Item No. 3b

AGENDA ITEM REQUEST FORM

Commission
Department Submitting Request

Vice Mayor Dodd
Town Commission

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: **4th of July Special Event Application from the Town's 4th of July Committee proposed for Monday July 4th, 2011.**

EXPLANATION # 1: The 4th of July 2011 special event is a cooperative effort of the Town Lauderdale-By-The-Sea, the Lauderdale-By-The-Sea Chamber and the Lauderdale-By-The-Sea Volunteer Fire Department and the many volunteers and people that provide financial and administrative support. The chairperson of the 4th of July Committee is Vice Mayor Dodd. The special event application is attached (**Exhibit 1**). This year's event includes a parade, VFD equipment demonstration, sand castle building contest, skim boarding clinic, VFD simulated water rescue, fireworks and the 101 Ocean, Aruba and Village Grill sponsored concert. The event will begin set up at 9:00 a.m. on Sunday July 3rd, 2011 and cleaned up finished by midnight on July 4th, 2011.

To implement the 4th of July Event Plan, Commission approval is requested for the following:

1. Implementation of the street closure plan in the Oceanfront Center starting at 2:00 pm., which includes:
   A. Restricting east bound traffic on Commercial Blvd. at Ocean Drive to valet only. The valet will pay the meter rate to the Town for all of the spaces used for valet parking and post signage for the valet area.
   B. Closing El Mar Drive north bound from the turnaround at 4316 El Mar (Oriana) to the square.
   C. Close EL Mar from the Square north to the El Prado Parking Lot. Parking and access will be managed by the Village Grille.
      1) The El Mar parking lot will be inaccessible to the public due to the street closure. Village Grille will pay the meter rate for the lot and manage its use. We are encouraging the lot be used for valet parking.
      2) The section of El Mar from the El Prado Parking Lot will be used for parking. We are evaluating using it for valet or paid parking and as such we can diagonally park cars, which will significantly increase the number of cars we can accommodate. If not, it will be accessible for free parking as we have done in the past.

2. Closure of the 4400 – 4600 Blocks of Bougainvilla Drive on July 4th for set up / staging and rolling street closures along the parade route necessary for the 4th of July event.

3. Authorize two vendors for additional food and drink sales. One to be located in Pelican Square and one along the Ocean Drive parking spots in front of Burger Fi. Health certificates and certificates of insurance are to be submitted at least 30 days prior to the event.
4. Twenty-one (6 regular and 1 ADA) bathroom facilities placed at 3 locations. The R.O.W at 4500 El Mar (north side of El Prado parking lot), El Mar parking lot in spot numbers 200-202 and the Pier/Oriana Alley just west of the Oriana access gate.
5. Event signs shall not interfere with vehicle line of site and be removed immediately following the event. 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" along El Mar Drive.
6. Tents will be used by VFD, BSO and AMR on the beach and in the El Prado Park. Emergency access lane set up along the beach for VFD and BSO patrols. Tents shall not interfere with pedestrian walkways, ingress or egress.
7. The 100 block of west bound Commercial Blvd. will be closed to traffic. Businesses can place tables and chairs to provide food and refreshment's however; no music or entertainment will be provided at that location.
8. Additional waste receptacles and recycle bins shall be placed throughout Town. The Municipal Works Department will empty receptacles during the event as needed.
9. Alcohol shall only be served in the public areas shown on the site plan. Sponsors shall provide copies of all permits within 30 days of the event.

Section 17-116 requires that Town-sponsored events provide the following information to the Commission:

1. Benefit to Town. The 4th of July event is a historical event in Lauderdale-By-The-Sea and benefits the business and residential community. The town's business community is primarily tourist based and the 4th of July brings people to town during the slower summer months. The town resident's benefits as this is a family event, it gives neighbors a change to renew friendships, and the event gives residents an opportunity to volunteer for a civic event.
2. Projection of Net Revenues. The event does not project any net revenues.
3. Total Cost of Event, Lost Town Revenues and Additional Expenses.

July 4th	Total Cost	Donation	Town Expense (1)	These expenses are included in column 2 – Total Cost.	
				Fireworks	Firing Location
2011	?	?	$40,000 (2)	$15,000 (3)	Pier - $10,000 (4)
2010	$35,393.02	$19,539.00	$15,854.02	$15,000	Pier - $12,000
2009	$38,998.36	$13,982.00	$25,016.36	$15,000	Beach - $?
2008	$72,724.26	$34,041.00	$38,683.26	$26,850	Pier - $20,000
2007	$84,333.72	$34,398.00	$49,935.72	$34,000	Pier - $15,000
2006	$94,924.39	$30,709.00	$64,215.39	$30,000	Barge - $23,787

1) Department expenses in support of the event are paid from the department's budget as noted below and not reflected in the Town's expense about shown in this table.
2) The $40,000 Town expense is included in the FY2011 Budget
3) The selection of a fireworks vendor will be on the May 24th Commission agenda.
4) The license agreement with the Pier is on the May 24th Commission agenda.

