



# AGENDA ITEM REQUEST FORM

Item No. 11a

## Development Services

Department Submitting Request

## Kimberly Williams

Development Services *KWB*

### REGULAR COMMISSION MTG Meeting Dates - 7:00 PM

### DEADLINE TO Town Clerk

### ROUNDTABLE MEETING Meeting Dates - 7:00 PM

### DEADLINE TO Town Clerk

- April 27, 2011
- May 24, 2011
- June 28, 2011
- July 26, 2011

- April 15 (5:00 pm)
- \*\* (5:00 pm)
- \*\* (5:00 pm)
- \*\* (5:00 pm)

- April 12, 2011
- May 10, 2011
- June 14, 2011
- July 12, 2011

- April 1 (5:00 pm)
- \*\* (5:00 pm)
- \*\* (5:00 pm)
- \*\* (5:00 pm)

\*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 the United Cerebral Palsy "Beach Volleyball Tournament" event proposed for Saturday and Sunday, June 4 and 5, 2011.**

**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 and Sunday, June 4 and 5, 2011 from 8 a.m. to 6 p.m. Set up of the event will start on Friday June 3, 2011 at 5 p.m. and the area will be cleaned up by Sunday June 5, 2011 at 8 p.m. The event will not require any street closures and will be held on the Lauderdale Beachside Hotel property. The volleyball tournament is expected to have approximately 140 participants staggered over those two days.

**RECOMMENDATION:** Approve with the following conditions:

1. Parking is allowed on the inside lanes of El Mar Drive; between Pine and El Prado from 8:00 a.m. to 9:00 p.m. on June 4<sup>th</sup> and 8:00 a.m. to 6:00 p.m. on June 5<sup>th</sup>, 2011. Sponsor will put up and remove signs that include event parking hours and state "No Parking on Grass", "No Parking within 30 ft. of Stop Sign".
2. Police Chief specified no off duty detail officers are required for traffic and crowd control.
3. Provide waste and recycling containers for the event and ensure the three (3) Town containers in the event area are emptied as needed. Remove extra waste receptacles within a reasonable time after the event.
4. 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.
5. Bathroom facilities shall be provided to meet the requirements of Broward County Code. Three (3) female and two (2) male facilities are required.
6. A (2A ABC) rated fire extinguisher shall be placed at the canopy area.
7. Applicant may place signs on the Lauderdale Beachside Hotel property during the event.
8. No alcohol is permitted outside of the bar and restaurant area.
9. All documents, especially insurance certificates are to be submitted at least 30 days prior to the event.

**EXHIBITS: Exhibit 1 – Event Application**

Reviewed by Town Attorney  
 Yes  No

Town Manager Initials *KWB*

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.

1. Name of event: 26th Annual Corporate Volleyball Challenge
2. Day and date of event: June 4th & 5th 2011 New event  Returning event
3. Location where event will be held: Lauderdale Beachside Hotel
4. Description of Event: Beach Volleyball Tournament to benefit United  
Cerebral Palsy
5. Name and address of sponsor or hosting organization United Cerebral Palsy  
3117 SW 13th Court  
Fort Lauderdale, Florida 33312
6. Name(s) of local contact person(s) who will be present each day of the event:  
Patty Murphy, Executive Director  
Mailing address: 3117 SW 13th Court, Fort Lauderdale, FL 33312  
Daytime phone#: 954 315-4040 Evening phone#: 954 971-5875 Mobile phone#: 954 257-6639  
Email: Pat.Murphy@ucpsouthflorida.org Fax#: 954/315-4099
7. What is the actual beginning and ending time of the event? Sat. 8:00 am - Sunday 7:00 pm  
Start of set-up time? Fri. 6/3 5 pm End of tear-down time? Sun 6/5 8 pm
8. What type of audience is the event planned for? None, participants only
9. How many participants do you anticipate? 140 spectators? 30 adult volunteers? 10
10. Are there fees for the participants or spectators? yes 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.  
See attached.

