



AGENDA ITEM MEMORADUM

Item No. 11c

Town Manager's Office

Bud Bentley/Tuchette Torres

Department

Assistant Town Manger/Code Compliance Officer

Table with 2 columns: COMMISSION MEETING DATE (\*) - 7:00 PM, Deadline to Town Clerk. Row 1: [X] April 10, 2012

\*Subject to Change

- Checkboxes for Presentation, Reports, Consent, Ordinance, Resolution, Quasi-Judicial, Old Business, New Business.

SUBJECT TITLE: Special Event Application for Chamber of Commerce "Mother's Day Jazz By-The-Sea" event proposed for Sunday, May 13, 2012.

EXPLANATION: The Special Event Application is attached (Exhibit 1). The event is proposed to be held on Sunday, May 13, 2012. Set up of the event will start at 12.30 p.m. and the area will be cleaned up by 4:30 p.m.

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.
3. Proof of general liability insurance coverage...
4. Sound system shall be operated so as not to violate the Town's Code.
5. In the event that insurance certificates, licenses and other material requirements are not provided...
6. The Town Manager may suspend permission for this event...

EXHIBITS: 1. Special Event Application

Reviewed by Town Attorney [ ] Yes [X] No

Town Manager Initials [Signature]

File: T:\0 Agenda\4-10-12 Commission\Dev Services\4-10-12 AM Mother's Day Jazz.docx



The Town of Lauderdale-By-The-Sea  
Special Event 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  
Questions: Phone: 954-776-3611 or email

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: MOTHER'S DAY JAZZ BY THE SEA
2. Day and date of event: MAY 13<sup>th</sup>, 2012 New event  Returning event
3. Location where event will be held: EL PRADO PARK
4. Description of Event: LIVE JAZZ BAND IN THE PARK FROM 1PM-3PM
5. Name and address of sponsor or hosting organization LBTS CHAMBER OF COMMERCE  
4201 Ocean Drive  
LBTS, FL 33308
6. Name(s) of local contact person(s) who will be present each day of the event:  
MALCOLM McCLINTOCK, MARK SILVER  
Mailing address: 4201 Ocean Drive, LBTS, FL 33308  
Daytime phone#: 954-776-1000 Evening phone#: \_\_\_\_\_ Mobile phone#: \_\_\_\_\_  
Email: INFO@LBTS.COM Fax#: 954-769-1560
7. What is the actual beginning and ending time of the event? 1 PM - 4 PM  
Start of set-up time? 12:30 PM End of tear-down time? 4:30 PM
8. What type of audience is the event planned for? FAMILIES
9. How many participants do you anticipate? 4-6 spectators? ±200 adult volunteers? 6
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

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**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.

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**STREET CLOSURES**

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

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

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**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: \_\_\_\_\_

**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: \_\_\_\_\_

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**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

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15. Are you requesting use of Town parking meter spaces for the event? Yes \_\_\_\_\_ No  X

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.

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**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 \_\_\_ No X

**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 X

**SOUND SYSTEMS**

18. Request to use amplified sound on public property-the following is requested:  
\_\_\_ 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: \_\_\_\_\_

Removal of trash from the event site: \_\_\_\_\_

**TOWN UTILITIES**

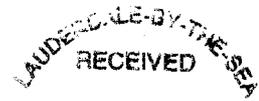
Electrical power and/or water supply is the responsibility of the applicant. A fee is required, paid in advance, to use Town utilities. Indicate generators and fuel storage locations on the detailed site plan.

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

\_\_\_ Electrical power-Describe use: NO

\_\_\_ Water - Describe use: NO

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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? 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 \_\_\_ ) \_\_\_ Canopy (size \_\_\_ x \_\_\_ ) \_\_\_ Stages \_\_\_ Bleachers

The use of tents requires a review by the LBTBS 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 \_\_\_

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

**EVENT CONTRACTOR**

26. Please name your event contractor, if applicable: \_\_\_\_\_

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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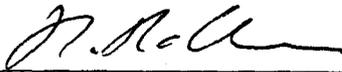
**STATEMENT OF BENEFIT**

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.



