

TOWN OF
LAUDERDALE • BY • THE • SEA

Agenda Memorandum

Development Services DepartmentBud BentleyATM & Development Services Director 

COMMISSION MEETING DATE - 7:00 PM

September 11, 2012

Presentation Reports **Consent** Ordinance
 Resolution Quasi-Judicial Old Business New Business

SUBJECT TITLE: Special Event Application for the Lauderdale-By-The-Sea Art and Craft Show proposed for Saturday and Sunday, October 27-28, 2012.

EXPLANATION: The Chamber of Commerce has submitted the attached special event application (**Exhibit 1**) to hold their annual fall Art & Craft show on Saturday between 10:00 am and 7:00 pm & Sunday between 10:00 am and 5:00 pm, October 27 & 28, 2012. This is a recurring event; however, last fall it was held in the El Prado Parking Lot and this year the Chamber proposes holding the event in their traditional location on El Mar Drive and Commercial Boulevard.

The Chamber has requested: 1) the \$100 application fee be waived, 2) that all parking meters not be enforced Town wide from 8 am to 9 pm on Saturday and Sunday, and 3) the waiver of the parking fee for use of the El Mar Parking Lot and the meters on El Mar and Commercial Boulevard, which is a loss of parking revenue to the Town of about \$4,600. Consistent with our past practice, we recommend the special event processing fee not be waived and the Town not provide free parking for events. The waiver of parking fees for the event site has been approved by the Commission in the past and is reflected in conditions 7.b.

RECOMMENDATION: We recommend approval of the event with the following conditions:

1. The Police Chief shall specify the number of BSO detail officers needed for traffic, crowd control and overnight security for the event. Depending on crowds, generally BSO recommends three detail deputies for this event. The Chamber shall contract with BSO Detail Office for the detail BSO deputies within ten (10) days of receiving event approval.
2. The Chamber shall provide (5 point ABC class) fire extinguisher on site every 75 ft. of the event area.
3. No open flame devices are allowed in/or under canopies and booth areas.
4. Fire Marshal shall inspect and approve the event layout prior to opening.
5. Four (4) female and two (2) male bathroom facilities are required for the anticipated 270 attendees per hour. The total shall include one (1) male & one (1) female handicap accessible facilities.



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6. Chamber shall submit for approval a solid waste and recycling plan at least 30-days prior to the event to the Municipal Services Director. The Chamber shall provide additional waste receptacles and recycling bins. During the event as needed and at the end of the event, the Chamber shall empty the Chamber's and Town's waste receptacles and recycling bins within the event area and the Town's waste receptacles and recycling bins within 100 feet of the event area.
7. Road Closings and Parking:
 - a. Commercial Blvd from A1A to El Mar Drive and the southbound lanes of El Mar Drive from Ocean Reverie to the Pier alley shall be closed from 5:00 am on Saturday to 9:00 pm on Sunday. The northbound lanes of El Mar Drive shall remain open for vehicle access to Aruba, the Pavilion and the Pier.
 - b. Chamber may use the El Mar parking lot (4409 El Mar Drive) for the event and the parking fees for this lot and the on-street meters are waived. *[This is a loss of about \$4,600 in parking revenues based on last year's parking revenue for this weekend.]*
 - c. Parking is allowed on the inside lanes of El Mar Drive north of El Prado and south of the Pier alley (except in front of Oriana). As directed by the Municipal Services Director, the Chamber shall put up and remove "No Parking on Grass, no parking after 9:00 pm" signs along El Mar Drive. "NO PARKING" signs shall be placed along El Mar Drive in front of Oriana where the road changes to a single lane.
 - d. The Chamber is approved to control parking at the Town Hall Parking Lot, the lot behind Town Hall and in the residential permit spaces on Bougainvilla Drive at the park for show vendors. Vendors can also park along the inside lanes of El Mar Drive north of Washingtonia Drive. The Chamber shall provide permits to vendors using these areas. There shall be no overnight parking on Bougainvilla or El Mar Drive.
 - e. Town parking meters not within the event site will operate according to Town Code with normal enforcement.
 - f. The event area shall be delineated with proper barriers at Commercial / A1A and at each end of the event to clearly identify the event area. These barriers shall be removed no later than 9:00 pm on Sunday.
8. The Town will shut off sprinklers Friday afternoon at Pelican Square until Monday morning.
9. 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.
10. Canopy tents must not block the crosswalk on El Mar Drive that Driftwood utilizes for their beach access.
11. All canopy tents shall be removed by no later than 9:00pm on Sunday.
12. Chamber may erect two (2) signs, two (2) weeks prior to the event with one being located at the Chamber and one located at Town Hall. Signs must not interfere with vehicle line of site and be removed immediately following the event. Temporary sign permits are required.