Town Expenses: The following expense expect as noted otherwise are paid from department budgets.

A. As co-sponsor of the event, the Town will pay for the cost of utilities used at the Town facilities used for the 4th of July event. We do not have an estimate of those expense but we would have incurred these type of expense to some degree Town facilities get heavily used on holidays.

B. Municipal Services - incurs about $ 1,025 in overtime expense for 4 workers assigned to assist and set up.

C. BSO - incurs about $1,920 in additional expense for 8 BSO officers assigned to work the event.

D. Fire Department - incurs about $ 200 in miscellaneous expenses. Note: The members of the Volunteer Fire Department contribute about 460 hours at no cost to event.

E. Development Services - incurs about $260 in overtime expense for 1 officer assigned to monitor the event areas.

F. Parking Enforcement – incurs about $130 in overtime expense for 1 officer assigned to monitor the parking regulations.

Town Revenues:

G. The Town receives additional parking meter revenue from the increased number of people attending the event. We do not have a reliable estimate of the additional revenue.

H. We lose parking ticket revenue. The Town historically does not ticket overtime use at meter on major holidays so that is a loss of revenue but not specific to the 4th of July special event. We do enforce for violations of handicapped parking and for permit parking.

I. We lose revenue from the meters used by the event. We have not tracked the number of metered spaces used by the 4th of July event in the past and will start this year so loss of meter revenue can be estimated in future years.

J. We will receive meter revenue from all of the spaces that the valets will be using.

4th of July Concert

The 4th of July Concert Special Event Application is attached (**Exhibit 2**). The concert is a new activity for the 4th of July and is sponsored by 101 Ocean, Aruba and Village Grill. The concert is proposed to be held on Monday July 4, 2011. The event setup begins at 2:00 pm and will be cleaned up by 12:00 pm. The actual concert begins at 3:00 pm and ends at 11:00 pm. The concert stage placement requires the north and south bound lanes of the 4400 block of El Mar Drive from the El Mar parking Lot Alley to Pelican Square be closed.

Historically, the Town requires police detail officers be hired by the special event applicant to provide crowd control and security at their event site. As noted in the New Year Eve's post event evaluation to the Commission, for events on holidays, the Town needs to coordinate the police detail for the Oceanfront Center so that crowd control and security is provided throughout the area, especially when there are multiply event sites. This is the first event we have recommended that each event sponsor, or in this case, the concert sponsors contribute to the cost of the Town police detail (see Condition No. 1). Since we will already have a police detail in the Oceanfront Center, the concert sponsors may be able to decrease their on-site police detail expense. We will meet with the concert sponsors and the Police Chief to work out the details. Please note that because the Town is the major event sponsor, we will have the majority of the detail expense.

RECOMMENDATION: Approve the Town's special event application with the following conditions for the July 4th Concert:

1. The Police Chief shall specify the number of detail officers needed for traffic and crowd control. BSO has recommended four off duty detail deputies. Scheduled hours for these deputies shall be coordinated with the BSO District Chief and the contract for the officers shall be completed 10 days after the event has been approved by the Town Commission. In addition, the concert shall be responsible for a share of the Town police detail for the Oceanfront Center.

2. 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 impose additional conditions for health or safety issues, such as crowds that exceed the capacity of the event site.

3. The event site plan may be modified to address public safety and traffic concerns as incorporated into the BSO operational plan for the Town-wide Independence Day Celebration event.

4. The concert shall end at 11:00 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.)

5. Tents and stage must not interfere with pedestrian walkways, ingress or egress. The applicant shall keep the sidewalks next to the concert area open and clear for pedestrian traffic at all times.

6. No alcohol is permitted outside of the designated concert area.

7. One (2A 10 BC) fire extinguisher kept at event site.

8. Stage shall only be used by the band and shall be posted.

9. Applicant must maintain two (2) exits at all times within the event area.

10. The applicant shall pay for all parking spaces taken out of service because of the concert at the current meter rate.

11. All electric cords shall be covered and secured so as not to pose a hazard to the public or event staff.

12. Provide additional waste receptacles and recycle bins within the concert event site. During the concert as needed and at the end of the concert, the applicant shall empty the applicant's and Towns waste receptacles and recycling bins within the concert area.

13. All documents, especially insurance certificates are to be submitted at least 30 days prior for future events.

EXHIBITS: 1. 4th of July Special Event Application
2. Concert Special Event Application

FISCAL IMPACT AND APPROPRIATION OF FUNDS: See information provided above

Reviewed by Town Attorney
☐ Yes ☒ No

Town Manager Initials CH

File: F:\0 Agenda Commission & PZ Board\5-24-11 Commission\AC July 4th LBTS Special Event Application.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.

