



# AGENDA ITEM REQUEST FORM

## Development Services

Department Submitting Request

**Jeff Bowman**

Code and Zoning Supervisor

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

**DEADLINE TO  
Town Clerk**

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

**DEADLINE TO  
Town Clerk**

July 26, 2011

July 15 (5:00 pm)  
\*Subject to Change

July 12, 2011

July 1 (5:00 pm)

- |                                       |   |  |                                       |
|---------------------------------------|---|--|---------------------------------------|
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Reports        | <input checked="" type="checkbox"/> <b>Consent</b> | <input type="checkbox"/> Ordinance    |
| <input type="checkbox"/> Resolution   | <input type="checkbox"/> Quasi Judicial | <input type="checkbox"/> Old Business              | <input type="checkbox"/> New Business |

FY2011 DESIGNATED HIGH PRIORITY ITEM

**SUBJECT TITLE: Special Event Application for the Lauderdale-By-The-Sea Art and Craft Show proposed for Saturday and Sunday, November 26-27, 2011.**

**EXPLANATION:** The Special Event Application is attached (**Exhibit 1**). This is a returning event.

The Chamber has requested the following parking, road and parking lot closures:

1. Close Commercial Blvd from A1A to El Mar Drive. (See Condition No. 1)
2. Allow parking in the median lanes of El Mar Drive north of El Prado and south of the alley north of Oriana on the East and West sides of the street. (See Condition No. 2)
3. Suspend enforcement of parking meters town-wide. (See Condition No. 3)
4. The southbound lanes of El Mar Drive from Ocean Reverie to the alley across from Oriana, for pedestrian traffic and vendor booths. This closure includes the El Mar Parking Lot; the loss in revenue to the Town from the El Mar Lot for two days is about \$1,500. (See Condition No. 4 & 5)

**Note:** The northbound lanes of El Mar remain open for access to the beach and businesses east of El Mar.

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

1. Commercial Boulevard from A-1-A to El Mar Drive may be closed with proper barricades and "Road Closed" signage.
2. Public Parking is allowed in the median lanes of El Mar Drive north of El Prado and south of the alley across from Oriana on the east and west sides of the street. Chamber shall put up and remove "No Parking on Grass", "No Parking after 9:00 pm" signs along El Mar Drive. "NO PARKING" signs to be placed along El Mar Drive in front of Oriana where the road changes to a single lane and also within 30 feet of a stop sign.
3. Town parking regulations, including meters shall be enforced.
4. Applicant may use the El Mar parking lot (4409 El Mar Drive) for the event at no fee.
5. The southbound lanes of El Mar Drive from Ocean Reverie to the alley across from Oriana, for pedestrian traffic and vendor booths may be closed with proper barricades and with "Road Closed" signage.
6. The Police Chief is recommending three (3) off-duty detail deputies for traffic, crowd control, and overnight security for the event on each day. The permittee should contract with BSO Detail Office for the off-duty deputies within ten (10) days of receiving approval.
7. 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.



8. Vendor parking is approved at the Town Hall lot and the Tennis Court parking spaces on Bougainvilla at the park. Vendors can also park along the median lanes of El Mar Drive south of Datura and North of Washingtonia. The El Prado Parking Lot is not to be used by Vendors. The Chamber shall inform all vendors of these parking restrictions and shall provide Town prepared parking permits to vendors using these areas.
9. Bathroom facilities shall be provided to meet the requirements of Broward County Code for the anticipated 262 attendees. Two (4) female and two (2) male facilities required. Applicant shall indicate on a revised site plan the location of bathroom facilities, which shall be approved by Town prior to issuing the event permit.
10. Canopy tents must not block the crosswalk on El Mar Drive that the Driftwood utilizes for their beach access.
11. All canopy tents shall be removed immediately following the event.
12. Applicant may erect two (2) signs, two (2) weeks prior to the event. One at the Chamber and one at Town Hall. Signs must not interfere with vehicle line of site and be removed immediately following the event.
13. No electric or gas shall be used for the event. Any electric cords from the vendors must be covered so as not to pose a hazard to the public.
14. A (2A 10BC) fire extinguisher shall be on site every 75 ft. of the event area.
15. Certificate of Liability Insurance naming the Town as additional insured shall be submitted to Code Enforcement prior to the day of the event.
16. The event area shall be delineated with proper barriers at Commercial / A1A and each end of the event to clearly identify the event area. Barriers to be removed immediately following the event.
17. 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.
18. Public works to shut off sprinklers Friday afternoon at Pelican Square until Monday morning.

