



# AGENDA ITEM MEMORADUM

**Town Manager's Office**

**Bud Bentley/Tuchette Torres**

Department

Assistant Town Manager/Code Compliance Officer

*BT*

<b>COMMISSION MEETING DATE (*) - 7:00 PM</b>	<b>Deadline to Town Clerk</b>
<input checked="" type="checkbox"/> <b>June 26, 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 Jazz on the Circle event proposed for Friday nights from August 3, 2012 to August 2, 2013.**

**EXPLANATION:** Jazz on the Circle has been successfully held in the past and the applicant is requesting approval of a one year special event permit from August 3, 2012 to August 2, 2013.

The actual event begins at 6:00 pm and ends at 10:30 pm, which is the same time as currently approved. The setup starts at 4:00 pm and the street reopens by 11:30 pm. The Special Event Application is attached (**Exhibit 1**).

During the off season (May – December), the applicant requests the same site plan as currently used, which is the closure of the north bound lane of El Mar in the 4400 block of El Mar Drive (from Commercial north to the alley).

During the season (January – April) 101 Ocean participates in the Friday night event and the crowds are significantly larger; therefore, the applicant requests the option of also closing the south bound lane of El Mar in the 4400 Block (from Commercial north to the first break in the median).

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

1. Parking.
  - a. The applicant shall pay at the end of each month for all parking spaces closed as a result of the event at the then current meter rate.
  - b. When the southbound lane of El Mar is closed to expand the event site, the El Mar Parking Lot is not accessible to the public and the applicant shall pay at the end of each month for all of the parking spaces in the El Mar Parking Lot during the event hours at the then current meter rate.
  - c. The applicant shall ensure the Driftwood access across El Mar and to the beach is not blocked at any time from event activities.
2. On the north and south ends of the event site, barricades and fencing shall be placed to protect the public from on-coming traffic and provide safe passage along the sidewalk. The applicant shall keep the sidewalks next to event site and within the event site open and clear for pedestrian traffic.
3. The Police Chief shall specify the number of detail officers needed for traffic and crowd control. Depending on crowds, generally BSO recommends two off duty detail deputies.



4. Applicant shall provide additional waste receptacles and recycling bins. During the event as needed and at the end of the event, the applicant shall empty the applicant'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.
5. No alcohol is permitted outside of the designated event area.
6. Tents, stage, tables, chairs, etc., shall not interfere with pedestrian walkways, ingress or egress.
7. Applicant shall maintain at least two (2) exits from the event area.
8. The event shall comply with code Section 17-114 (C) (10) and all broadcasting of live or recorded music shall cease by 10:30 p.m. The Sound system shall be operated so as not to violate the Town's Code by not exceeding 90 dba or 95 dbc between the hours of 7:00 am and 10:00 pm or 75 dba and 75 dbc from 10:00 to 10:30 pm when measured at or beyond 200 ft.)
9. One 2A ABC fire extinguisher on site during the event.
10. All electric cords shall be covered and secured so as not to pose a hazard to the public or event staff.
11. All required Certificate of Insurance and Extension of Premise Alcohol Licenses shall be submitted at least 30 days prior to each event date.
12. The Town Manager may approve minor changes in the hours of the event, site plan or the event conditions, which are consistent with the Commission's policy direction.
13. 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



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: Jazz on the Circle
2. Day and date of event: Friday Nights 8/3/12 to 8/3/13 New event  Returning event
3. Location where event will be held: 4400 Block of El Mar DR
4. Description of Event: Live Jazz/Blues music, dancing
5. Name and address of sponsor or hosting organization The Village Grille and  
101 Ocean
6. Name(s) of local contact person(s) who will be present each day of the event: David Gadsby  
Mailing address: 4400 El Mar Drive  
Daytime phone#: 9-695-2757 Evening phone#: Same Mobile phone#: Same  
Email: David@VillageGrille.com Fax#: 9-776-7085
7. What is the actual beginning and ending time of the event? 6:00 pm to 10:30 pm  
Start of set-up time? 4:00 pm End of tear-down time? 11:30 pm
8. What type of audience is the event planned for? All ages / family
9. How many participants do you anticipate? 7 spectators? 200 adult volunteers? n/a
10. Are there fees for the participants or spectators? no Will fees be collected on-site? n/a

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:

4400 Block of Elmar - Friday nights

**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: B.S.O.

**VEHICLE LOADING/UNLOADING**

14. Are you requesting that vehicles be permitted to load/unload in non-metered areas? Delivery Area on ELMAR Drive

If yes, please indicate the location and times loading and unloading would occur: North Bound Delivery area on ELMAR Drive.

**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  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.

LAUDERDALE-BY-THE-SEA  
RECEIVED  
JUN 1 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 2 Size 16 sq.ft.  
Location of signs on the stage with the band name.

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: The Village Grille

Removal of trash from the event site: Choice Waste

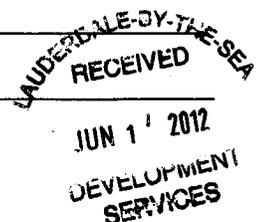
**TOWN UTILITIES**

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?