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**STREET CLOSURES**

12. Are you requesting that any public streets be closed for the event? Yes \_\_\_\_\_ No  X

If yes, indicate the streets and blocks and times the closure is requested:

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**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: \_\_\_\_\_

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**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

Please see attached parking site plan.

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15. Are you requesting use of Town parking meter spaces for the event? Yes \_\_\_\_\_ No  X

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 X Number of signs \_\_\_ Size \_\_\_ sq.ft.

Location of signs Just for parking

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 X

**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:

X Amplified sound/speaker system \_\_\_ Live music \_\_\_ Recorded music

On Lauderdale Beachside Hotel Property

**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: Right Cleaning Services (Eliana & Roberta)

Removal of trash from the event site: (754) 204-5072

**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?

N/A Electrical power-Describe use: \_\_\_\_\_

N/A 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. The Beachside Hotel has a minimum of 6 toilets for men and 6 public toilets for women.

**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.

4 Tent (size: 10x 10) \_\_\_\_\_ Canopy (size \_\_\_ x \_\_\_) \_\_\_\_\_ Stages \_\_\_\_\_ Bleachers \_\_\_\_\_  
On Hotel Property

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: \_\_\_\_\_

Lunch (food) will be provided & served by Beachside Hotel Patio/Bar

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: 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.

**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

**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.

  
Applicant's Signature (required)

Executive Director, United Cerebral Palsy  
Applicant's Printed Name and Title/Organization

March 2, 2011

Date

954/257-6639

Telephone Number

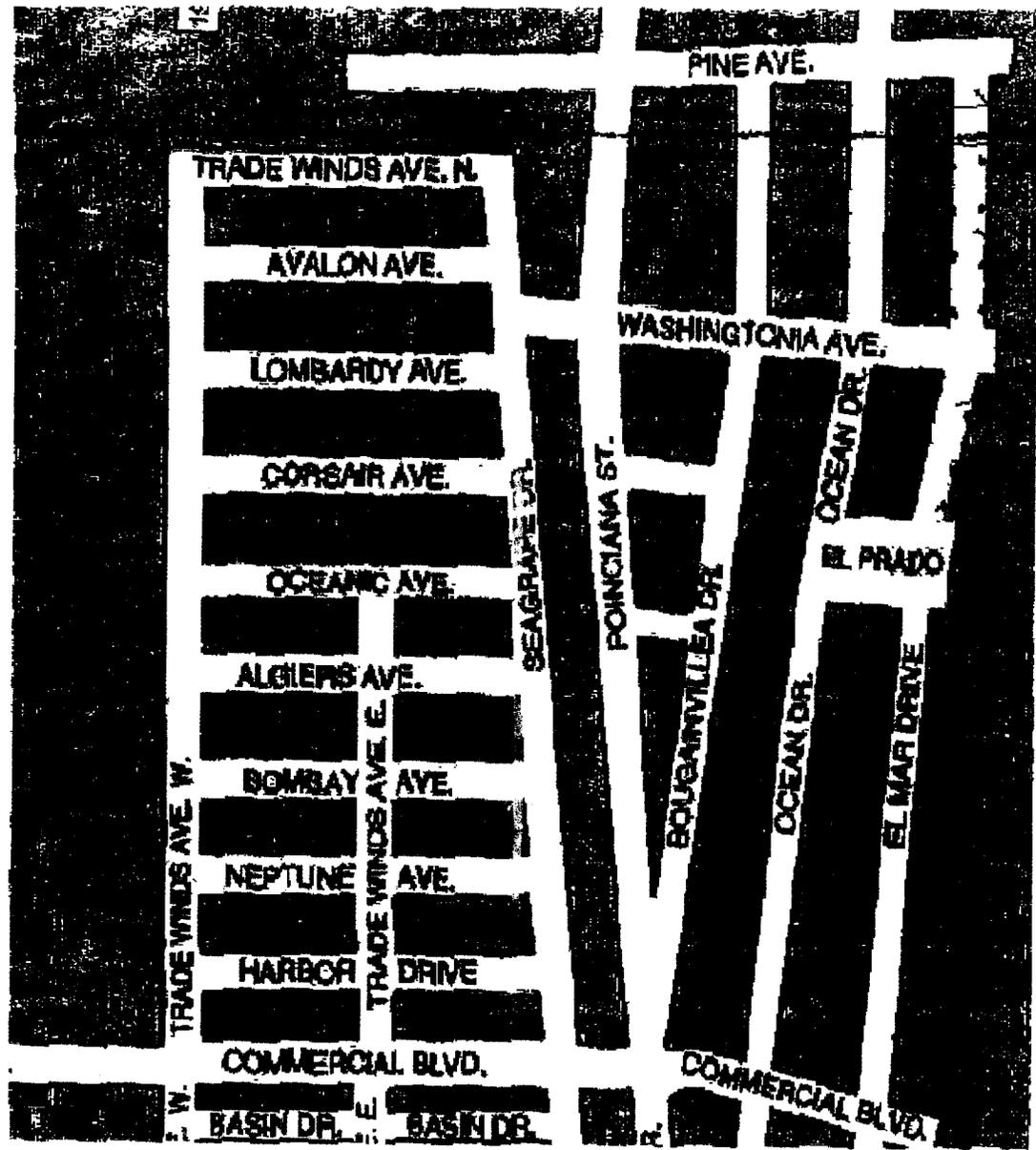
STATE OF FLORIDA:  
COUNTY OF BROWARD:

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

My Commission Expires: 9/25/2014

  
Notary Public, State of Florida





Host site - Lauderdale Beachside Resort

Host site parking lot

Requesting street parking along east and west side of El Mar Drive from Pine Avenue south to El Prado Avenue.

Signs will be placed every 10 feet along designated area on El Mar Drive.

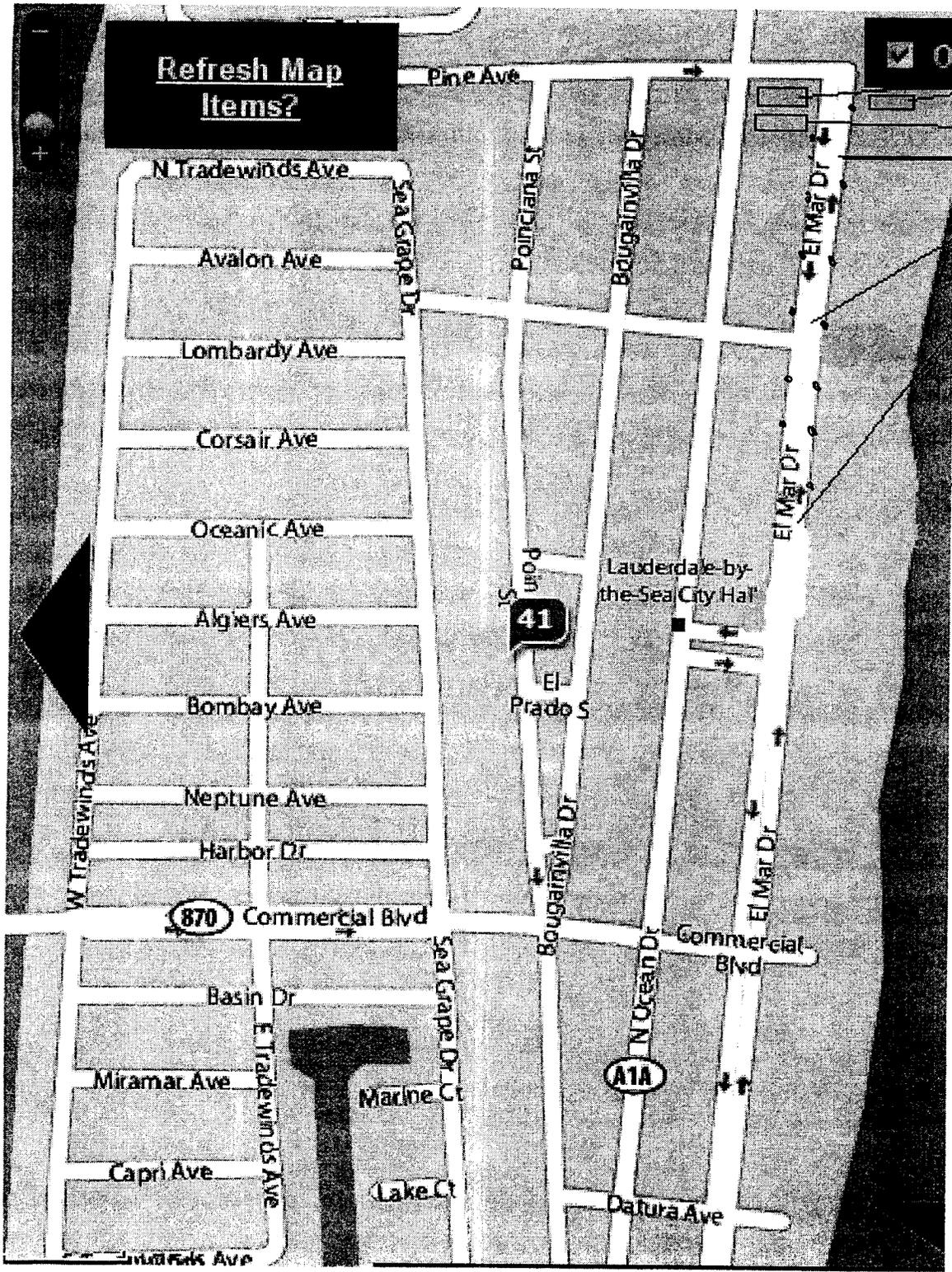
Signs will be facing east and west.

Size of signs to be 8 1/2 x 11

Signs will be white with black lettering.

Requesting signs be posted:

{ Saturday, June 4 from 8:00 am to 9:00 pm  
 Sunday, June 5 from 8:00 am to 6:00 pm }



Host hotel - Lauderdale Beachside Hotel

Hotel parking lot to be used.

