



Item No. 11a

# AGENDA ITEM MEMORADUM

**Town Manager's Office**

Department

**Bud Bentley/Pat Himelberger** *ph*

Assistant Town Manager/Asst. to the Town Manager

COMMISSION MEETING DATE (*) - 7:00 PM	Deadline to Town Clerk
<input checked="" type="checkbox"/> <b>May 8, 2012</b>	

\*Subject to Change

- |                                       |   |  |                                       |
|---------------------------------------|---|--|---------------------------------------|
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Reports        | <input checked="" type="checkbox"/> <b>Consent</b> | <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 Silver Screen's Family Night proposed for Wednesdays, from May 16, 2012 to August 14, 2012.**

**EXPLANATION:** Silver Screen Promotion Inc. is a Lauderdale-By-The-Sea based business located at 220 E. Commercial Boulevard that provides music, voice and acting instruction. They propose to hold an event from 5:30 pm to 7:30 pm every Wednesday at El Prado Park, starting May 16, 2012 to August 14, 2012. This event will feature various activities such as a singing, dancing, fashion shows and jazz bands. The event is designed to showcase local talent. The Special Event Application is attached (**Exhibit 1**). Set up and tear down will begin at 4:30 p.m. and end at 8:30 p.m. The applicant anticipates approximately 40 spectators. The event sponsor is requesting the Town waive its electric fees, which we are recommending in condition 1 below.

**RECOMMENDATION:** Approve with the following conditions:

1. The Town waives its electric fees for this series of event.
2. The specific set up of the event in El Prado Park shall be approved by the Municipal Services Director.
3. 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.)
4. Provide additional waste receptacles and recycle bins as needed. If directed by the Municipal Services Director, the applicant shall empty the Towns waste receptacles within the event area at the conclusion of the event. The applicant shall pick up and dispose of trash left on the grounds after the event.
5. Provide one (1) 2 AB 10 BC portable fire extinguisher for the event.
6. 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.).
7. Work with Municipal Services Director on turning on the power needed for the event.
8. 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 in advance of the event.



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9. In the event that insurances certificates, licenses and other material requirements are not provided as required, 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.
  10. 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

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.

1. Name of event: Silver Screen Family Night
2. Day and date of event: Hope to begin 3<sup>rd</sup> week  New event  Returning event  
Every Wednesday, 3 months initially  
in April (mid week)
3. Location where event will be held: El Prado Park LBTS
4. Description of Event: Singing, Dancing, Fashion Shows, Jazz Bands
5. Name and address of sponsor or hosting organization  
Silver Screen Promotions Inc. Suite 201  
220 E. Commercial Blvd., LBTS, FL
6. Name(s) of local contact person(s) who will be present each day of the event:  
Xati Hendrich  
Mailing address: 2100 NE 50<sup>th</sup> CB. #103, FL Land., FL 33308  
Daytime phone#: 954-292-9617 Evening phone#: Same Mobile phone#: Same  
Email: XATI@SILVERSCREENPROMOTIONS.COM Fax#: ---
7. What is the actual beginning and ending time of the event? 5:30 - 7:30 p.m.  
Start of set-up time? 4:30 p.m. End of tear-down time? 8:30 p.m.
8. What type of audience is the event planned for? Family & tourists
9. How many participants do you anticipate? 10-15 spectators? 50 adult volunteers? 5
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.

This will not be necessary as it is a small event.

**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:

N/A (NONE)

**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: N/A (NONE)

**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: NONE

**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

Everyone will be parking at meters in the area.

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.

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Special Event Application

**SIGNAGE**

Will signs be erected for the event? Yes \_\_\_ No  Number of signs NONE 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

**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: Kati Hendrik 954-292-9617

Removal of trash from the event site: Kati Hendrik 954-292-9617

**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: Need an outlet for sound system  
NO Water - Describe use: \_\_\_\_\_

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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.

NONE Tent (size:        x        )        Canopy (size        x        )        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:       NONE      

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

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.

Kati Hendricks  
Applicant's Signature (required)

3/28/12  
Date

KATI HENDRICKS  
Applicant's Printed Name and Title/Organization

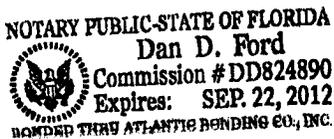
954-292-9617  
Telephone Number

STATE OF FLORIDA:  
COUNTY OF BROWARD:

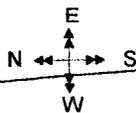
SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Florida,  
by KATI HENDRICKS who is personally known to me/provided \_\_\_\_\_ as  
identification and who did/did not take an oath.