Reviewed by Town Attorney

Yes  No

Town Manager Initials CS

LAUDERDALE-BY-THE-SEA  
RECEIVED  
JUN 13 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](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: Art | Craft Show
2. Day and date of event: November 26+27 New event  Returning event
3. Location where event will be held: Commercial + El Mar
4. Description of Event: Art | Craft Show
5. Name and address of sponsor or hosting organization  
LBTS Chamber
6. Name(s) of local contact person(s) who will be present each day of the event:  
\_\_\_\_\_  
\_\_\_\_\_  
Mailing address: 4201 Ocean  
Daytime phone#: 776 7000 Evening phone#: \_\_\_\_\_ Mobile phone#: 296-5583  
Email: info@lbts.com Fax#: 769-1560
7. What is the actual beginning and ending time of the event? 10-5  
Start of set-up time? 5:00 am End of tear-down time? 9:00 pm
8. What type of audience is the event planned for? family
9. How many participants do you anticipate? 50 spectators? 200 adult volunteers? 12
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.

Attached

**STREET CLOSURES**

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

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

Attached

**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: Howard Alan Events

**VEHICLE LOADING/UNLOADING**

14. Are you requesting that vehicles be permitted to load/unload in non-metered areas? \_\_\_\_\_

If yes, please indicate the location and times loading and unloading would occur: \_\_\_\_\_

**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

Attached

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. Town Wide

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  Number of signs  Size  sq.ft.

Location of signs Attached

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 <sup>3</sup> 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** n/a

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: Howard Alan Events

Removal of trash from the event site: " " "

**TOWN UTILITIES** n/a

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: \_\_\_\_\_

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? YES If yes, how many? 3

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.

NO Tent (size: \_\_\_ x \_\_\_ ) \_\_\_ Canopy (size 10 x 10) NO Stages NO Bleachers

The use of tents requires a review by the LBTS Fire Marshal, with approval labels attached to the tents and canopies. Tents are generally defined as temporary structures having two or more sidewalls or drops. Rental agencies must provide documentation of the flame spread labeling for submittal with application. Stages and bleachers must include product approvals that are supplied by the manufacturer.

**FIREWORKS** (Fireworks require a separate permit approval process and application)

24. Are you requesting approval to discharge fireworks at the event? Yes \_\_\_ No X

**FOOD**

25. Will food be served at the event? Yes \_\_\_ No X If yes, is the food provided:

Free of charge \_\_\_ Available for purchase \_\_\_ Non-Profit X 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 X

List other items \_\_\_\_\_

**EVENT CONTRACTOR**

26. Please name your event contractor, if applicable: Howard Alan Events

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.

Chamber of Commerce  
ART/CRAFT SHOW REQUESTS

November 26 & 27, 2011 - 10:00-5:00 - set up at 5:00am on November 26 and take down by 9:00pm on November 27.

Commercial from A1A to El Mar will be closed.

Traffic will come in from Datura to El Mar and be able to go around to Aruba and the Pier and exit onto A1A from El Prado.

Barricades will be placed on the west side of El Mar from the South side of Ocean Reverie to entrance of Villas old parking lot for pedestrian traffic to walk the show with the booths being on the grass.

Parking to be allowed on inside lanes of El Mar north of El Prado, and south of the alley (on Commercial end) on East and West sides of street for attendees. Chamber of Commerce will put up and take down the "No Parking on Grass" signs.

Vendor parking to be in Town Hall lot and behind Town Hall east of the tennis courts to include west side of Bougainvillea and north of tennis courts. Vendors may also park on both sides of El Mar Drive south of Datura and north of Washingtonia.

Howard Alan Events to hire 3 additional detail personnel for the event.

Howard Alan to put up Art/Craft show signs two (2) weeks before the events. One to be on the A1A side of the Chamber building and one in front of Town Hall close to A1A on south side. See site plan.

Public Works Department will shut the sprinklers off Friday afternoon at Pelican Square until Monday morning.

Town Municipal Parking lot on El Mar next to alley to be allowed for merchant booths.

**All parking meters NOT to be enforced Town wide during these events from 8:00am until 9:00pm.**

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.**

Judy Swagerty  
Applicant's Signature (required)  
Judy Swagerty Exec. Dir.  
Applicant's Printed Name and Title/Organization

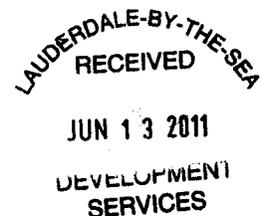
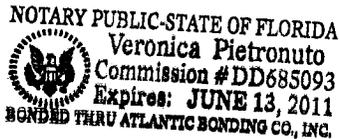
6/9/11  
Date  
776-1000  
Telephone Number

STATE OF FLORIDA:  
COUNTY OF BROWARD:

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

My Commission Expires:

Veronica Pietronuto  
Notary Public, State of Florida



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

**DETAILED SITE PLAN**

A detailed map of the event site **MUST** be drawn here or attached to this application.

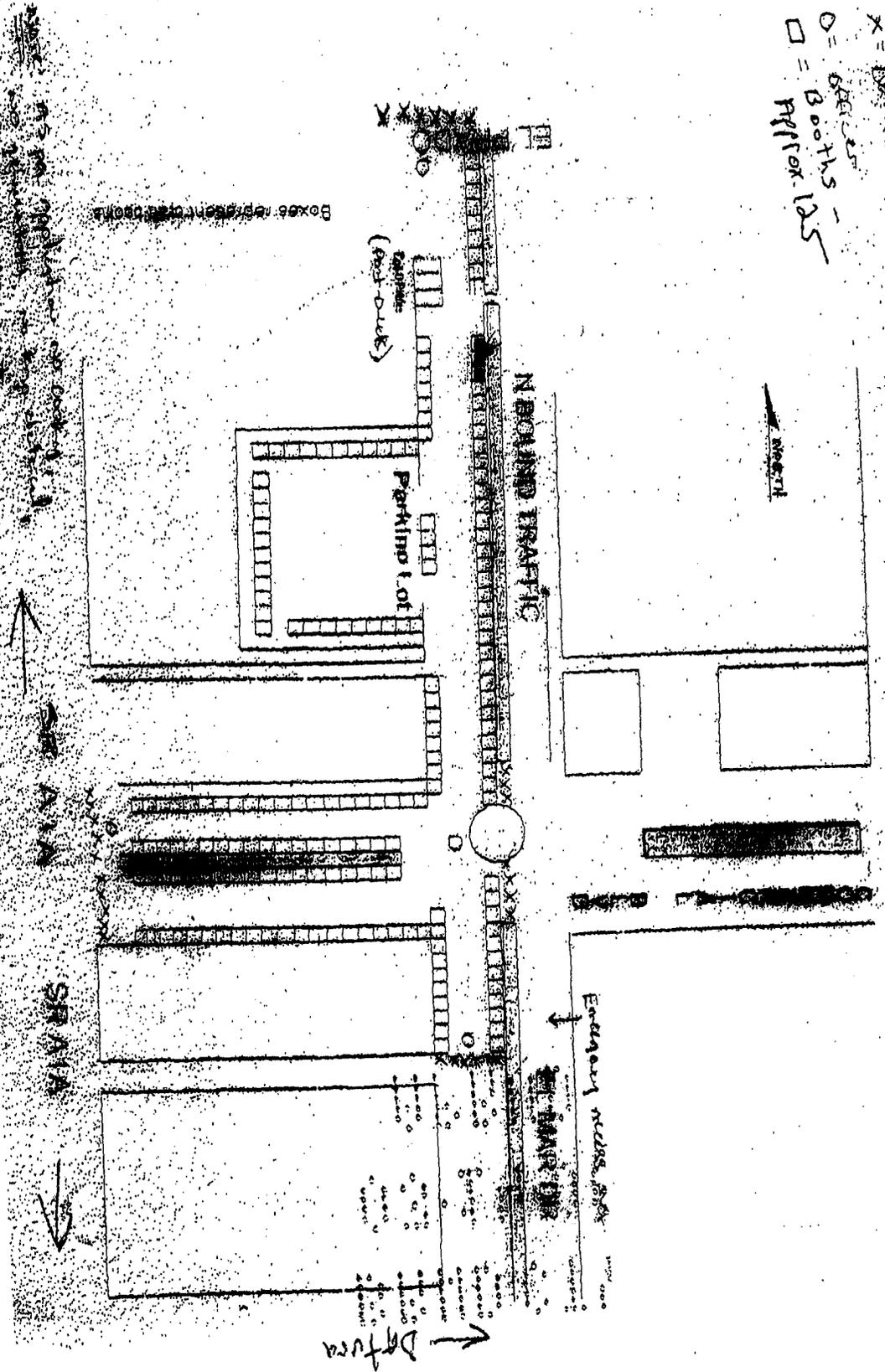
The following must be identified and labeled:

1. The site of the event (label streets, etc.)
2. Routes for races, parades, etc. →→→
3. Fencing (if known) X—X—X
4. First aid facilities +
5. Restroom facilities (incl. portable)
6. Parking (location and number of spaces)
6. Canopies, tents, stages
7. Alcohol serving/consuming areas
8. Barricades (if known)
9. Off duty police officers (if known)
10. Rides and Amusements
12. Signs (location, size, color and wording)

SEE NEXT PAGE.

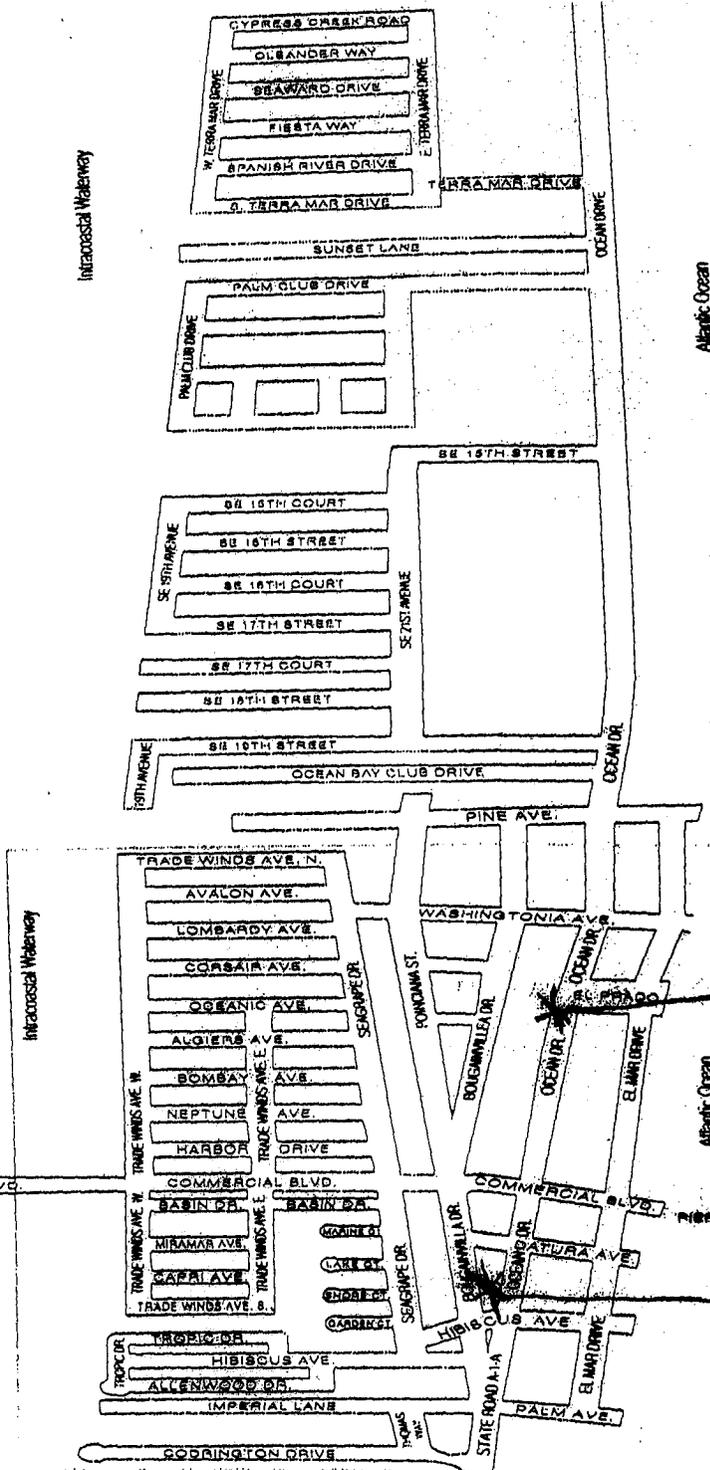
LINES OF COMMUNICATION

X = BARRICADE  
O = 600 THS  
□ = 300 THS  
APR 19 1955



# Lauderdale-By-The-Sea

FEDERAL HIGHWAY (US 1)



Chamber Sign 4x6 on posts

Town Hall Sign 11x6 on posts

LAUDERDALE BY THE SEA  
Craft Festival

American Craft Endeavors • [artfestival.com](http://artfestival.com) • 954-472-3755

04:00P

John Dinzock

954-776-0578

P.10

2007 SIGN

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

**SITE PLAN DETAILS**

Site plans often do not include details that are necessary to issue a permit and delays are caused by rejections of initial applications. The following details are intended to be a guide to assist you in developing a site plan. A current survey of the property is most helpful. If a survey is not available a drawing depicting the area of the event should include these details, as necessary. More than a one page site plan may be included in your application if details of specific areas are important to your event.

Cooking Areas (cooking areas may need to be separated from public areas with fences or barricades)  
Canopy locations (include the use, such as shelter or vending and the size of the canopy)  
Tent locations (sales, food service, etc. Large tents will require illuminated exit signs and fire extinguishers)  
Fuel Storage and dispensing areas  
Vendor locations (booths or tables and approximate size)  
