



AGENDA ITEM MEMORADUM

Town Manager's Office

Bud Bentley/Tuchette Torres

Department

Assistant Town Manger/Code Compliance Officer

COMMISSION MEETING DATE (*) - 7:00 PM	Deadline to Town Clerk
<input checked="" type="checkbox"/> March 13, 2012	

*Subject to Change

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

SUBJECT TITLE: Special Event Application for Easter Sunrise Service (Sunday, April 8, 2012.)

EXPLANATION: The Community Church proposes holding its annual Easter Sunrise Service on Sunday, April 8, 2012 at the Pavilion. The Special Event Application is attached (**Exhibit 1**). Set up will start at 5:00 a.m. and the event area will be open by 8:30 a.m. The event will occur between 7:00 am and 8:00 am. The applicant projects about 600 attendees. The event organizer (The Community Church) is requesting the Town refund the \$100 application fee and waive its electric fee and parking meter payment for this event.

East and west bound lanes of Commercial Blvd from El Mar Drive to the beach are requested to be closed. Both Aruba and the Pier are aware of the requested street closure and do not object.

Please note that as we have done for all events, we do not recommend refunding the application fee. Normally, we would recommend against providing free parking, however, at this early hour there is not a demand for parking so no revenues would be lost to the Town. The Commission has waived the utility fee of \$25 for other events.

RECOMMENDATION: Approve with the following conditions:

1. The Police Chief shall specify the number of detail officers needed for traffic and crowd control.
2. 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.
3. Certificate of Liability insurance must be provided to the Town.
4. Traffic barricades shall be placed along the east and west bound lanes of Commercial Blvd at El Mar Dr. An entrance lane along the south end of the event will be set up and maintained for the pier parking lot. Pier traffic to exit by way of the Oriana alley.
5. Town will waive the fees for the use of Town electric and ten (10) parking meters in the event area.
6. Applicant must maintain two (2) exits within the event area.
7. All electric cords shall be covered and secured so as not to pose a hazard to the public or event staff.
8. Sound system shall be operated so as not to violate the Town's Code. (Shall not exceed 90 dba or 95 dbc between the hours of 7:00 am and 10:00 pm when measured at or beyond 200 ft.)
9. All documents, especially insurance certificates are to be submitted at least 30 days prior to the event.
10. 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 and without increasing the administration costs of the Town.

11. 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.

EXHIBITS: 1. Special Event Application

Reviewed by Town Attorney
 Yes No

Town Manager Initials CA

File: T:\0 Agenda\3-13-12 Commission\Dev Services\3-13-12 Easter Sunrise Service.docx

2/21/2012



SPECIAL EVENTS APPLICATION

This completed application must be submitted with a \$100.00 application fee to: Town Manager's Office, Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, Florida 33308-3610, for approval 60 days prior to the date of the event (an approved certificate of liability insurance must be received 30 days prior to the event date.) This application is available on the Town website at www.lauderdalebythesea-fl.gov.

Phone : (954) 776-0576

Fax : (954) 776-1857

All special event applications are subject to approval of the Town Commission. The Special Event Permit, when issued may state conditions which must 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: EASTER SUNRISE SERVICE
2. Day and date of event: SUNDAY, APRIL 8, 2012 New event Returning event
3. Location where event will be held: COMMERCIAL BLVD. + BEACH
4. Description of Event: EASTER MORNING WORSHIP SERVICE
5. Name and address of sponsor or hosting organization
THE COMMUNITY CHURCH
4433 BOUGAINVILLEA DR., LBTS, FL, 33308
6. Name(s) of local contact person(s) who will be present each day of the event:
REV. JIM GOLDSMITH
Mailing address: 4433 BOUGAINVILLEA DR., LBTS, FL, 33308
Daytime phone#: ⁹⁵⁴⁻776-5530 Evening phone#: ⁹⁵⁴⁻629-2797 Mobile phone#: 954-629-2797
Email: BYDAYBREAK @ ATT. NET Fax#: 954-776-7791
7. What is the actual beginning and ending time of the event? 7:00AM - 8:00AM
Start of set-up time? 5:00 A.M End of tear-down time? 8:30 A.M
8. What type of audience is the event planned for? GENERAL PUBLIC
9. How many participants do you anticipate? 15 spectators? 600 adult volunteers? 20
10. Are there fees for the participants or spectators? NO Will fees be collected on-site? NO



Special Events Application: Page 1

Revised February 24, 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.