1. Name of event: Independence Day Extravaganza

2. Day and date of event: July 4th, 2011 New event Returning event X

3. Location where event will be held: Pier, El Prado Park, El Mar Drive and Commercial Blvd at Pelican Square

4. Description of Event: July 4th Parade, Beach events, Concert and Fireworks

5. Name and address of sponsor or hosting organization: Vice Mayor Stuart Dodd

6. Name(s) of local contact person(s) who will be present each day of the event: Same as above

   Mailing address: 232 Imperial Lane

   Daytime phone#: 954-612-1600 Evening phone#: 954-772-4121 Mobile phone#: N/A

   Email: st4boats@bellsouth.net or stuartdodd@lbts-fl.gov Fax#: 954-491-0515

7. What is the actual beginning and ending time of the event? 10:00 am to 11:00 pm

   Start of set-up time? July 3rd at 9:00 am End of tear-down time? July 4th at midnight.

8. What type of audience is the event planned for? Open to all- visitors, children, residents

9. How many participants do you anticipate? 600 spectators? 600 adult volunteers? 100

10. Are there fees for the participants or spectators? None Will fees be collected on-site? None

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 Maps_____

STREET CLOSURES

12. Are you requesting that any public streets be closed for the event? Yes

    If yes, indicate the streets and blocks and times the closure is requested:
    See Schedule of events and Attached Maps for Parade, Concert, El Prado and Downtown areas.

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: See Site Plan, Town Staff to arrange for Bob's Barricades or current Town supplier

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: N/A

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

Regular event parking signs placed along El Mar Drive median for all day event parking after Parade passes. Aruba valet to be relocated to the south west corner of the Commercial Blvd and El Mar Drive intersection. Arrangement detailed on site plan. 101 Ocean valet not operating for the day.

15. Are you requesting use of Town parking meter spaces for the event? Yes

    If yes, provide the meter numbers on the site plan and purpose for which they will be used.
    Same meters as Village Grille band application for Friday night events.

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

SIGNAGE

Will signs be erected for the event? Yes Number of signs: Size and number to be determined.
Location of signs: El Prado for beach events and along El Mar Drive for event parking in median lanes
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
    1 code officer, 4 public works employees and 1 parking officer, BSO officers as recommended.

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? No

SOUND SYSTEMS

18. Request to use amplified sound on public property-the following is requested:
    X 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: Town Staff and event participants

    Removal of trash from the event site: Town Staff and event participants

Recycle bins needed at Village Grille and El Prado, Extra's needed all day at Pavilion

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: None needed

    _____Water – Describe use: None needed

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? Yes If yes, how many? 21
    Choice requested to provide 6 regular and 1 ADA port-o-lets at 3 locations:
    El Mar parking lot, Oriana alley and El Prado park

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.

9 Tent (size: 10 x 10) _____Canopy (size____x____) _____ 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, see attached details

FOOD

25. Will food be served at the event? Yes, area restaurants and 2 vendors for hot dogs / hamburgers ect. located in Pelican Square and Burger Fi on Ocean Blvd.

If yes, is the food provided:
Free of charge_____ Available for purchase X 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 _____

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

EVENT CONTRACTOR

26. Please name your event contractor, if applicable: Town of Lauderdale-By-The-Sea

ALCOHOL

27. Are you requesting that alcohol be served or sold at the event? Yes
If yes, please provide copy of appropriate State license. 101 Ocean, Village Grille and Aruba Beach Cafe

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. Town Event

RIDES (rides may require a State of Florida inspection)

29. Are rides to be included in the event? 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.

Provided by VFD, AMR and BSO to be in tents provided at both sides of the pier and El Prado

LICENSES

31. Copies of State and County licenses for vendors and contractors, as required.

INDEMNIFICATION

N/A

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.**

N/A

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.

N/A

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.

N/A

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)

April 30th.
Date

A.S. Dodd Vice Mayor.
Applicant's Printed Name and Title/Organization

954 6121600.
Telephone Number

STATE OF FLORIDA:
COUNTY OF BROWARD:

SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Florida, by A. S. Dodd 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:

COLLEEN A. TYRRELL
COMMISSION NUMBER EE 021179
EXPIRES Sep. 03, 2014
BONDED THRU ATLANTIC BONDING CO., INC.
Notary Public, State of Florida

Revised May 26, 2010

Additional Information

14) Road Closures

14.1 Close Bouganvilla Dr-2 blocks south and one block North of Fire station
07.30 – 13.00 (or end of Parade whichever is earlier)
14.2 Close El Mar Drive in front of The Village Grill 2.00 P.M. till 11.00 P.M. (2 pm closure)
14.3 Close parade route and staging areas until parade clears (Rolling street Closures) .
The parade route is attached
14.4 ARUBA NO VALET 20.30 - 21.30 ROAD CLOSED.

