



LAUDERDALE • BY • THE • SEA

Agenda Memorandum

Development Services Department

Bud Bentley

ATM & Development Services Director

COMMISSION MEETING DATE - 7:00 PM	Deadline to Town Clerk
September 24, 2012	

- Presentation Reports Consent Ordinance
- Resolution Quasi-Judicial Old Business New Business

FY2012 DESIGNATED HIGH PRIORITY ITEM - PRIORITY TOPIC

SUBJECT TITLE: Special Event Application for the Patriots Pre & Post Game Event proposed for Sunday, December 2, 2012.

EXPLANATION: The Village Grille has submitted the attached special event application (**Exhibit 1**) to hold a Patriots Pre & Post Game Event on Sunday between 8:30 am and 9:00 pm, December 2, 2012. This is a recurring event; however, this year's event is expanded and requires the closure of the northbound lane of El Mar Drive from Commercial Boulevard to adjacent alley.

The Village Grille has requested: That the eleven (11) parking spaces in the 4400 block of the northbound lane of El Mar Drive be closed from 8:30 am until 11:30 am for the pre-game organizing and loading of transportation. At 11:30 am, the northbound lane of the 4400 block of El Mar Drive and six (6) of the metered parking spaces will be reopened for regular use. (See Exhibit 1 - Site Plan) The five (5) remaining metered parking spaces; four (4) directly in front of the Village Pump/The Village Grille and one (1) at the end of the El Mar Drive median, will remain blocked until 5:00 pm. At 5:00 pm, the northbound lane of the 4400 block of El Mar Drive will reclose for the post game transportation to unload and remain closed until 9:00 pm.

RECOMMENDATION: We recommend approval of the event with the following conditions:

1. The Police Chief shall specify the number of BSO detail officers needed for traffic and crowd control. Depending on crowds, generally BSO recommends two detail deputies for this event. The Applicant shall contract with BSO Detail Office for the detail BSO deputies within ten (10) days of receiving event approval.
2. A (5 point ABC class) fire extinguisher shall be provided at each canopy area.
3. No open flame devises are allowed in/or under canopies and booth areas.
4. Fire Marshal shall inspect and approve the event layout prior to opening.
5. Three (3) additional bathroom facilities are required for the anticipated 500 attendees. The total shall include one (1) male, one (1) female & one (1) handicap accessible facilities.



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6. The Applicant shall submit for approval a solid waste and recycling plan at least 30-days prior to the event to the Municipal Services Director. During the event as needed and at the end of the event, the Applicant shall empty the 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.
7. Road Closings and Parking:
 - a. The Northbound lane of the 4400 block of El Mar Drive and the eleven (11) parking spaces will be closed from 8:30 am until 11:30 am. (See Exhibit 1- Site Plan #1)
 - b. At 11:30 am the Applicant will reopen the northbound lane of El Mar Drive by pulling back the barricades only to block the four (4) parking spaces directly in front of the Village Pump/The Village Grill. The street will remain open until 5:00 pm. (See Exhibit 1 - Site Plan #2)
 - c. At 5:00 pm the Applicant will reclose the northbound lane of El Mar Drive until 9:00 pm.
 - d. Town parking meters within the event site will be pre-paid by the Applicant at the hourly rate of \$1.50 per hour.
 - e. The event area shall be delineated with proper barriers at Commercial / El Mar Drive and at each end of the event to clearly identify the event area. These barriers shall be removed no later than 9:00 pm on Sunday.
8. No electric or gas shall be used for the event. Any electric cords used by the vendors shall be covered so as not to pose a hazard to the public.
9. Nothing shall block the crosswalk on El Mar Drive.
10. All canopy tents shall be removed by no later than 9:00pm on Sunday.
11. Certificate of Liability Insurance naming the Town as additional insured shall be submitted to 30-days prior to the event.
12. 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 without increasing the administration costs of the Town.
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.
14. Upon showing by the Applicant of a valid reason, the Town Manager may approve minor logistical changes that are consistent with the Commission's past policy direction on special events.

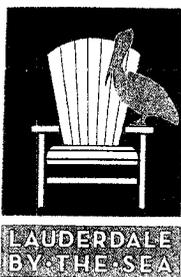
EXHIBIT: Special Event Application

Reviewed by Town Attorney

Yes No

Town Manager Initials

CA



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: Developments Services, 4501 Ocean Drive, Lauderdale-By-The-Sea, Florida 33308

This application is available on the Town website at www.lauderdalebythesea-fl.gov.
Questions please call: Phone: 954-640-4210 or email Eleanorn@lbts-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: Patriots Pre + Post Game Event
2. Day and date of event: Sunday Dec 2nd New event Returning event
3. Location where event will be held: 4400 Block of EL MAR DRIVE
4. Description of Event: Pre + Post game Event
5. Name and address of sponsor or hosting organization The Village Grille
4400 EL MAR DRIVE
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 LBTS FL 33308
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? See attached Schedule
Start of set-up time? — End of tear-down time? —
8. What type of audience is the event planned for? Football fans
9. How many participants do you anticipate? 500 spectators? — adult volunteers? —
10. Are there fees for the participants or spectators? — Will fees be collected on-site? —

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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.