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13. Certificate of Liability Insurance naming the Town as additional insured shall be submitted to 30-days prior to the event.
14. In the event that insurance certificates, licenses and other material requirements are not provided by the required dates, the approval for this event shall expire unless the Town Manager finds there are extenuating circumstances that the event sponsors have cured or can immediately cure without compromising the health, welfare and safety of the citizens of the Town of Lauderdale-By-The-Sea or those attending the event without increasing the administration costs of the Town.
15. The Town Manager may suspend permission for this event or the onsite Town representative may terminate an event due to the Chamber 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.
16. Upon showing by the Chamber of a valid reason, the Town Manager may approve minor logistical changes that are consistent with the Commission's past policy direction on special events.

EXHIBIT: 1. Special Event Application

Reviewed by Town Attorney

Yes No

Town Manager Initials

CS

EXHIBIT 1

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: Art/Craft Show
2. Day and date of event: Oct 27 + 28 2012 New event Returning event
3. Location where event will be held: Commercial & 56 Mar
4. Description of Event: Art/Craft Show
5. Name and address of sponsor or hosting organization
LATS Chamber
6. Name(s) of local contact person(s) who will be present each day of the event:
Mailing address: 4201 Ocean
Daytime phone#: 776-1000 Evening phone#: _____ Mobile phone#: _____
Email: info@lbs.com Fax#: 749-1540
7. What is the actual beginning and ending time of the event? 10 -
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? NO 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? No

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

See 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.



EXHIBIT 1

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 _____

Locate signs on detailed site plan.

see Attached

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 ³ 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: _____

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DEVELOPMENT
SERVICES

EXHIBIT 1

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

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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? Y 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.

Y Tent (size: ___ x ___) ___ Canopy (size 10 x 10) Y Stages Y 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 ___ 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

EXHIBIT 1

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.

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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.

[Signature]
Applicant's Signature (required)

8/14/12
Date

MALCOLM McCLINTOCK, Exec Dir.
Applicant's Printed Name and Title/Organization

954-776-1000
Telephone Number

STATE OF FLORIDA:
COUNTY OF BROWARD:

SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Florida,
by Malcolm McClintock 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

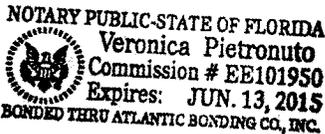


EXHIBIT 1

Chamber of Commerce ART/CRAFT SHOW REQUESTS

October 27 & 28, 2012: 10 am - 7 pm (Sat.) / 10 am - 5 pm (Sun.) - set up at 5 am on October 27 and take down by 9 pm on October 28.

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.