No Electrical power-Describe use: n/a

No Water - Describe use: n/a



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? 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 \_\_\_\_ ) 3 Canopy (size 10 x 10) 1 Band Risee 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**

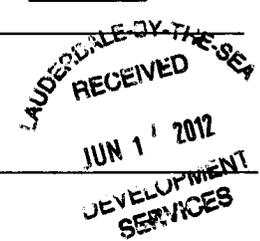
25. Will food be served at the event? Yes  No \_\_\_\_\_ If yes, is the food provided:  
Free of charge \_\_\_\_\_ Available for purchase  Non-Profit \_\_\_\_\_ For profit \_\_\_\_\_  
Please list the types of food you are serving: \_\_\_\_\_

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? yes  
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.

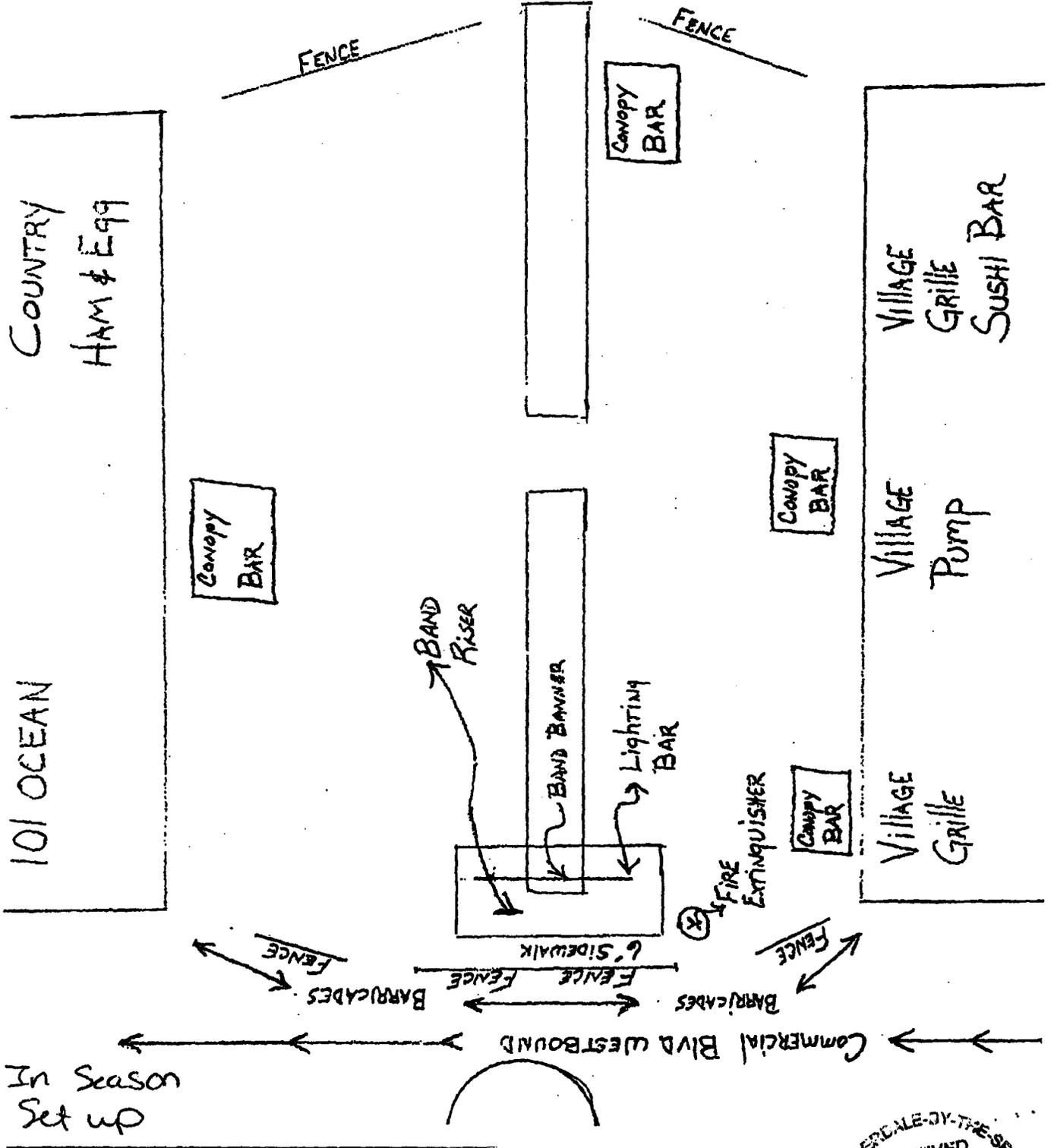
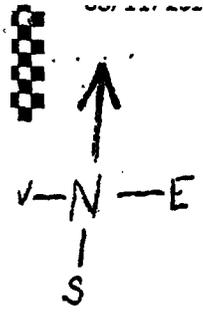
**INDEMNIFICATION**

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 may be entered, incurred or assessed as result of the foregoing.

LAUDERDALE-BY-SEA  
RECEIVED  
JUN 1 2012  
DEVELOPMENT  
SERVICES



DRIVE UPS IN SEASON

LAUDERDALE-ON-THE-SEA  
RECEIVED  
JUN 1 2012  
DEVELOPMENT SERVICES

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.

*David Gadsby*  
Applicant's Signature (required)

6/1/12  
Date

DAVID GADSBY OWNER  
Applicant's Printed Name and Title/Organization

954-695-2757  
Telephone Number

STATE OF FLORIDA:  
COUNTY OF BROWARD:

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

*Colleen A. Tyrell*  
Notary Public, State of Florida

My Commission Expires:

