



AGENDA ITEM MEMORADUM

Town Manager's Office

Bud Bentley/Tuchette Torres

Department

Assistant Town Manger/Code Compliance Officer

COMMISSION MEETING DATE (*) - 7:00 PM	Deadline to Town Clerk
<input checked="" type="checkbox"/> June 12, 2012	

BB
*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 a Public Menorah Lighting Ceremony event proposed for Sunday, December 9, 2012.

EXPLANATION: The Chabad Lauderdale-By-The-Sea has submitted the attached special event application (**Exhibit 1**) requesting Commission approval to hold a public Menorah lighting ceremony at the Beach Pavilion on Commercial Boulevard on Sunday, December 9, 2012 between 5:00 p.m. and 9:00 p.m. The event was held last year at the Beach Pavilion and no road closures were necessary.

The Chabad is requesting that the Town waives its \$100 special event processing fee and the \$25 electrical service fee. Consistent with our past practice, we do not recommend the special event processing fee be waived. The electrical fee is recommended to be waived (Condition 1).

RECOMMENDATION: Approve with the following conditions:

1. The \$25 electrical service fee is waived.
2. The site plan at the Pavilion shall be approved by the Town.
3. The applicant shall coordinate public safety issues with the Police Chief and shall provide the number of detail police officers determined by the Police Chief (none are anticipated at this time).
4. The applicant shall provide documentation of permission for the public attending the event to use bathroom facilities at area businesses.
5. The event site shall be organized in a safe manner to protect attendees. All extension cords shall be covered to avoid a trip hazard.
6. No additional solid waste disposal containers are required given the number of people attending the event and the type of event.
7. 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.
8. Sound system shall be operated so as not to violate the Town's Code. (Shall not exceed 90 dba or 95 dbc when measured at or beyond 200 ft.)



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9. 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.
 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 the health or safety issues, such as crowds that exceed the capacity of the event site.
 11. 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.

EXHIBITS: 1. Special Event Application

Reviewed by Town Attorney
 Yes No

Town Manager Initials CH



SPECIAL EVENTS APPLICATION

This completed application must be submitted with a \$100.00 application fee to: Town Manager's Office, Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, Florida 33308-3610, for approval 60 days prior to the date of the event (an approved certificate of liability insurance must be received 30 days prior to the event date.) This application is available on the Town website at www.lauderdalebythesea-fl.gov.

Phone : (954) 776-0576 Fax : (954) 776-1857

All special event applications are subject to approval of the Town Commission. The Special Event Permit, when issued may state conditions which must 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.

- Name of event: PUBLIC MENORAH LIGHTING
- Day and date of event: SUNDAY, DEC 9, 2012 New event Returning event
- Location where event will be held: COMMERCIAL BLVD & EL MAR DR.
- Description of Event: MENORAH LIGHTING. MUSIC, SPEECHES, REFRESHMENTS
- Name and address of sponsor or hosting organization CHABAD LAUDERDALE BY THE SEA.
4747 N. OCEAN DR. SUITE 238
LAUDERDALE BY THE SEA, FL. 33308
- Name(s) of local contact person(s) who will be present each day of the event:
BENZION SINGER
Mailing address: 4747 N. OCEAN DR. #238. L.B.T.S. FL 33308
Daytime phone#: 954 607 1104 Evening phone#: 954 607 1104 Mobile phone#: 954 263 7692
Email: rabbip@jewishlauderdale.com Fax#: 954 567 0036
- What is the actual beginning and ending time of the event? 5 PM - 9 PM
Start of set-up time? 3:30 PM End of tear-down time? 10:00 PM
- What type of audience is the event planned for? OPEN TO THE PUBLIC
- How many participants do you anticipate? NA spectators? 100 adult volunteers? 10
- Are there fees for the participants or spectators? NO Will fees be collected on-site? NO

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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 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:

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: NA

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: _____

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.

SIGNAGE

Will signs be erected for the event? Yes No Number of signs 1 Size 3 ft x 8 ft sq.ft.

Location of signs behind stage

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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: VILLAGE GRILLE 954-695-2757
Removal of trash from the event site: VILLAGE GRILLE / CHOICE

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: EXISTING OUTLET
_____ Water - Describe use: _____

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.

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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 _____) BAND RISER _____ ~~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

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: PASTRIES

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: CHABAD LAUDERDALE BY THE SEA / VILLAGE GALLE

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

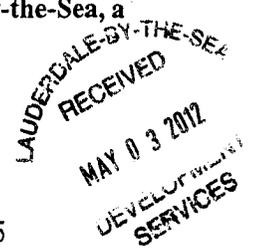
32. Applicant shall indemnify, defend and hold harmless the Town, its officers, agents and employees, from and against any and all claims, suits, actions, damages, liabilities, expenditures or causes of action of any kind arising directly or indirectly from this Special Event and resulting or accruing 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.

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.

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.

B. Singer
Applicant's Signature (required)

4-30-12
Date

BENZION SINGER- DIRECTOR
Applicant's Printed Name and Title/Organization

954-607-1104
Telephone Number

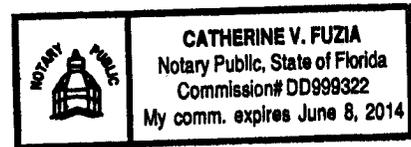
STATE OF FLORIDA:
COUNTY OF BROWARD:

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

My Commission Expires:

June 8, 2014

Catherine V. Fuzia
Notary Public, State of Florida



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

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)

Event will
Be Held
at the
pavilion
with final
approval
By Administration

T. Torres
5.30.17