16) Parking
a. Parking area in front of Town Hall to be used by event organizers and volunteers
b. Inside lane of El Mar Pine to Palm to be used for event parking – signs to be put out by golf cart following parade route
c. Directional signs will be place on the center medium

30) Fireworks

Permit required – Fireworks contractor must get fireworks on the pier by 06.00 on July 4th. Show to begin 9 p.m. RFP has been submitted and evaluated . BSO should be requested to patrol the waters at the end of the pier during the display along with help from VFD on Sea Doos.

31) Food

Restaurants will be offering " Independence day Specials" by means of vouchers handed out during the parade. It is hoped to contact a Hot-dog vendor and permit the sale of hot dogs and soft drinks in the square from a concession trailer

Drinks – VFD have requested permission to sell water to raise funds at the public safety tents erected on the beach.

Alcoholic drinks will be available during the band sessions outside the village grill

Program

Independence Day Program

Monday July 4th

10.00 – 11.30 Parade through town organized by VFD celebrating their 50 years of service to the town of Lauderdale by the Sea.

11.30 – 12.30 VFD in El Prado demonstrating equipment, children's Photos, opportunity to cool off, learn about the equipment

13.00 – 15:00 Beach Activities

1) Sandcastle building contest – prizes and judging by Aruba Beach Café – Cookies and drinks provided by Aruba

2) Alley OOPS – Free Skim boarding clinic

15.00 – 16.00 VFD simulated water rescue – Demonstration of equipment, Sea Doos, ATV's , rescue boards

17.00 – 20.45 Musical event outside Village Grill in Pelican Square.

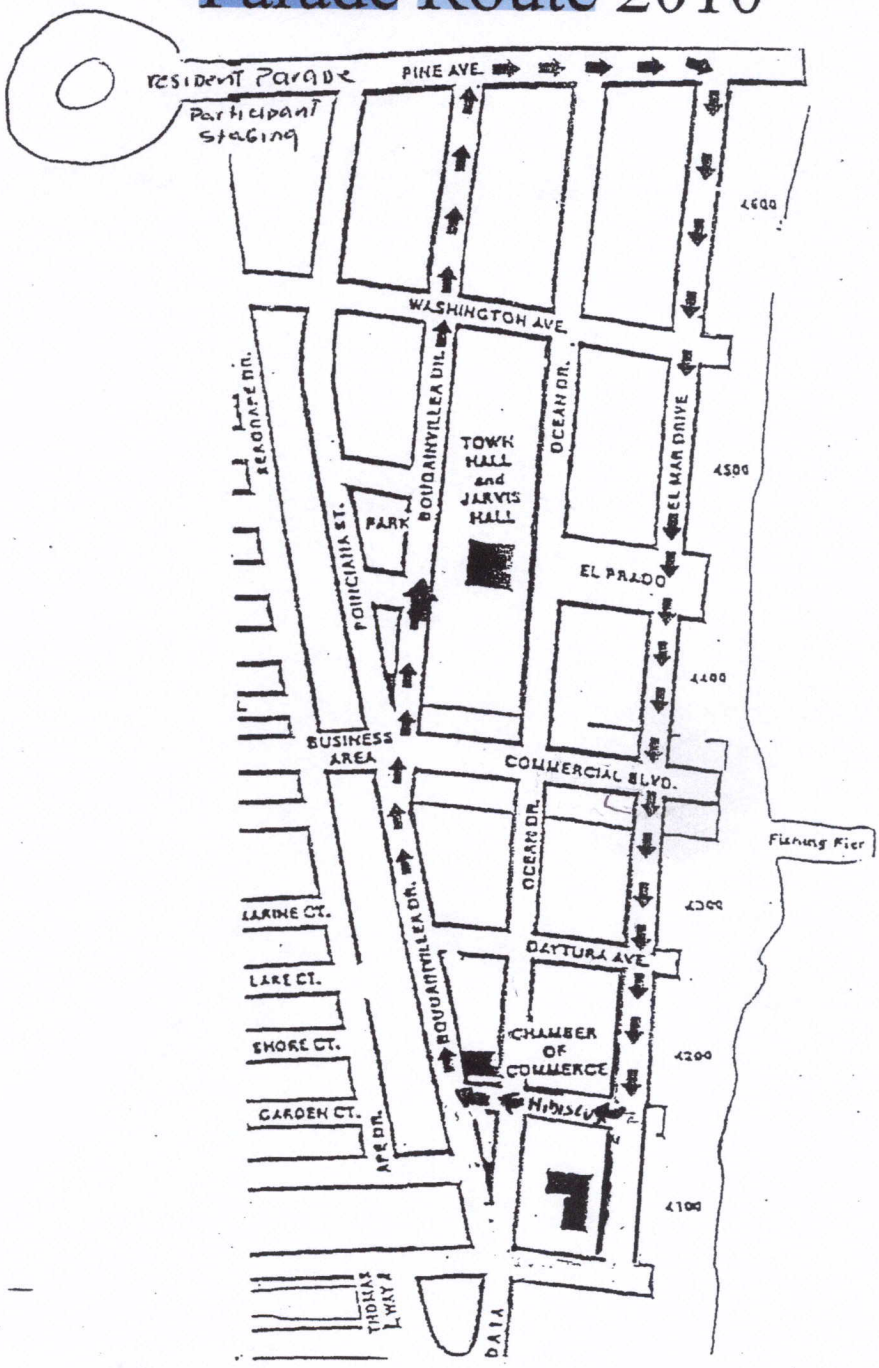
21.00 – 21.30 Fireworks

21.45 – 22.30 Second session of Music event outside village grill in Pelican Square.

