



AGENDA ITEM MEMORADUM

Town Manager's Office

Bud Bentley/Tuchette Torres

Department

Assistant Town Manger/Code Compliance Officer

BTB T.T.

COMMISSION MEETING DATE (*) - 7:00 PM	Deadline to Town Clerk
<input checked="" type="checkbox"/> April 10, 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 The American Cancer Society's "Relay For Life event proposed for Friday, June 1, 2012 and Saturday, June 2, 2012.

EXPLANATION: The American Cancer Society proposes holding their Relay for Life event on Friday, June 1 and Saturday, June 2, 2012 at the El Prado Park on EL Mar Dr. The Special Event Application is attached (Exhibit 1). Set up will start at 3:00 p.m. on Friday and the event area will be open by 1:30 p.m. on Saturday. The event will occur 6:00 p.m. on Friday through Saturday 12:00 p.m. The applicant projects about 150 attendees. The event organizer (Ali Martinez) is requesting the Town waive its electric and parking fees.

Please note that as we have done for all events, we do not recommend refunding the application fee. The Commission has waived the utility fee of \$25 and parking fees 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. (No BSO off duty deputies are anticipated at this time.)
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. No road closures are required since the event will be held onsite at the Park.
4. Proof of general liability insurance coverage in an amount not less than one million dollars with the Town listed as a coinsured shall be provided no less than 30-days in advance of the event.
5. Certificate of Liability insurance must be provided to the Town.
6. Town will waive the fees for the use of Town electric and parking.
7. The sponsor must obtain a permit for the 10 x 20 tent.
8. A "No Smoking" and Exit sign are required along with an emergency light for the 10 x 20 tent.
9. A Fire Watch is required to be scheduled with the Town's Fire Department for the 10 x 20 tent.
10. Keep propane grill at least twenty-five (25) feet away from all tents.
11. A copy of the flame spread labeling documentation is required by the Fire Marshall.
12. All electric cords shall be covered and secured so as not to pose a hazard to the public or event staff.
13. 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.) The sound system shall not be operated between the hours of 10:30 pm and 7:00 am.



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14. All documents, especially insurance certificates are to be submitted at least 30 days prior to the event.
 15. 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.
 16. 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\4-10-12 Commission\Dev Services\4-13-12 AM Relay for life.docx



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: Relay For Life of Lauderdale By The Sea
2. Day and date of event: June 1-2, 2012 New event X Returning event _____
3. Location where event will be held: Lauderdale By The Sea, FL
4. Description of Event: Relay For Life is a celebration of life in honor of those touched by cancer. Relay For Life also raises funds for the American Cancer Society's programs of research, education, advocacy and service – programs that can reduce cancer deaths and cancer incidence, and improve the quality of life for those touched by cancer.
Relay For Life is a true community event where people of all ages and from all walks of life come together for a common cause. We walk, jog or run relay style around the tracks or pathways at school or community football fields, fairgrounds and parks for eighteen hours. Friends, relatives, local businesses, hospitals, schools, faith based organizations, service clubs and other organizations organize teams of 10-15 people. Each team member is asked to raise a minimum of \$100 before the event.
5. Name and address of sponsor or hosting organization: The American Cancer Society
3363 W.Commercial Blvd, Suite 100, Fort Lauderdale, FL 33309
954-564-0880
6. Name(s) of local contact person(s) who will be present each day of the event: Ali Martinez-Malo
Mailing address: 3363 W. Commercial Blvd, Suite 100, Fort Lauderdale, FL 33309
Daytime phone#: 954-564-0880 ext. 7521 Mobile phone#: 786-285-6767
Email: Ali.MartinezMalo@cancer.org Fax#: 954-561-8072
7. What is the actual beginning and ending time of the event? 6 pm and 12 pm
Start of set-up time? 3pm Friday End of tear-down time? 1:30 pm Saturday
8. What type of audience is the event planned for? Friends, relatives, local businesses, hospitals, schools, faith based organizations, service clubs and other organizations.

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



9. How many participants do you anticipate? 150 adult volunteers?10
10. Are there fees for the participants or spectators? No Will fees be collected on-site?Yes

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.

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:

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? _____

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

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

If yes, provide the meter numbers on the site plan and purpose for which they will be used.

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

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.

LAUDERDALE-BY-THE-SEA
RECEIVED
FEB 28 2012
DEVELOPMENT
SERVICES

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

SIGNAGE

Will signs be erected for the event? Yes No Number of signs: TBD Size _____ sq.ft.
Location of signs: TBD
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: Volunteers.

Removal of trash from the event site: Volunteers.

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?
Yes Electrical power-Describe use: Lighting and soundsystem

NO 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? TWO

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.

YES Tent (size:TBDx____) YES Canopy (sizeTBDx____) YES 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 X No _____ If yes, is the food provided:

Free of charge: X Available for purchase: X Non-Profit: X For profit X

Please list the types of food you are serving: Survivor dinner is catered by local restaurant. Food sold by teams as their fundraisers is TBD.

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

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

List other items: Chance-drawing baskets, costume jewelry, individual team fundraisers

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.



