG
Meeting Dates - 7:00 PM

DEADLINE TO
Town Clerk

ROUNDTABLE
MEETING
Meeting Dates - 7:00
PM

DEADLINE TO
Town Clerk

Mar 22, 2011

Mar 11 (5:00 pm)

Mar 8, 2011

Feb 25 (5:00 pm)

- | | | | |
|---------------------------------------|---|--|---------------------------------------|
| <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: Annual Special Event Application From Athena's By The Sea for Music By The Sea proposed for Saturday nights from May 7th 2011 to May 5th 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 Saturday evenings from May 7, 2011 to May 5, 2012. The event setup begins at 4:00 pm and will be cleaned up by 11:00 pm. The actual event begins at 6:00 pm and ends at 10:30 pm. The event will require west bound Commercial Blvd street closures at A1A and El Mar Drive.

The applicant is requesting the event continue to 10:30 pm (Item 8 on the application). Section 17-114 (C) (10) of the Town Code requires all broadcasting of live or recorded music to cease by 10:00 pm, which we have reflected in condition 10 below.

RECOMMENDATION: Approve with the following conditions:

1. The Police Chief shall specify the number of detail officers needed for traffic and crowd control. BSO recommends two off duty detail deputies.
2. Provide additional waste receptacles and recycle bins. At the end of the event the applicant shall empty the Towns 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. Bathroom facilities shall be provided to meet the requirements of Broward County Code. Three (3) female and two (2) male facilities required.
5. No alcohol is permitted outside of the designated event area.
6. Tents and stage must not interfere with pedestrian walkways, ingress or egress.
7. On the south end of the event along Commercial Blvd, barricades and fencing shall be placed along the median to protect the public from on-coming traffic.

8. Applicant must maintain two (2) exits within the event area.
9. The applicant shall pay for all parking spaces within the event site at the then current meter rate.
10. Per code section 17-114 (c 10) all broadcasting of live or recorded music shall cease by 10:00 pm.
11. One 2A ABC fire extinguisher on site during the event.
12. All electric cords shall be covered and secured so as not to pose a hazard to the public or event staff.
13. 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.)
14. 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 CJA



SPECIAL EVENTS APPLICATION

This completed application must be submitted at least 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. Large events need longer processing time, so please plan ahead.

This application is available in Microsoft Word on the Town website at www.lauderdalebythesea-fl.gov.

Questions: Call the Assistant Town Manager at 954-776-3611 or email ATM@lauderdalebythesea-fl.gov

- All special event applications require Town Commission approval.
- Approved Special Events will be issued a Special Event Permit, which will include any conditions imposed by the Commission.
- The applicant is responsible for securing and paying for all required licenses and permits.
- When applicable, event organizer shall provide documentation of non-profit or charity involvement.
- All documentation required (certificate of liability insurance, state permits) shall be received at least 30-days prior to the event date or the permission to hold the event is revoked.

1. Name of event: Music By the Sea
2. Day and date of event: SATURDAY EVENINGS MAY 7, 2011 - MAY 7, 2012
3. New event or Returning event
4. Location of event: Between Elmar + Ocean Dr, Commercial Westbound
5. Description of event: Musical Event
6. Name and address of the event organizer and the contact information for the CEO or other responsible officers:
 - Name of event organizer: Athena By the Sea
 - Name of responsible officer: LOUIS M ARCADEW
 - Title: OWNER
 - Mailing address: 4400 Ocean Dr CBS, FL 33308
 - Daytime phone: 954 771-2900
 - Evening phone:
 - Mobile phone: 954 ~~771~~-465-7934
 - Email: E.MARCADEW@aol.com
 - Fax: 954 776-4277
7. Contact information of the person(s) who will be the responsible person on-site each day of the event:
 - Name: LOUIS M ARCADEW
 - Title: OWNER
 - Mailing address: 4400 Ocean Dr CBS, FL 33308
 - Daytime phone: 954 771-2900

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Special Event Application

Evening phone: 954 465-7137
Mobile phone:
Email: EMAROTEL@out.com
Fax:

8. What is the beginning and ending time of the event?
- a. Start of set-up time? 4 pm
 - b. End of tear-down time? 11 pm
 - c. Are you requesting that vehicles be permitted to load/unload in non-metered areas? No
 - d. If yes, please indicate the location and times loading and unloading would occur:
- Actual End time 10:30
Actual start time 6pm

NOTE: Vehicles are generally not allowed to drive or park on the turf of Town property due to damage they cause to irrigation systems.

9. What type of audience is the event planned for? Families, (local)
10. How many people do you anticipate will attend the event? 200
11. How many employees or adult volunteers will you have on-site? 0
12. What fees will be charged to attend the event and will be fees be collected on site? None

DETAILED SITE PLAN (required)

13. 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

14. Are you requesting that any public streets be closed for the event? Yes
- a. If yes, indicate the streets addresses and times the closure is requested: Westbound Commercial
 - b. If the event includes a parade, include a map showing the parade route. between Elmer + Ocean Dr.