Fire lanes (emergency access for fire equipment and EMS)  
Trailers on site (sleeping facilities, service trailers, displays, etc.)  
Hazards at the site (ditches, construction areas, obstructions to pedestrian traffic, bodies of water)  
Fire Extinguishers  
Generators  
EMS stand-by or Fire watch areas (include first aid stations)  
Fences barriers and gates  
Locate electrical equipment, permanent and temporary (temporary electrical installation will be to code)  
Rides, demonstrations, performance areas and stages  
Traffic routing and road closures  
Parking areas  
Trash receptacles  
Smoking and No Smoking areas  
Dimensions (to determine if available site will support all of the proposed activities)  
Pedestrian walkways  
Fences and gates  
Ticket Kiosks  
Access Control points  
Signage



*Pride in Service with Integrity*

## **INTERNAL MEMO**

Date: June 14, 2011

To: Colleen Tyrell  
Senior Office Technician  
Lauderdale-by-the-Sea

From: Chief Oscar Llerena  
Lauderdale-by-the-Sea District  
Broward Sheriff's Office

Subj: Special Event Permit – 2011 Chamber of Commerce Fall Arts & Crafts Show

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I have reviewed the Special Event Permit Application for the 2011 Chamber of Commerce Fall Arts & Crafts Show. The event is scheduled for Saturday & Sunday, November 26-27, 2011 from 10:00 AM - 5:00 PM.

No specific issues or concerns relating to law enforcement or traffic/crowd control are noted.

We recommend the utilization of a minimum of three (3) off-duty detail deputies for traffic, crowd control and overnight security for this special event, on each date.

The permittee should contract with the BSO Detail Office for the off-duty detail deputies within ten (10) days of receiving the approval letter for this event.

Please contact me if you require additional information.