The Town of Lauderdale-By-The-Sea
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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.

Ali Martinez-Malo

Applicant's Signature (required)

2/21/2012

Date

Ali Martinez-Malo

Applicant's Printed Name and Title/Organization

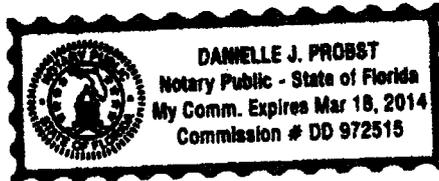
786-285-6767

Telephone Number

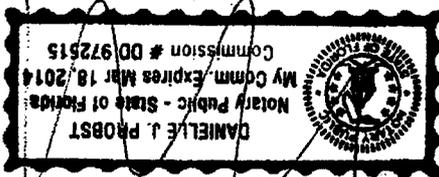
STATE OF FLORIDA:
COUNTY OF BROWARD:

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

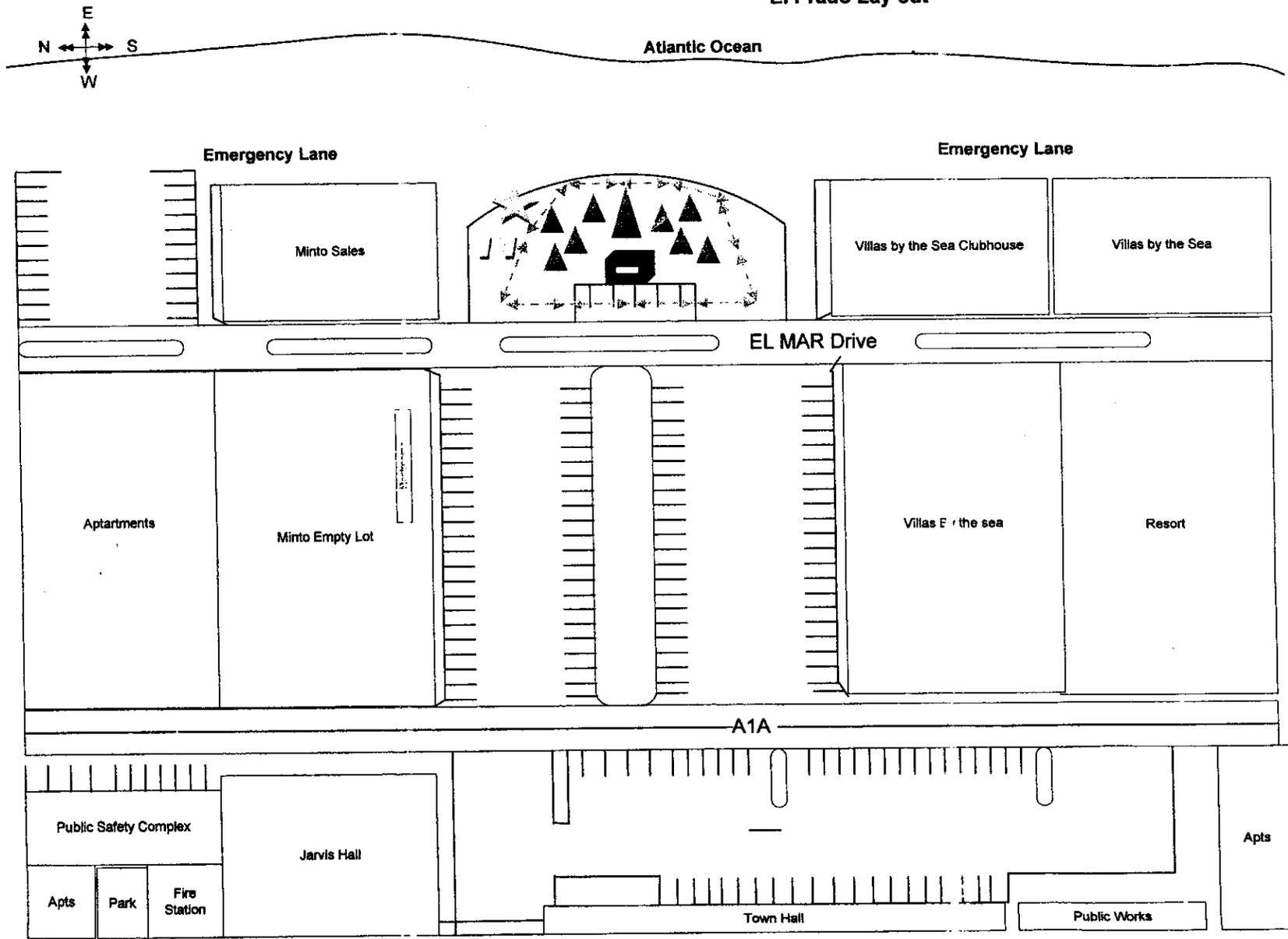
My Commission Expires:



Danielle Probst
Notary Public, State of Florida



El Prado Lay out



LEGEND

- Tents
- Bathrooms
- Walking Path
- Survivor Tent
- Stage