TRAFFIC AND CROWD CONTROL BARRICADES

15. Traffic and crowd control barricades may be required for large events. If appropriate, please describe your traffic and crowd control plan and list your barricade provider:

PARKING

16. Include a detailed site plan showing how event parking will be accommodated.
- a. Signage information on to include location, colors, size and number of signs.

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Special Event Application

- b. Show any parking signs proposed to be placed in any right of way.
- c. 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

- 17. Are you requesting that vehicles be allowed to park on public streets outside of designated parking spaces? For example, the inside lane of El Mar Drive. *NO*
- 18. Are you requesting use of Town parking meter spaces for the event? If yes, show the meter numbers on the site plan and purpose for which they will be used. *YES*

Note: Parking fees shall be paid 30-days prior to the event.

SIGNAGE

- 19. Will signs be erected for the event? If yes, provide a summary of the number of signs and their sizes here and show on the site plan the location of the proposed signs and sizes.

2 Signs 3x5 showing performers + bands name

DETAIL POLICE OFFICERS OR CODE COMPLIANCE OFFICERS

- 20. Detail (off duty) police officers are required for street closures, events with alcohol, or large crowds, as determined by the Sheriff's Department. Applicant may be responsible for cost of code compliance officers assign to an event to ensure compliance with Town codes.
- 21. Do you anticipate hiring detail police or code compliance officers for your event? How many?

Yes, whatever BSO suggests.

FIREWATCH

- 22. Some events due to their size or nature may be required to provide a fire watch and/or an EMS Crew during the event. For example, a fireworks show will be required to provide qualified stand-by personnel and appropriate equipment.

N/A

ANIMALS

- 23. Any exhibition or similar undertaking in which animals participate in exhibits or performances is subject to Town Commission approval. Are animals included in your event?

N/A

SOUND SYSTEMS

- 24. If amplified sound on public property is purposed, describe the sound system, location and purpose:

Live Music, amplified sound

CLEAN UP AND TRASH REMOVAL

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25. Describe your trash removal plan for the event area during and immediately following the event, including trash removal, is the responsibility of the applicant.
If this is a large event, in addition to the event site, describe or show on a site map, the extended area (including parking) you will responsible for removing litter and debris.

26. List the contact information for the responsible party for:
Maintaining the cleanliness of the event site and surrounding area:
Removal of bulk trash from the event site:

Athens By the Sea

Choice

TOWN UTILITIES

27. Electrical power and/or water supply is the responsibility of the applicant. A fee is required, paid in advance, to use Town utilities. If the event requests the use of Town water, sewer or electrical power, please describe the use and the hook-up location for each.

N/A

28. Show any generators or fuel storage locations on the detailed site plan.

N/A

RESTROOMS

The number of portable toilets required for events with fewer than 1500 participants is as follows: 1 toilet per 75 males and 1 per 40 females. The ratio of male to female is 50/50. Separate male and female handicap accessible restrooms are required.

An event organizer may use restrooms at a local business within or close to the event site, IF, the business has additional restroom facilities beyond what they need for their own location.

A Broward County permit is required for portable toilets. For additional information, please contact the Building Department at 954-492-1830.

Will additional restroom facilities be brought to the event site and if so, how many?
Show locations of restrooms on the site map.

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.

29. Please indicate if any of the following will be assembled at the event and show the location of each on the site plan.

_____ Tent (size:)
2 Canopy (size:) 10 x 10 - CANOPY TENT, NO WALLS
1 Stages (size: 12 x 12
_____ Bleachers (size: and number of seats:)

The use of tents and canopies will requires inspection by the LBTS Fire Marshal. All manufacture labels must be attached to the tents and canopies for them to be approved. Tents are generally defined as

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temporary structure 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)

30. If you are requesting approval to discharge fireworks at the event, contact the Town for a fireworks permit application and submit it with this special event application.

NO

FOOD AND SALE ITEMS

31. Will food be served at the event, if so, describe the food to be provided, who will provide the food, and the fees charged: *Athena By the Sea Menu*

Be sure to note in your description, all food preparation equipment such as fryers, charcoal grills, propane grills, concession trailers, open fires, warmers, sterno, smokers, hoods, refrigerators and show the food preparation area(s) on your site plan.

Copies of all health department permits shall be on-site during the event.

32. Will other items be offered for sale at the event, if so, describe those items:

EVENT CONTRACTOR

33. Please list the contact information for your event contractor, if applicable.

Louis Marchelot

ALCOHOL

34. Are you requesting approval to served or sell alcohol be at the event?

Yes

If yes, please provide copy of appropriate State license and show your serve areas on the site map.