Requesting street parking along east and west side of El Mar Drive from Pine Avenue south to El Prado Avenue.

Signs for "NO Parking on Grass" will be placed on El Mar Drive from Pine Avenue south to El Prado Avenue

Signs will be placed every 10 feet along designated area on El Mar Drive. Signs will be facing east and west. Size of signs will be 8 1/2 x 11.

Signs will be white with black lettering.

Requesting signs be posted on Saturday, June 4 from 7:00am to 7:00pm and Sunday, June 5 from 7:00 to 7:00pm.

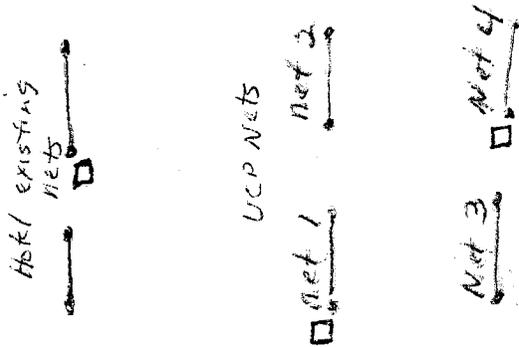
• Signs

*Pat Muef*

# United Cerebral Palsy Corporate Volleyball Challenge

3117 SW 13th Ct.  
Ft. Lauderdale FL 33312

Contact Patti Murphy, Executive Dir 954-257-6639



all courts will  
be 26' 3" x 53' 6"

□ = Trash cans

20 Teams  
approx. 120 players