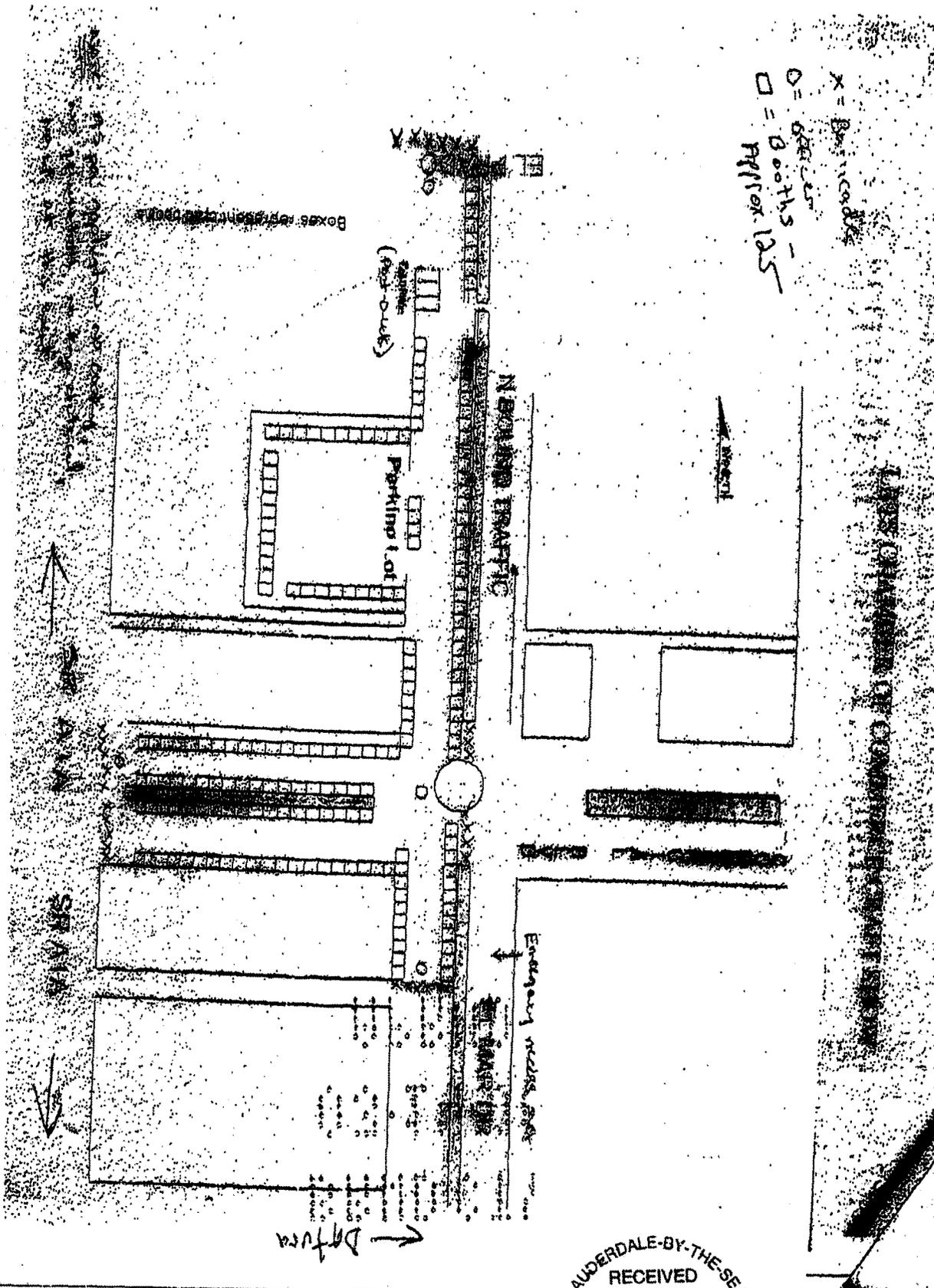
Town Municipal Parking lot on El Mar next to alley will be used for merchant booths.

