



# AGENDA ITEM REQUEST FORM

Item No. 116

## Development Services

Department Submitting Request

**Jeff Bowman**

Code/Zoning Supervisor JB

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

**DEADLINE TO**  
**Town Clerk**

**ROUNDTABLE/**  
**SPECIAL MEETING**  
**Meeting Dates / TIME**

**DEADLINE TO**  
**Town Clerk**  
**7 Days Prior (noon)**

July 26, 2011

July 15 (5:00 pm)

Insert Date/Time

Presentation

Reports

Consent

Ordinance

Resolution

Quasi Judicial

Old Business

New Business

**SUBJECT TITLE: Special Event Application for Village Grille, Patriots Pre-Game Party, September 12, 2011.**

**EXPLANATION:** The Special Event Application is attached (Exhibit 1). This is an annual recurring event and is proposed to be held on Monday, September 12, 2011 between 12:30pm and 7:00pm. The participants of this event will all meet at the Village Grill and load onto the buses and head to the Patriots game by 6:00pm.

**RECOMMENDATION:** Approve the application as submitted and with the following recommended conditions:

1. The applicant shall hire the number of detail Officers as determined by the Police Chief for traffic and crowd control.
2. The applicant shall be responsible for providing trash and recycling receptacles within and around the event area. The applicant shall ensure that the containers are emptied as needed during the event and removed after the event.
3. The Town Manager may suspend permission for this event or the onsite Town representative may terminate an event due to the applicant not complying with the terms and conditions of the Town's event permit or for health or safety issues, such as crowds that exceed the capacity of the event site.
4. Bathroom facilities shall be provided to meet the requirements of Broward County Code.
5. Event Sponsor shall maintain the site in a safe condition at all times and this includes restricted access to the stage, secure and cover all trip hazards such as extensions cords, maintaining two (2) exits at all times, and provide a two (2) pound ABC fire extinguisher at the stage and at the buffet table.
6. Certificate of Insurance and State Permit for extension of premise required for the sale of alcohol.
7. The applicant is authorized to utilize the inside lanes of El Mar Drive north of the event area for the following purposes:
  - a) Between the hours of 4:00pm and 5:00pm for the loading of buses. The applicant advised there will be 6 to 8 buses for the purposes of transporting patrons to the Patriots game.
  - b) Once the game has ended the buses will return at different times to unload the patrons between the hours of 11:30pm and 12:30am.
8. The applicant is authorized to close the north bound lane of El Mar Dr from 4400 to 4406 El Mar Drive.
9. Barricades and fencing on the south side of the event along Commercial Boulevard shall not encroach over or upon the paver sidewalk or crosswalk. "Road Closed" signs shall be posted at the north and south end of the event.
10. The applicant is authorized to utilize the eleven (11) parking spaces within the event area at a rate of one dollar and twenty five cents (\$1.25) per hour per space for six and a half (6 1/2) hours. (Total = \$89.38)
11. The Event shall end at 7:00 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.)

**EXHIBITS:** 1. Special Event Application

Reviewed by Town Attorney

Yes  No

Town Manager Initials JB

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.

- Name of event: PATRIOTS PRE-GAME PARTY
- Day and date of event: MONDAY SEPT. 12, 2011 New event  Returning event
- Location where event will be held: 4400 BLOCK EL MAR DRIVE
- Description of Event: PATRIOTS DOLPHINS PRE-GAME EVENT
- Name and address of sponsor or hosting organization 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#: 954-695-2757 Mobile phone#: 954-695-2757

Email: DAVID@VillageGrille.com Fax#: 954-776-7085

7. What is the actual beginning and ending time of the event? 2:00 pm TO 6:00 pm  
Start of set-up time? 12:30 pm End of tear-down time? 7:00 pm

8. What type of audience is the event planned for? FOOTBALL FANS

9. How many participants do you anticipate? N/A spectators? 200 adult volunteers? 0

10. Are there fees for the participants or spectators? N/A Will fees be collected on-site? N/A



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 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:

*12:30 pm TO 7:00 pm 4400 TO 4406 N. BOUND LANE OF ELMAR DR.*

**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: *BSO*

**VEHICLE LOADING/UNLOADING**

14. Are you requesting that vehicles be permitted to load/unload in non-metered areas? *INSIDE LANE OF ELMAR DRIVE*

If yes, please indicate the location and times loading and unloading would occur: *INSIDE LANE OF ELMAR DRIVE 4:00 TO 5:00 pm ESTIMATE 6 TO 8 BUSES*

**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.

*11 METERS FOR 6 1/2 HOURS*

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 1 Size 16 sq.ft.  
Location of signs ON BAND STAND

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: CHOICE / VILLAGE GRILLE

Removal of trash from the event site: CHOICE

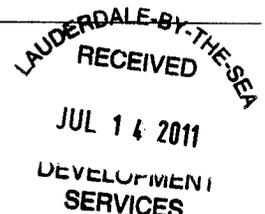
**TOWN UTILITIES**

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?