End

Independence Day Extravaganza

Parade Route 2010



Black arrow indicates start and finish point

135-type 2 barricades will be placed through the parade route to prevent traffic from entering or crossing the parade route.

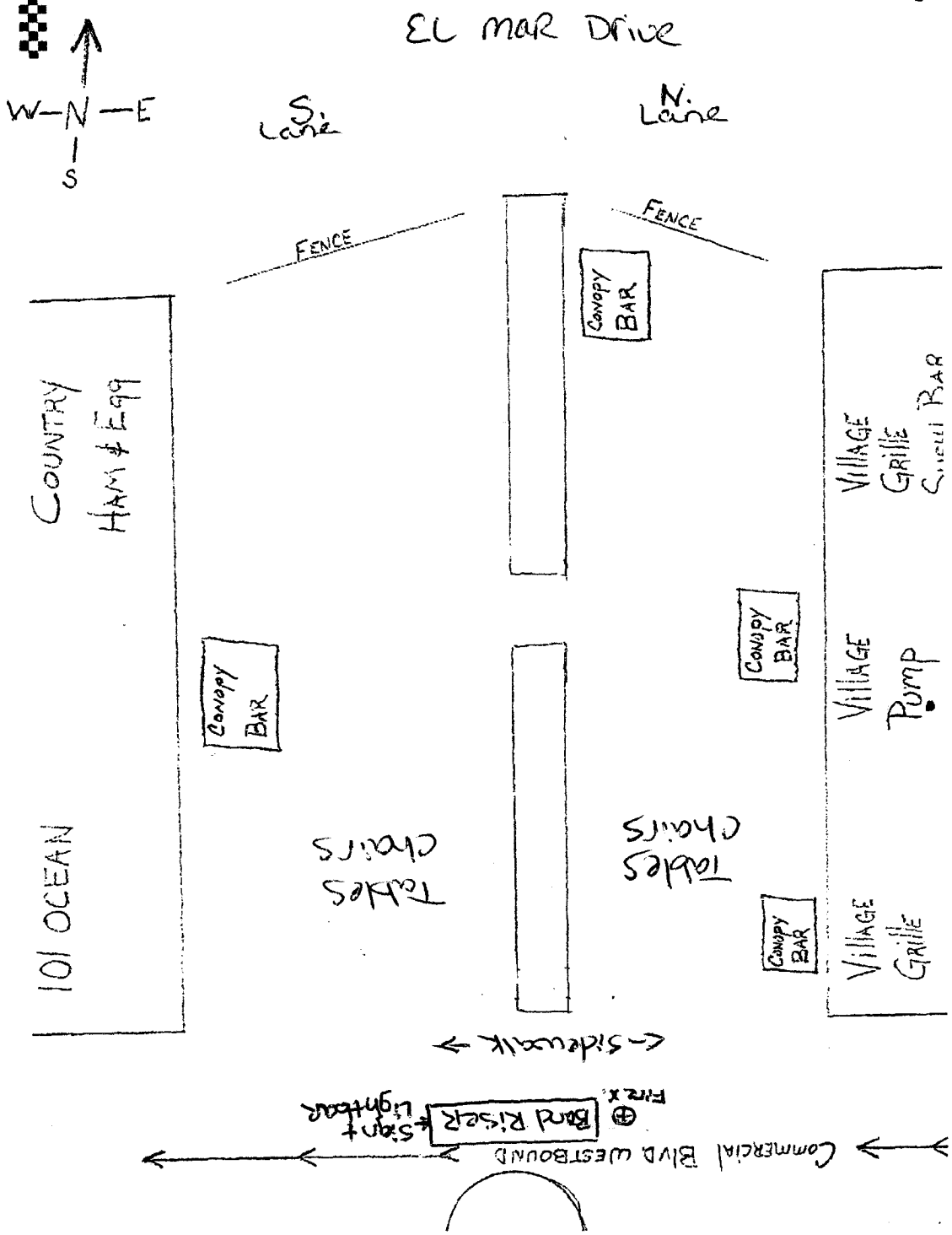
No barricades will be used on intersections along state road A1A. Broward Sheriff Office will lead and man these and other areas ahead of the parade.