Dan D. Ford  
Notary Public, State of Florida

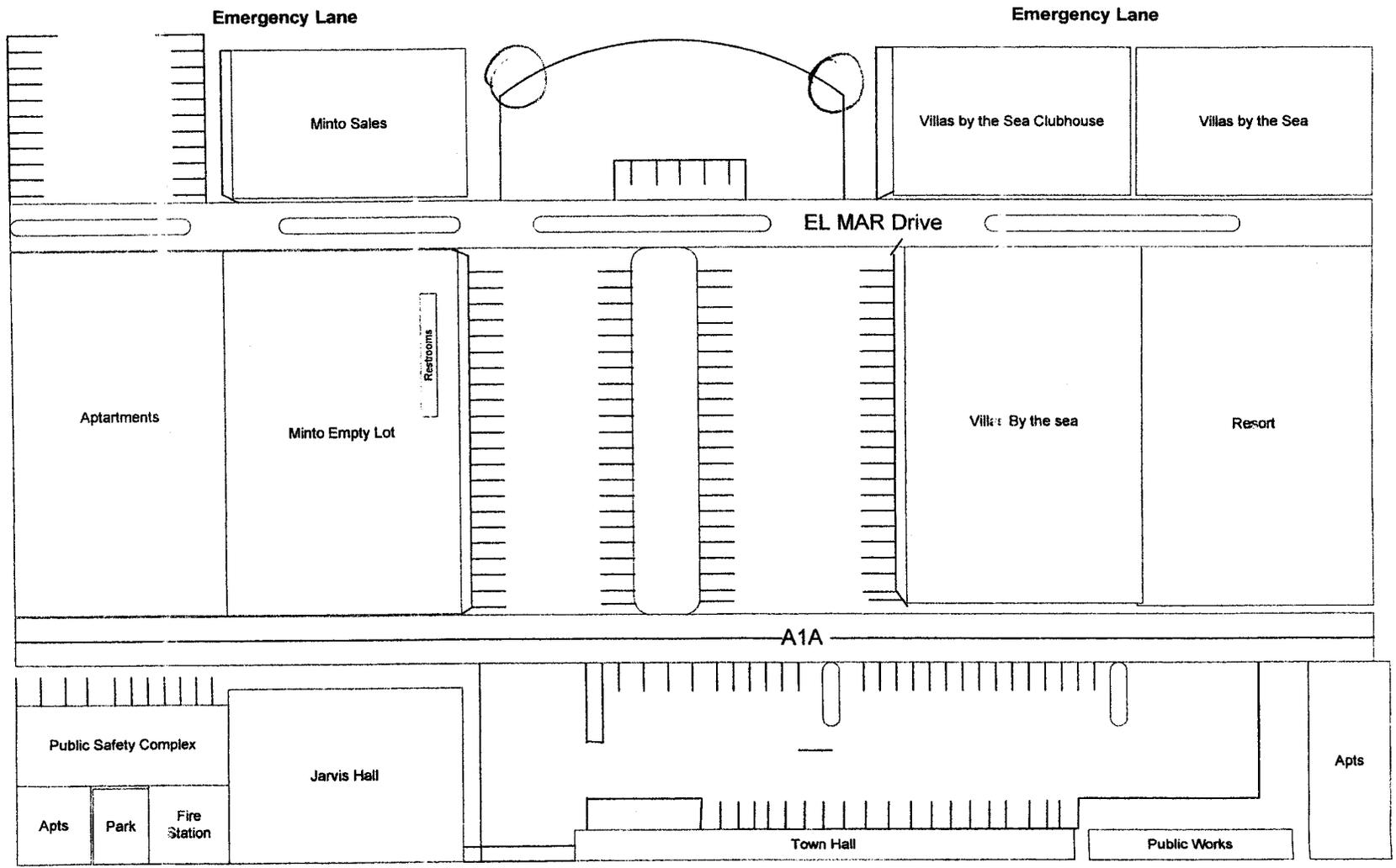
My Commission Expires:



El Prado Lay out



Atlantic Ocean



○ = gazebo - equipment