Item No. 11j

AGENDA ITEM REQUEST FORM

Development Services
Department Submitting Request

Kimberly Williams
Development Services

REGULAR COMMISSION MTG Meeting Dates - 7:00 PM	DEADLINE TO Town Clerk	ROUNDTABLE MEETING Meeting Dates – 7:00 PM	DEADLINE TO Town Clerk
☒ **May 24, 2011**	** (5:00 pm)	☐ May 10, 2011	** (5:00 pm)

☐ Presentation ☐ Reports ☒ **Consent** ☐ Ordinance
☐ Resolution ☐ Quasi Judicial ☐ Old Business ☐ New Business

SUBJECT TITLE: **Annual Special Event Application from Village Grille for Jazz on the Circle proposed for Friday nights from August 5th 2011 to July 27th 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 Friday evenings from August 5, 2011 to July 27, 2012. The event setup begins at 4:00 pm and will be cleaned up by 11:30 pm. The actual event begins at 6:00 pm and ends at 10:30 pm. In the past, events were approved to end at 10:00 pm. Permission is being requested to end this year's events at 10:30 pm. As a reminder, at the March 22, 2011 meeting the Commission approved Music by the Sea to end their Saturday evening event at 10:30 pm. The Commission may approve any time they feel is appropriate.

During the off season (May – December), the applicant requests the option of closing the north bound lanes of the 4400 block of El Mar Drive for the event and using the north and south bound median lanes of El Mar from the event area north to the El Prado Parking Lot for event parking. Signs specifying the event sponsors and allowable parking hours will be posted and the area regulated by the applicant.

During the busy season (January – April), the event holder requests the option of closing the north and south bound lanes of the 4400 Block of El Mar Drive as 101 Ocean will participate in the event and the crowds are significantly larger requiring more event area. When both sides of El Mar Drive are closed, the applicant will manage the usage of the El Mar Parking Lot for 101 Ocean's valet services. Event parking is proposed along the north and south bound median lanes of El Mar Drive from the El Prado Parking Lot south to the event site. These parking areas will be posted with signs specifying the event sponsors and allowable parking hours. 101 Ocean's valet service will relocate their receiving area to the south west corner of El Prado and El Mar to regulate vehicles entering the event parking area. Vehicles will be guided or valeted to either the event or valet parking areas for a fee. We have discussed with the Applicant the possibility of partnering with the Town to charge a fee for event parking on El Mar Drive.

RECOMMENDATION: We recommend approval of the Special Event Application with the following conditions:

1. The Town Manager is authorized to approve paid parking on El Mar Drive south of the El Prado Parking Lot when the details of such arrangement are worked out with the applicant. The

Town Manager shall also approve the event sponsor's parking sign's in advance and the location of all parking signage. Parking on the inside lane of El Mar north of Commercial Boulevard to El Prado is allowed between the hours of 6:00 pm and 11:00 pm.

2. The Police Chief shall specify the number of detail officers needed for traffic and crowd control. Depending on crowds, generally BSO recommends two off duty detail deputies.
3. Provide additional waste receptacles and recycling bins. During the event as needed and at the end of the event, the applicant shall empty the applicant's and Towns waste receptacles and recycling bins within the event area.
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 required.
6. No alcohol is permitted outside of the designated event area.
7. Tents and stage shall not interfere with pedestrian walkways, ingress or egress.
8. On the north and south ends of the event along El Mar Drive, barricades and fencing shall be placed to protect the public from on-coming traffic and provide safe passage along the sidewalk. The applicant shall keep the sidewalks next to the event area open and clear for pedestrian traffic.
9. Applicant shall maintain two (2) exits from the event area.
10. The applicant shall pay for all parking spaces within the event site at the current meter rate. Parking fees for the use of Town metered parking spaces shall be paid at the end of each month.
11. The Event shall end at 10:30 pm. The event sound system shall be operated so as not to violate the Town's Code, including Section 13-6, Noise Limitation. (Noise 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.)
12. One 2A ABC fire extinguisher on site during the event.
13. All electric cords shall be covered and secured so as not to pose a hazard to the public or event staff.
14. All required Certificate of Insurance and Extension of Premise Alcohol Licenses shall be submitted at least 30 days prior to each event date.

EXHIBITS: 1. Special Event Application

FISCAL IMPACT AND APPROPRIATION OF FUNDS: N/A

Reviewed by Town Attorney
☐ Yes ☒ No

Town Manager Initials CA

File: U:\0 Agenda Commission & PZ Board\5-24-11 Commission\Jazz on the Circle Special Event AC 5-24-2011.doc

05/13/2011

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.
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.