Barricades will be delivered July 3, 2010 the day before the parade at the fire station park. Barricades will need to be placed though out the parade route the night before and placed in position the following morning prior to the parade commencement.

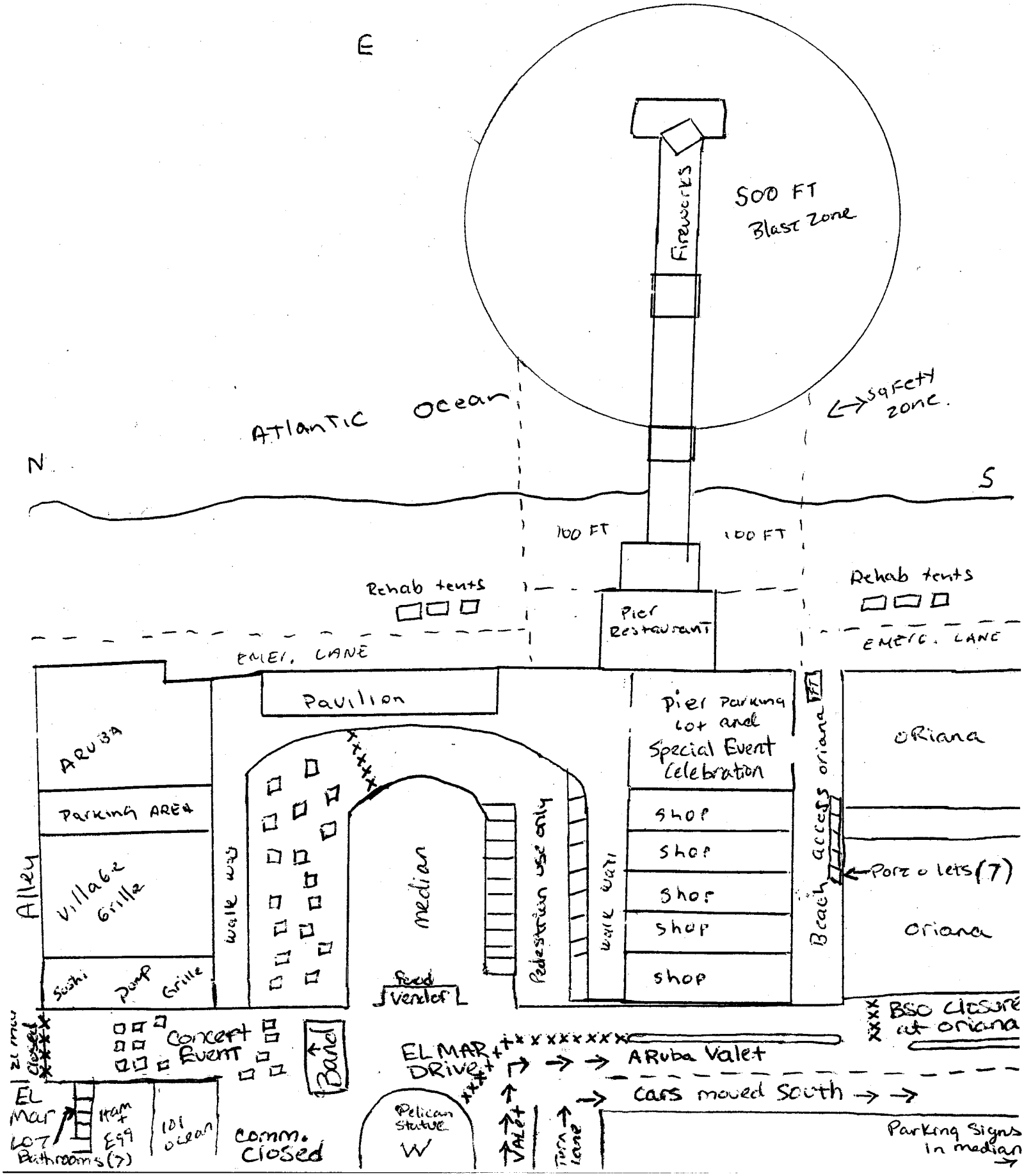
The staging of the parade will be behind Town Hall along Bougainvilla south to the Towns new public parking lot, including the parking area inside the lot. Staging the parade will begin at ~~9:00~~ 7.30 an the morning of July 4, 2010