Electrical power-Describe use: ELECTRIC FROM VILLAGE GRILLE

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.

**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 ) 1 <sup>BAND RISEA</sup> 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: CHICKEN AND PASTA BUFFET

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: \_\_\_\_\_

LAUDERDALE-BY-THE-SEA  
RECEIVED  
JUL 14 2011  
DEVELOPMENT  
SERVICES

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

**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.



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.

*David T. Gadsby*  
Applicant's Signature (required)  
DAVID T. GADSBY  
Applicant's Printed Name and Title/Organization

7/12/11 Date  
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 \_\_\_\_\_ who is personally known to me/provided \_\_\_\_\_ as  
identification and who did/did not take an oath.

My Commission Expires:  
Sept 3, 2014



*Colleen A. Tyrell*  
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 ATTACHED SITE PLAN



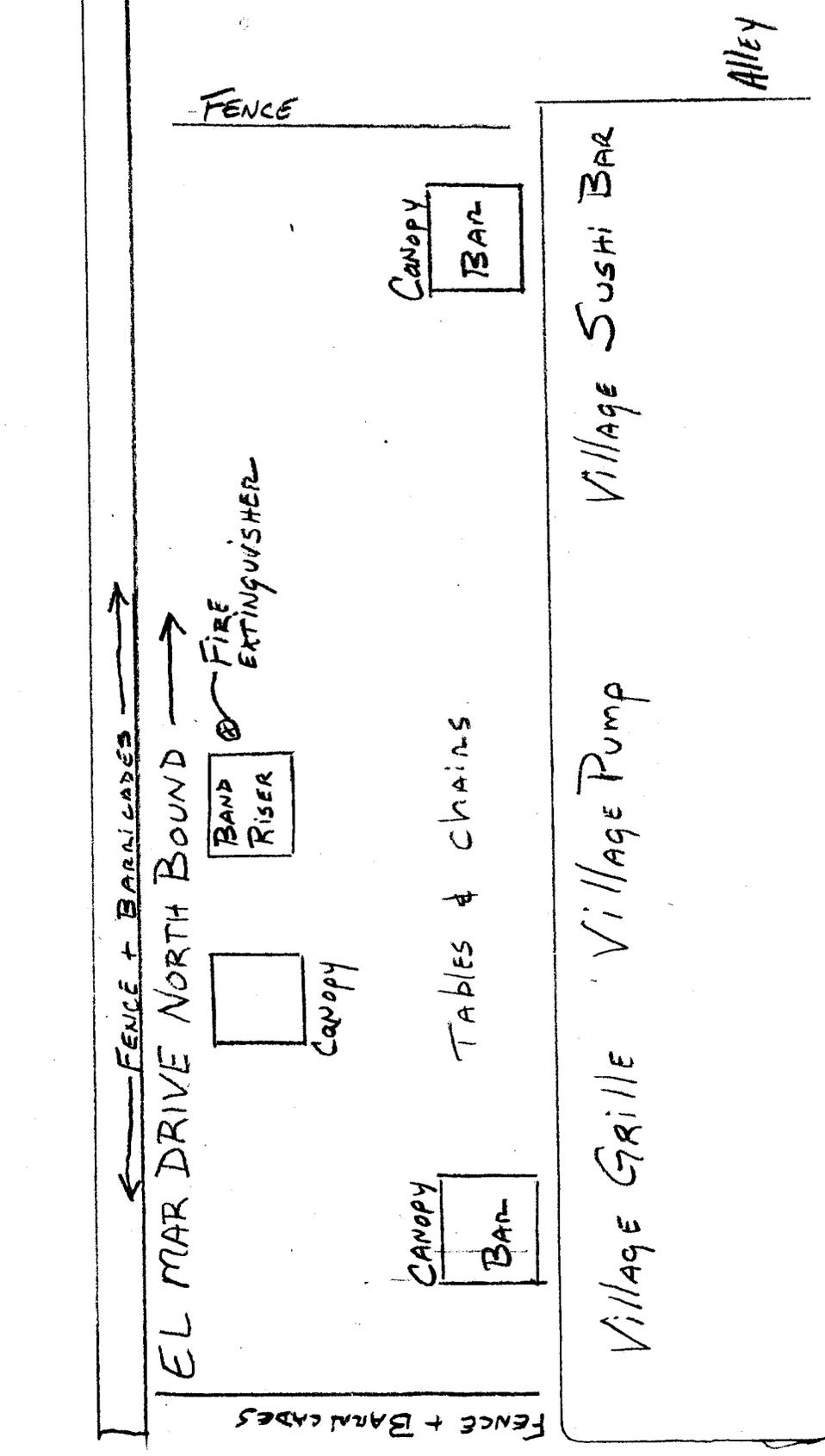
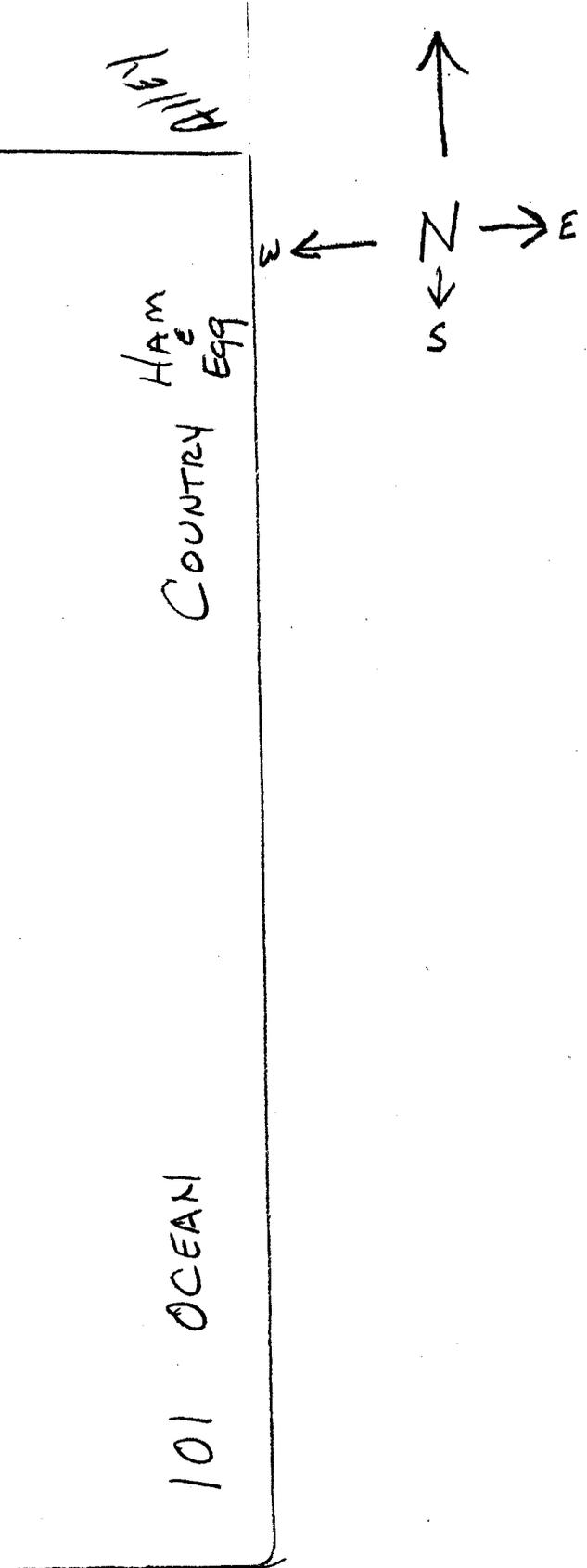
The Town of Lauderdale-By-The-Sea  
Special Event Application