See Site Plans 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:

See Site plans and Schedule

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

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:

Inside Lanes of 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

See Site Plans Attached

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.

See attached Site Plans

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 X 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 ___

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: use Village Grille Electric
no Water - Describe use: _____

VEHICLES ON PARK GROUNDS

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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? 2 regular 1 Handicap

A Building 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 75 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 954-640-4215.

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) 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: Regular menu

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? 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 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, 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)

8-28-12
Date

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

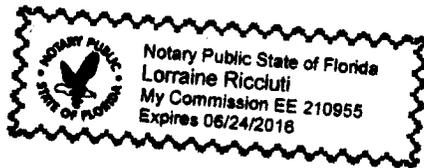
9-695-2757
Telephone Number

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 *FL Lic* as
identification and who did/did not take an oath.

Lorraine Ricciuti
Notary Public, State of Florida

My Commission Expires:



Beachside Village Resort

Lauderdale By The Sea
It's not where you stay, it's where you live!

8/28/12

Dear Town Commission and Management,

On December 2nd we are requesting permission to hold the annual Patriots VS. Dolphins Pre & Post Game Event. We want to clarify the event times as well as the road closures.

The 4400 Block of El Mar Drive and the 11 metered parking spaces in the area will be closed from 8:30 am to 11:30 am for the pre-game organizing and loading of transportation. See site plan #1

At 11:30 am, the 4400 block of El Mar Drive and 6 of the metered parking spaces will be reopened for regular use. 5 metered parking spaces; 4 directly in front of the Village Pump / The Village Grille and 1 at the end of the El Mar Drive median will remain blocked from public use till 5:00 pm. See site plan #2

At 5:00 pm, the 4400 block of El Mar Drive will be reclosed for the post game transportation to unload. At 9:00 pm the streets reopen and the area is returned to normal operation. See site plan #1

These metered spaces are identified on the following site plan.

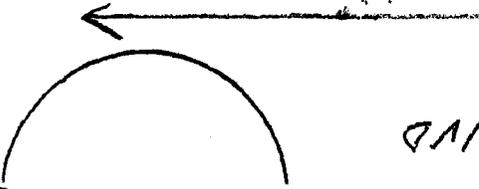


8:30 to 11:58 am

and

5:00 to 9:00 pm

1. MAIN HALL SITE



COMMERCIAL BLVD

WEST BOUND

101 OCEAN

COUNTRY HAM
Egg

ALLEY

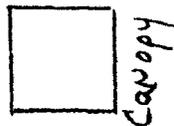
W ←

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→ E

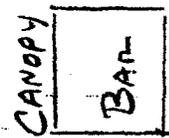
← FENCE + BARN/CAGES →

EL MAR DRIVE NORTH BOUND →



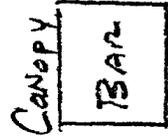
CANOPY

TABLES & CHAIRS



CANOPY

BAR



CANOPY

BAR

FENCE

FENCE + BARN/CAGES

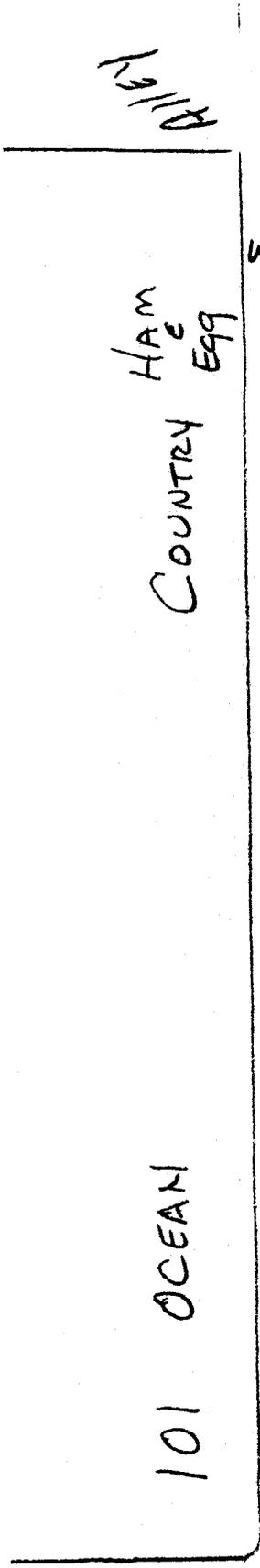
Village Grille · Village Pump

Village Sushi Bar

ALLEY

1:30 to 5:00 pm

SITE PLAN # 0



COMMERCIAL BVD

WEST BOUND