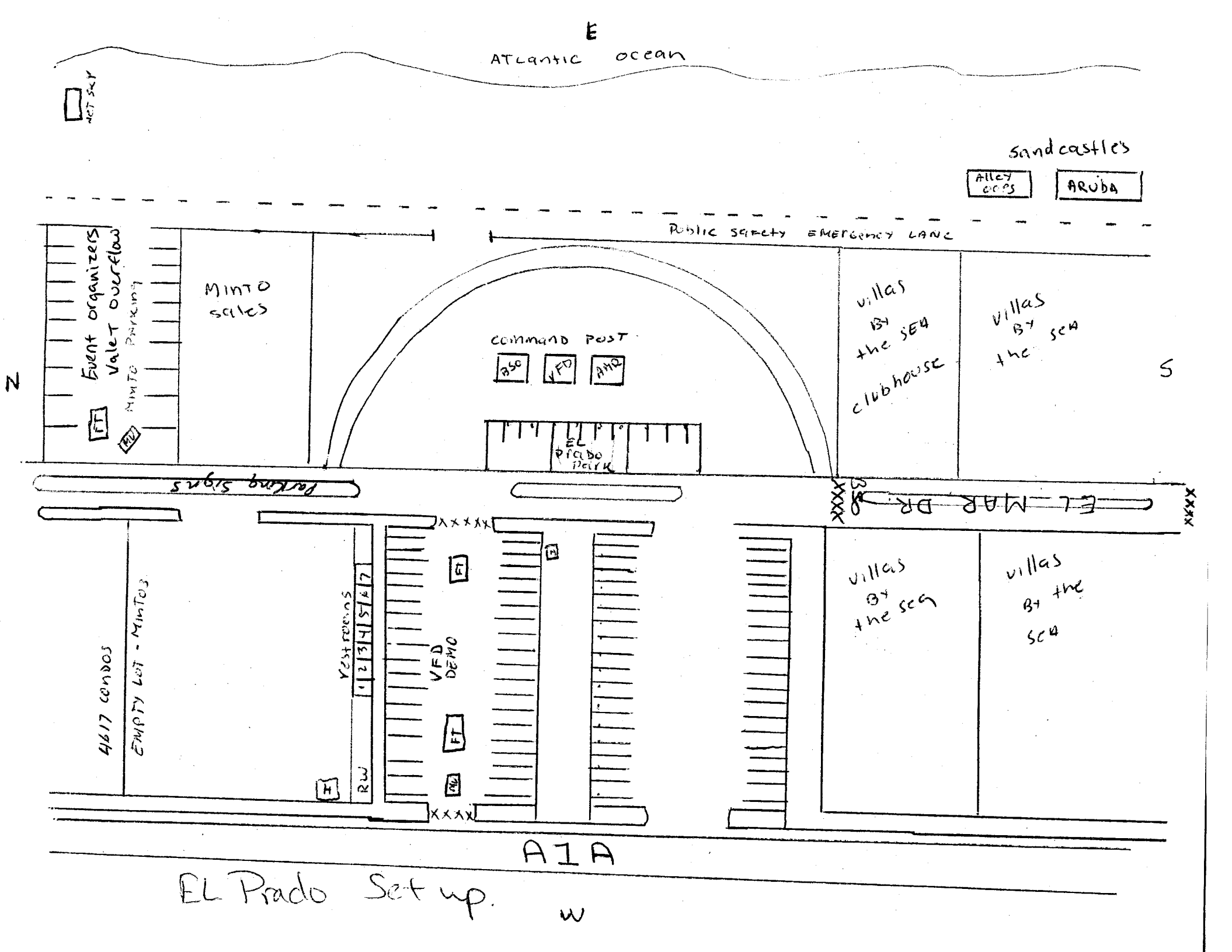
page 9

Aruba +
Village + 101 Event Site
Concert Set up



Downtown area Set up.





EL Prado Set up.

LAUDERDALE-BY-THE-SEA
RECEIVED
MAY 02 2011
DEVELOPMENT SERVICES

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: July 4TH CONCERT
2. Day and date of event: July 4TH New event___ Returning event ✓
3. Location where event will be held: 4400 EL MAR DRIVE
4. Description of Event: July 4TH LIVE CONCERT
5. Name and address of sponsor or hosting organization THE Village Grille AND 101 OCEAN AND ARUBA BEACH CAFE
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, L.B.T.S., FL. 33308
   Daytime phone#: 954 695-2757 Evening phone#: SAME Mobile phone#: SAME
   Email: DAVID@VillageGrille.com Fax#: 954-776-7085
7. What is the actual beginning and ending time of the event? 8:00 pm TO 11:00 pm
   Start of set-up time? 2:00 pm End of tear-down time? 12:00 AM
8. What type of audience is the event planned for? All AGES
9. How many participants do you anticipate? 10 spectators? 250 adult volunteers? 0
10. Are there fees for the participants or spectators? No Will fees be collected on-site? —

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:
4400 TO 4406 EL MAR DR. NORTH & SOUTHBOUND LANES, Pelican Square + East to ocean on commercial.

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? NORMAL DELIVERY AREA

If yes, please indicate the location and times loading and unloading would occur: 4:30 11:00

_____

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.