PAGE 7

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:

END OF COMMERCIAL BLVD. BY PAVILLION 5:00A - 8:30A

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: NONE

VEHICLE LOADING/UNLOADING

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

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

AT PAVILLION BEFORE & AFTER EVENT

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

ROAD CLOSURE FROM EL MAR TO THE BEACH
ON COMMERCIAL BLVD.
10 METERS AFFECTED

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.

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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: COMMUNITY CHURCH VOLUNTEERS 954-629-2797

Removal of trash from the event site: COMMUNITY CHURCH

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.

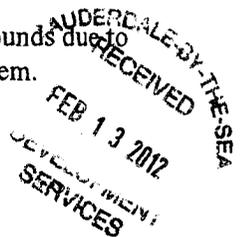
20. Will the event require the following on public property?

Electrical power-Describe use: POWER FOR SOUND SYSTEM AT PAVILLION

Water - Describe use: _____

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.

NO Tent (size: ___ x ___) NO Canopy (size ___ x ___) 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 ✓

FOOD

25. Will food be served at the event? Yes _____ No ✓ If yes, is the food provided:
Free of charge _____ Available for purchase _____ Non-Profit _____ For profit _____
Please list the types of food you are serving: _____

Cooking Equipment: Fryers? _____ Charcoal Grills? _____ Propane Grills? _____ Concession trailers? _____
Open fires? _____ Warmers? _____ Sterno? _____ Smokers? _____ Hoods? _____ Refrigerators? _____

Are you requesting approval to offer other items for sale at the event? Yes _____ No ✓
List other items _____

EVENT CONTRACTOR

26. Please name your event contractor, if applicable: N/A

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

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, Statement of Benefit is required by Town Code and must be submitted with application.

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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.

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.

Rev. James B. Goldsmith
Applicant's Signature (required)

2/10/2012
Date

REV. JAMES B. GOLDSMITH, PASTOR
Applicant's Printed Name and Title/Organization

954-776-5530
Telephone Number

STATE OF FLORIDA:
COUNTY OF BROWARD:

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



My Commission Expires:

Notary Public, State of Florida

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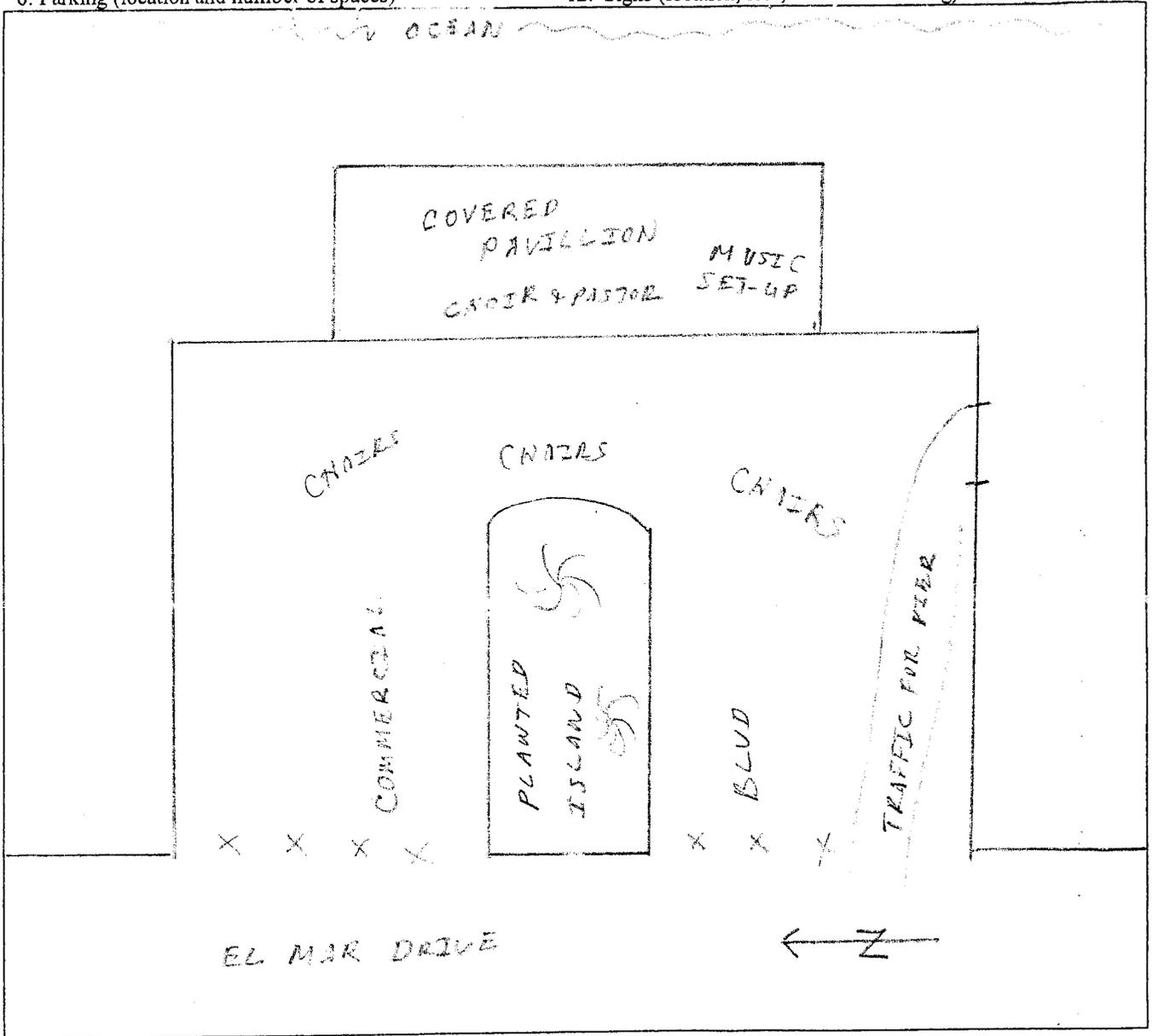
LAUDERDALE BY THE SEA
 RECEIVED
 FEB 13 2012
 DEVELOPMENT
 SERVICES

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



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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/08/2012

Page 1 of 1

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis of Ohio, Inc. c/o 26 Century Blvd. P. O. Box 305191 Nashville, TN 37230-5191	CONTACT NAME:		
	PHONE (A/C, NO. EXT):	877-945-7378	FAX (A/C, NO.): 888-467-2378
	E-MAIL ADDRESS:	certificates@willis.com	
	INSURER(S) AFFORDING COVERAGE	NAIC#	
	INSURER A:	Lexington Insurance Company	19437-002
INSURED (0000001034) Community Church of Lauderdale by the Sea, Inc. 4433 Bougainvillea Drive Lauderdale By The Sea, FL 33308	INSURER B:	National Union Fire Ins. Co. of Pittsburg	19445-001
	INSURER C:	Hartford Fire Insurance Company	19682-001
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 17412646 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L INSRD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			11237056 & 048409888	10/1/2011	10/1/2012	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			11237056 & 048409888	10/1/2011	10/1/2012	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			XS3464071	10/1/2011	10/1/2012	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC SEE BELOW	10/1/2011	10/1/2012	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach Acord 101, Additional Remarks Schedule, if more space is required)

Workers Compensation Policy #45WEGLW2268

Special Event: Easter Sunrise Service to be held on the beach of the Atlantic Ocean, Commercial Blvd. and the beach.
Time and Date: 5:00 AM - 8:00 AM, Sunday, April 8, 2012.

CERTIFICATE HOLDER

Town of Lauderdale By The Sea
Attn: Special Events - Insurance
4501 Ocean Drive
Lauderdale By The Sea, FL 33308

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Coll:3629076 Tpl:1403326 Cert:17412646 ©1988-2010 ACORD CORPORATION. All rights reserved.