PERMISSION OF THE PROPERTY OWNER

35. An event held on property not owned by the applicant requires the permission of the property owner.

Include a notarized affidavit as an exhibit to this special event application that grants such permission for the event date(s).

RIDES

36. Are rides to be included in the event? If so, describe the types and number of mechanical/electrical, inflatable (bounce house etc.) or manual (slides, trampolines).

N/A

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Copies of all contracts and insurance certificates naming the Town as an additional insured, with any provider of rides, mechanical devices and amusements shall be provided to Town 30-days in advance of the event date.

Any rides that require a State of Florida inspection or permit shall have the appropriate documents on-site during the event.

LICENSES

37. Copies of all Federal, State and local licenses and approvals for the event organizer, vendors and contractors shall be filed with the Town at least 30-days prior to the event, except those that require an on-site inspection.

INSURANCE

38. The amount of general liability insurance required by the Town is conditional on the type and nature of the proposed event and the number of attendees.

Insurance Certificates or Binders establishing proof of coverage of general liability insurance listing the Town of Lauderdale-By-The-Sea as an additional insured must be provided at least 30-days prior to the event date. No special event permit shall be issued without the required insurance documentation.

List the general liability coverage proposed by the event organizer.

STATEMENT OF BENEFIT

39. If the applicant is seeking sponsorship or 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.

Describe in detail the nature of the sponsorship or co-sponsorship.

CHANGES TO APPLICATION

40. Any material additions or revisions to this application shall be submitted in writing.

The Town Manager is delegated authorized by the Town Commission to approve changes in event details after approval of the event by the Town Commission.

EXHIBITS

41. List the number and name of all exhibits attached to this application.

Exhibit 1, _____

Exhibit 2, _____

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Special Event Application

SUBMITTAL OF APPLICATION

By signing this event application, the applicant 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 Town Manager or the Sheriff's Department has the authority, in the interest of the public welfare, safety, or order to terminate the event without notice.

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.

INDEMNIFICATION

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.

NOTE: THIS APPLICATION MUST BE SIGNED BY AN OFFICER OF THE ORGANIZED THAT HAS AUTHORITY TO BIND THE ORGANIZATION.


Applicant's Signature (required)

Elian Murcheloo
Applicant's Printed Name

Pres. A town by the sea
Title/Organization

3/9/11
Date

954 721-2200
Telephone Number

EMARCH@col.com
Email address

STATE OF FLORIDA:
COUNTY OF BROWARD:

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Special Event Application

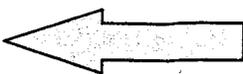
SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Florida,
by ELIAS MADRUGALOS who is personally known to me/provided _____ as
identification and who did/did not take an oath.


Notary Public, State of Florida

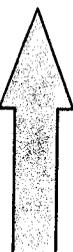
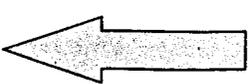
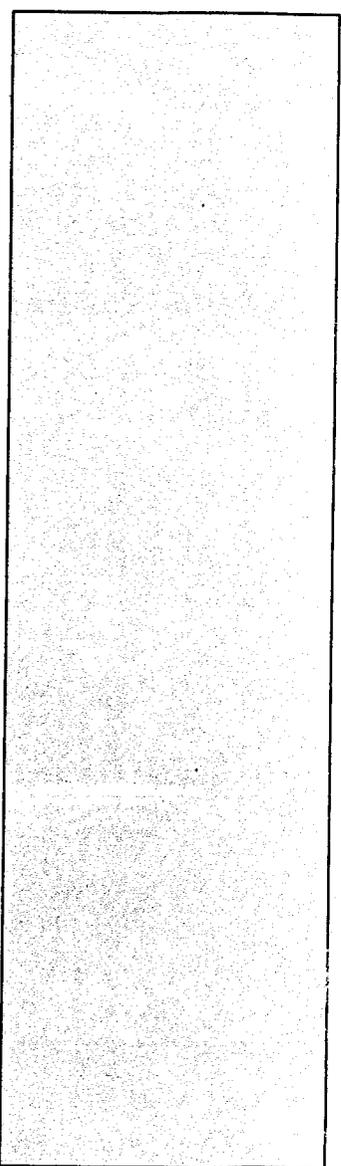
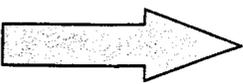
My Commission Expires:



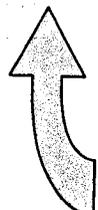
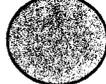
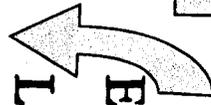
SCOTTS



M E D I A N

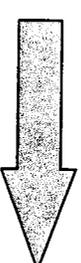


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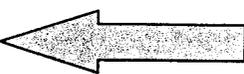


C O M M E R C I A L B O U L E V A R D

M E D I A N



M A



A I A

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R A

M E D I A N



B A R R I E R

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