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 4 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: Village Grille & 101 OCEAN & Aruba Beach Cafe

    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?
    No Electrical power-Describe use: _____

    No Water – Describe use: _____

Revised May 26, 2010

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____) 4 Canopy (size 10 x 10) 1 ~~Stages~~ BAND 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 _____
CONTRACTS ARE on the MAY 24th Agenda

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: LISTED in MEMO

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: _____

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.

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) — 4/3/11 Date

DAVID T. GADSBY - OWNER
Applicant's Printed Name and Title/Organization — 954-695-2757 Telephone Number

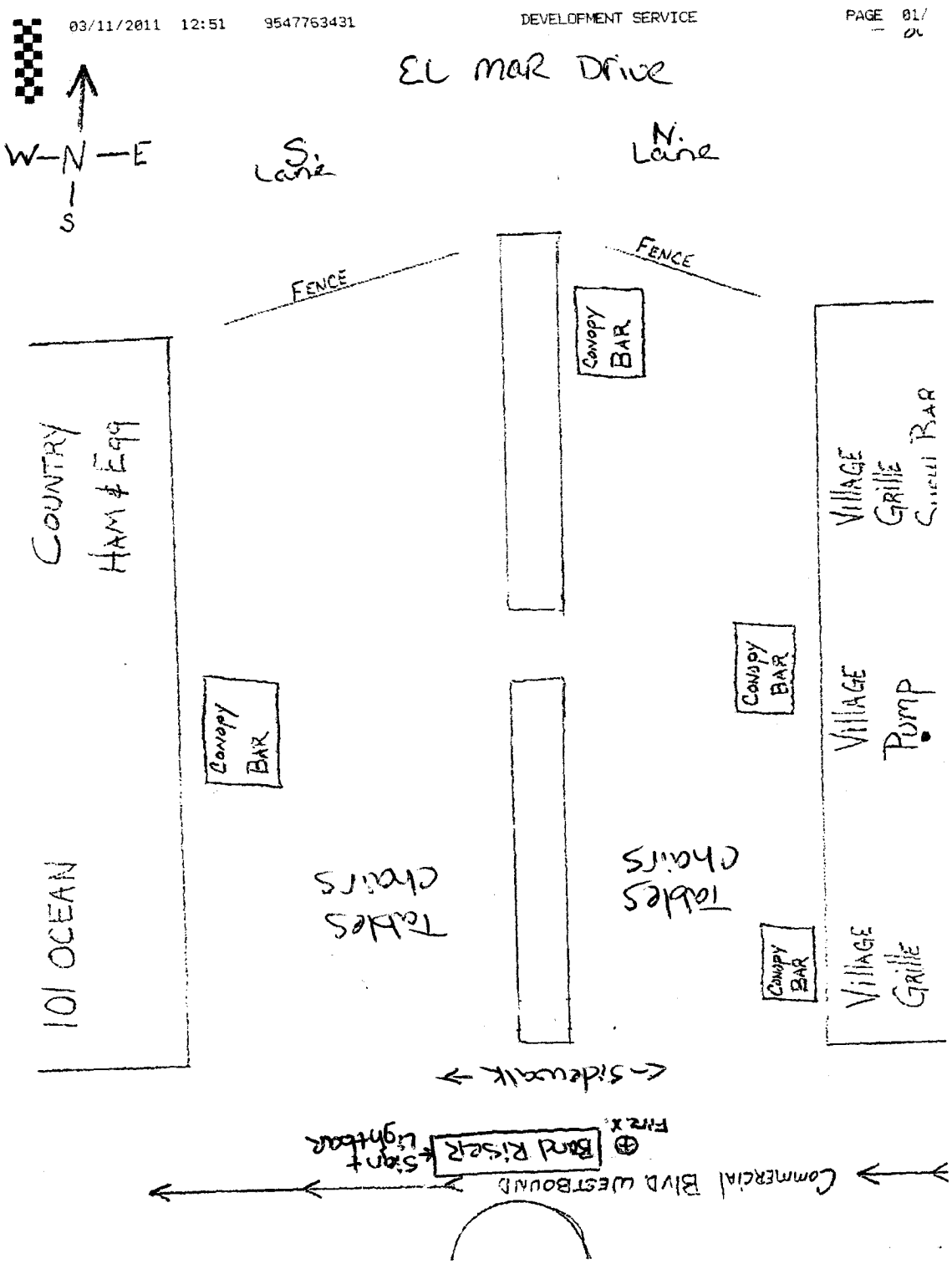
STATE OF FLORIDA:
COUNTY OF BROWARD:

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

My Commission Expires: COLLEEN A. TYRRELL COMMISSION NUMBER EE 021179 EXPIRES Sep. 03, 2014 BONDED THRU ATLANTIC BONDING CO., INC. Notary Public, State of Florida

Notary Public, State of Florida

LAUDERDALE-BY-THE-SEA RECEIVED APR 20 2011 DEVELOPMENT SERVICES

Revised May 26, 2010

Aruba +
Village + 101 Event Site
Concert Set up