Applicant's Signature (required)

3/20/12

Date

MALCOLM McCLINTOCK, LATS Chamber  
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 \_\_\_\_\_ 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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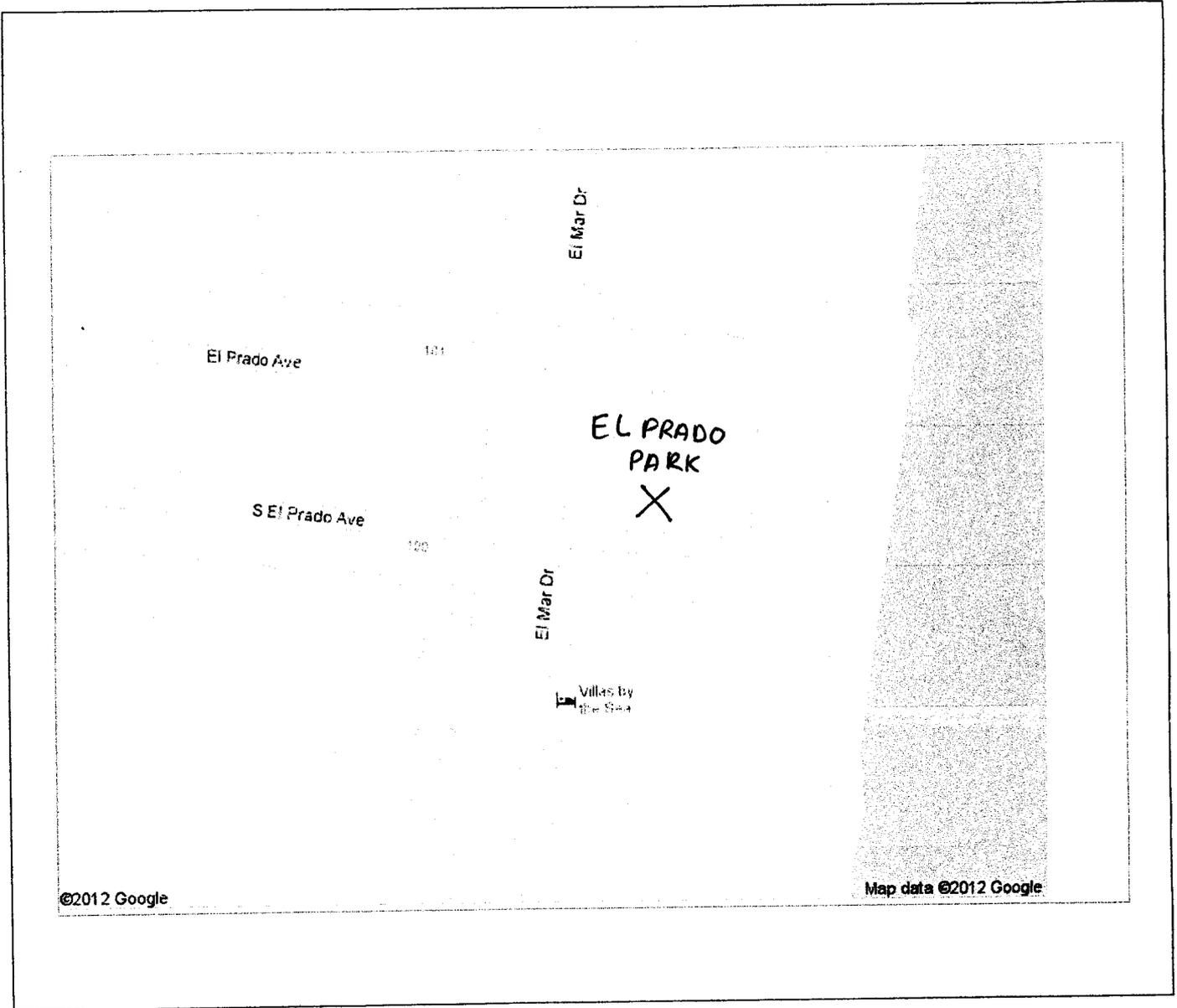
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**DETAILED SITE PLAN**

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)



**LBTS CHAMBER OF COMMERCE  
PRESENTS**

**“Mother’s Day Jazz By The Sea”**

**After you have a fabulous brunch with  
Mom at one of our many wonderful local  
restaurants, bring the family to:**

**Jazz By The Sea!**

**at El Prado Park**

**(El Mar Drive, 1 block north of Commercial)**

**FREE JAZZ CONCERT**

**Enjoy the band by the sand!**

**Bring your Beach Blanket & Lounge Chairs**



**May 13th, 2012  
1:00 PM to 4:00 PM  
Family Fun!  
Weather Permitting**



Lauderdale-By-  
The-Sea Chamber  
of Commerce

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