1. Name of event: Jazz on the Circle
2. Day and date of event: Friday Nights 8-5-2011 - 7-27-2012 New event___ Returning event ✓
3. Location where event will be held: 4400 Block of El Mar Drive 4400-4406
4. Description of Event: Live Jazz/Blues
5. Name and address of sponsor or hosting organization The Village Grille
6. Name(s) of local contact person(s) who will be present each day of the event:
   David Gadsby
   Mailing address: 4400 El Mar Drive
   Daytime phone#: 954/695-2757 Evening phone#: Same Mobile phone#: Same
   Email: David@Village Grille.com Fax#: 954-776-7085
7. What is the actual beginning and ending time of the event? 6:00 pm to 10:30 pm
   Start of set-up time? 4:00 pm End of tear-down time? 11:30 pm
8. What type of audience is the event planned for? All Ages / family
9. How many participants do you anticipate? ? spectators? 200 adult volunteers? N/A
10. Are there fees for the participants or spectators? No Will fees be collected on-site? N/A

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Revised May 26, 2010

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: B.S.O.

VEHICLE LOADING/UNLOADING

14. Are you requesting that vehicles be permitted to load/unload in non-metered areas? Delivery Area on El Mar Drive

    If yes, please indicate the location and times loading and unloading would occur: North Bound El Mar Drive in Delivery Area

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

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.

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SIGNAGE

Will signs be erected for the event? Yes ✓ No _____ Number of signs 2 Size 16 sq.ft.
Location of signs ON THE STAGE WITH THE BANDS NAME

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: THE Village Grille

Removal of trash from the event site: Choice

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?
YES Electrical power-Describe use: From Village Grille
No Water – Describe use: _____

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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)

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____) 3 Canopy (size 10 x 10) BAND RISER Stages _____ 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: _____

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ALCOHOL

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

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.

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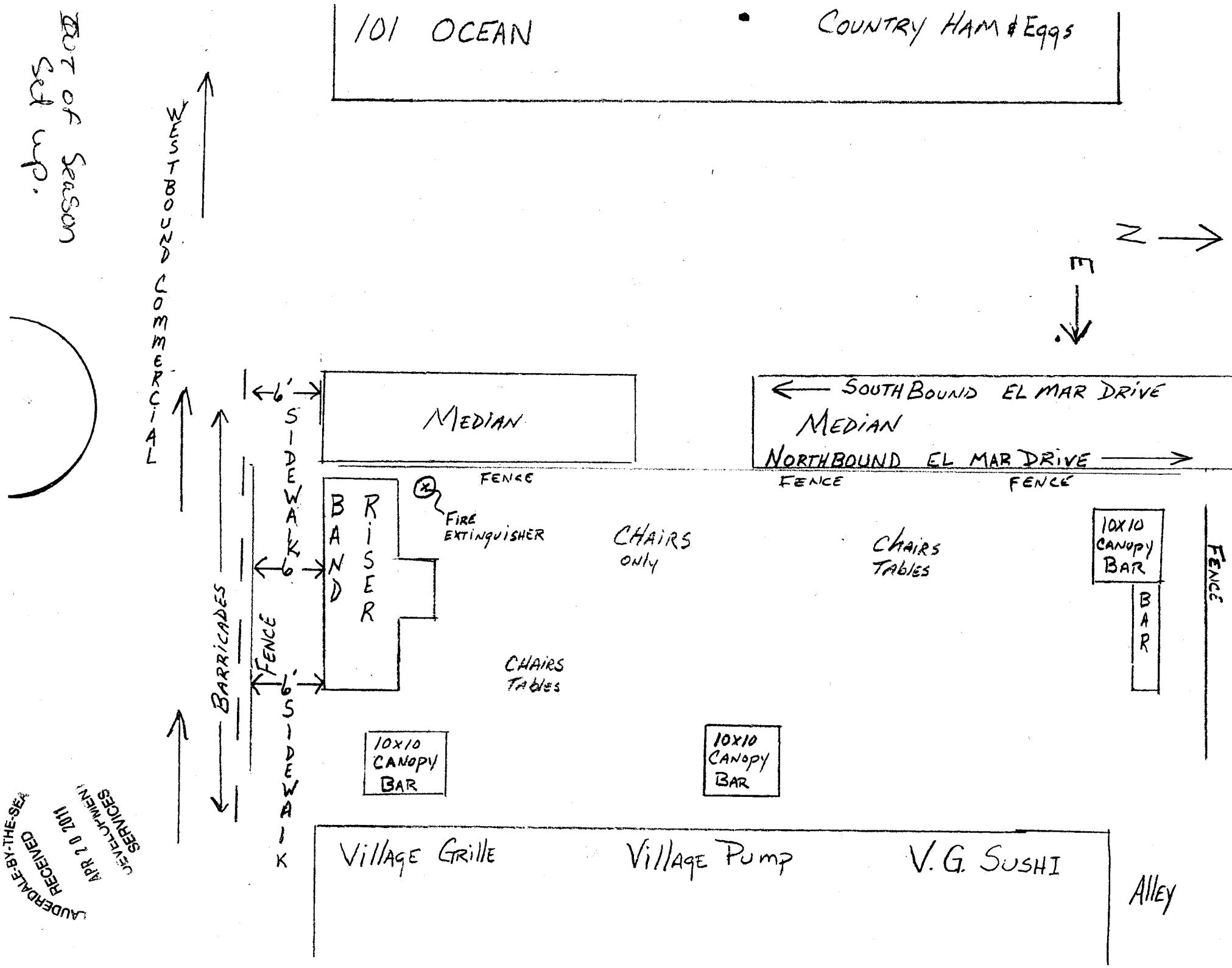

Out of Season Set up.