**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





LAUDERDALE-BY-THE-SEA  
RECEIVED  
JUL 14 2011  
DEVELOPMENT  
SERVICES

COMMERCIAL BLDG  
WEST BOUND

# LAUDERDALE BY THE SEA DEVELOPMENT SERVICES

## CASH RECEIPTS

REVENUE SOURCE:

The Village Grille - Special Event - Patriots Pre-Game Party

DATE	CHECK #	CHECK AMOUNT	CASH	TOTAL AMOUNT RECEIVED	ACCT #	REVENUE	AMOUNT TO POST
						<b>SITE PLAN PROJECT FEES</b>	
					001-304-000-343-902	SITE PLAN APPLICATION FEE	
					001-000-000-115-206	A/R VARIANCE EXPENSES	



**THE VILLAGE GRILLE**  
4404 EL MAR DRIVE  
LAUDERDALE BY THE SEA, FL 33308  
(954) 776-5840

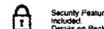
EXPLANATION	AMOUNT
	1732

63-215-631

PAY AMOUNT OF ONE HUNDRED AND 00 100 DOLLARS, CHECK AMOUNT

DATE	TO THE ORDER OF	DESCRIPTION	CHECK NUMBER
7/12	TOWN OF LAUDERDALE BY SEA	SPECIAL EVENT 9-12-2011	1732

\$ 100.00



ACH RT 061000104

⑈0000 1732⑈ ⑆063 102 15 2⑆ 1000 1407 14857⑈

*[Handwritten Signature]*

DATE	CHECK #	CHECK AMOUNT	CASH	TOTAL AMOUNT RECEIVED	ACCT #	REVENUE	AMOUNT TO POST	
					001-305-000-354-160	CODE FINES		
						<b>MISC. REVENUE</b>		
					001-306-000-369-100	MISC. REVENUE		
					001-524-000-500-506	PRINTING & BINDING		
7/14/2011	1732	\$100.00		\$100.00	001-306-000-369-200	MISC APPL - SPECIAL EVENT	\$100.00	
TOTAL CASH & RECEIPTS							TOTAL	\$100.00

PREPARED BY: CT

REVIEWED BY: \_\_\_\_\_

Patriots Pre-Game Party - Sept 12, 2011

Notes for Development Services : \_\_\_\_\_