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

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EXHIBIT 1

X = Booths
O = Booths -
P1110x.125



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LAUDERDALE BY THE SEA Craft Festival

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Lauderdale-By-The-Sea

FEDERAL HIGHWAY (US 1)

Intra-coastal Waterway

Intra-coastal Waterway

Atlantic Ocean

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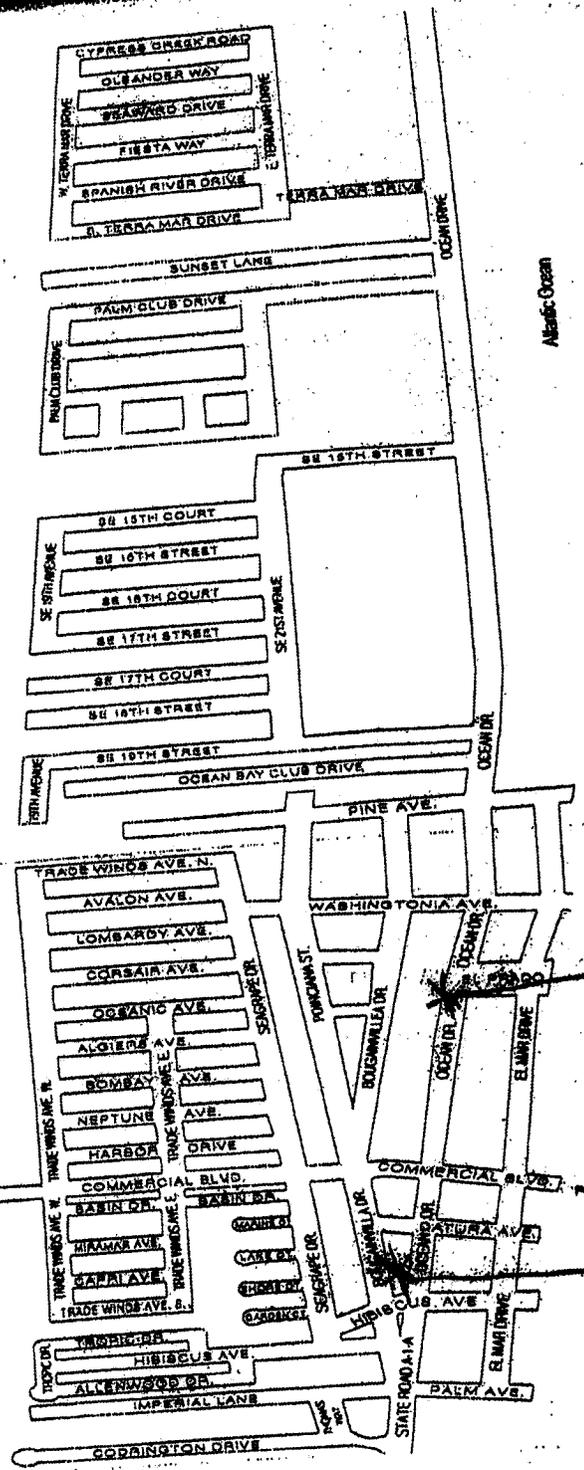


EXHIBIT 1

Staff, please provide comments for special event application.
Initial, date, and complete the form. When completed return to Eleanor Norena

Chamber 2012 Fall Art/Craft Show

Steve Paine

Comments:

Date: 8/31/2012

Initials: S.P.

① 5 pound ABC class fire extinguisher every 75' of travel.
② No open flame devices are allowed in ~~the~~ under
CAMPERS and Booths area. ③ Need to see documentation of flame
spread labeling. ④ Event shall be inspected by Fire Marshal before
opening.

Tuchette

Comments:

Date:

Initials:

None

T.T.

Bldg Official

Comments:

Date: 8/21/12

Initials: J

2 MALE & 4 FEMALE PORTABLE RESTROOM

FACILITIES (SECTION 22) 1 MALE & 1 FEMALE HANDICAPPED

ACCESSIBLE UNIT REQUIRED.

BUILDING PERMITS NOT REQUIRED

Administration

Eleanor Norena

Initiated:

Eleanor Norena
(8-31-12)