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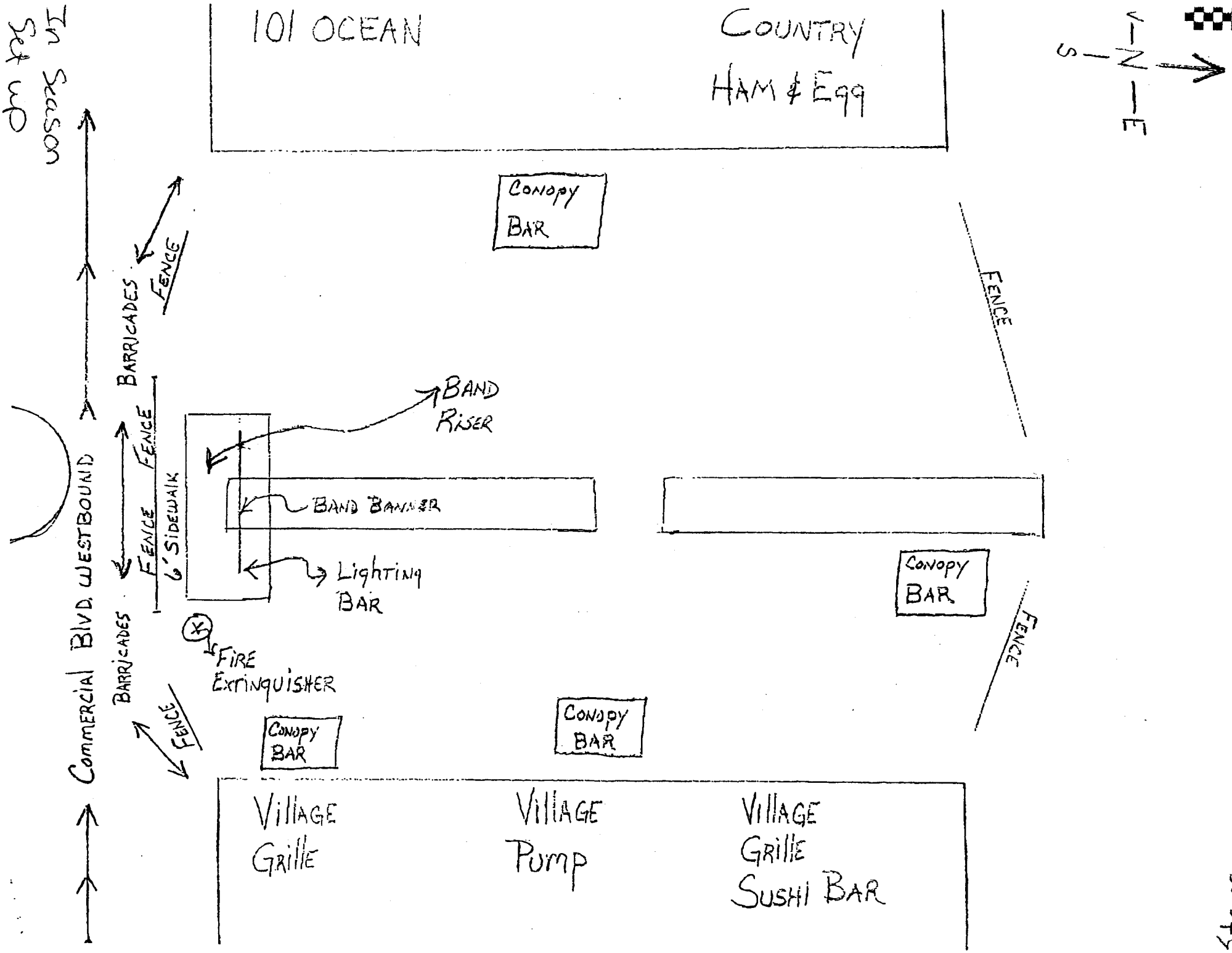
In Season Set up
101 OCEAN
COUNTRY HAM & Egg
V—N—E
S
CONOPY BAR
FENCE
BARRICADES
FENCE
BAND RISER
FENCE
FENCE
6' SIDEWALK
BAND BANNER
Lighting BAR
CONOPY BAR
FENCE
COMMERCIAL BLVD. WESTBOUND
BARRICADES
FIRE EXTINGUISHER
FENCE
CONOPY BAR
CONOPY BAR
Village Grille
Village Pump
Village Grille Sushi Bar