



AGENDA ITEM MEMORADUM

Commission

**Commissioner Vincent &
LT. Daniel Chavez**

Department

COMMISSION MEETING DATE (*) - 7:00 PM	Deadline to Town Clerk
<input checked="" type="checkbox"/> June 12, 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 Independence Day Celebration Event Proposed for Wednesday, July 4, 2012.

EXPLANATION: The 4th of July 2012 special event is a cooperative effort of the Town of Lauderdale-By-The-Sea, the Lauderdale-By-The-Sea Chamber and the Lauderdale-By-The-Sea-Volunteer Fire Department (VFD) along with the many volunteers and people that provide financial and administrative support. The chairperson of this year's event is Commissioner Chris Vincent. The event logistics and staff support are being provided by the VFD.

This year's event includes a parade, VFD equipment demonstration, a variety of beach activities, eating contests and fireworks as shown on the attached Calendar of Events (**Exhibit 1**). The event will set up at 9:00 a.m. on Tuesday, July 3, 2012 and the cleanup finish time will be 12:00 midnight on Wednesday, July 4, 2012. The special event application is attached (**Exhibit 2**).

As the Commission is aware, this year's fireworks will be shot from the beach east of EL Prado Park.

RECOMMENDATION: Approve as proposed.

1. The Police Chief shall specify the number of additional detail officers needed for traffic and crowd control. BSO has recommended four detail deputies to be staggered at the beginning and end of shifts, Town shall coordinate the police detail schedule for the Anglin's square so that crowd control and security is provided throughout the area. Scheduled hours for these deputies shall be coordinated with the BSO District Chief and the contract for the officers shall be completed 10 days after the event has been approved by the Town Commission.
2. The event site plan may be modified by the Town Manager to address public safety and traffic concerns.
3. Closure of the 4400 4600 Blocks of Bougainvilla Drive on July 4th for set up staging and rolling street. closures along the parade route necessary for the 4th of July event
4. Two vendors are approved for additional food and drink sales. One located in El Prado Park and one along the Ocean Drive parking spots in front of Burger Fi.
5. Event signs shall not interfere with vehicle line of site and be removed immediately following the event



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6. Tents used by VFD BSO and AMR on the beach and in the El Prado Park Emergency access lane shall not interfere with pedestrian walkways ingress or egress.
 7. Additional waste receptacles and recycle bins shall be placed throughout Town.
 8. Sixteen 16 (14 Regular and 2 ADA) portable bathrooms shall be placed at 2 locations. 5 Regular and 1 ADA in the Municipal Parking area in El Mar; 9 regular and 1 ADA placed in the South side of Minto's Empty lot.

EXHIBITS: 1. Calendar of Events on July 4th
 2. Special Event Application

Reviewed by Town Attorney

Yes No

Town Manager Initials

[Handwritten signature]

Independence Day celebration Program

Wednesday July, 4 2012

10:00 – 11:30 - Parade

- Our traditional 4th of July parade will pass through town as customary celebrating our independence day.
- Floats and Bikes contest during the parade

11:30 - 12:30 – VFD Demonstration

VFD demonstration of equipment, children's Photos with Sparky, water hose play for children and fire truck education.

12:30 – 3:00 – Beach Activities

1. Sandcastle building Contest – Prizes and Judging by Aruba Beach Café
2. Water Rides – a chance to cool off and have some fun as a courtesy of Village Grill, Aruba Beach Café and Ocean 101
3. Ice time – Time to cool off some more with delicious ice cream provided by Kilwin's
4. Tug of war at the Beach – Hosted by The VFD
5. American Hot dogs – a chance to replenish some energy by enjoying a hot hog combo provided by Burger FI and our local businesses in Town.

3:00 – 5:00 – Test your appetite – Burger FI Eating Contest

3:00 - Custard eating contest for children

4:00 - Hamburger eating contest for adults

9:00 – 9:30 – Fireworks



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: **Independence Day Celebration**
2. Day and date of event: **July 4th 2012** ___ New Event ___ Returning Event **X**
3. Location where event will be held: **El Prado Park, Town Wide Parade, Minto Parking Lot**
4. Description of Event: **4th of July Parade, family events and Fireworks**
5. Name and address of sponsor or hosting organization: **Commissioner Chris Vincent**

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6. Name(s) of local contact person(s) who will be present each day of the event: **Town Of Lauderdale-by-the-Sea - Chair Commissioner Chris Vincent**

Mailing address: **4501 Ocean Drive, Lauderdale-By-The-Sea, Florida 33308-3610**

Daytime phone#: (954) 612-8606 Evening phone#: (954) 612-8606 Mobile phone#: (954) 612-8606

Email: ChrisVincent@lauderdalebythesea-fl.gov Fax#: _____

7. What is the actual beginning and ending time of the event? **9:00Am – 9:30 PM**
Start of set-up time? **July 3rd at 9:00AM** ___ End of tear-down time? **July 4th at Midnight**
8. What type of audience is the event planned for? **Open Visitors, Children, Residents**
9. How many participants do you anticipate? **600** spectators? **600** adult volunteers? **100**
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. **See Attached Maps**

STREET CLOSURES

12. Are you requesting that any public streets be closed for the event? **Yes**

If yes, indicate the streets and blocks and times the closure is requested: **See attached Map for parade and event layout. Close Bougainvillea Dr 2 blocks south and 1 block north of Fire Station from 7:30am to 10:00pm (or end of parade whichever is earlier) Rolling street closures along the parade route and at Staging areas until parade clears. North Bound El Mar Dr will be close during the activities between 11:30 am and 3:00 pm. El Mar Dr between El Prado park and Minto's Parking Lot and Anglin's Square closed to traffic by BSO from approx 8:00 pm to 10:00 pm pedestrian use during and immediately following the fireworks display.**

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: **See site plan. Town Staff to arrange for Bob's barricades**

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: **N/A**

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.

Regular event parking signs placed along El Mar Drive median for all day event parking after parade passes; Parking area in front of Town Hall to be used by event organizers and volunteers. 3 parking spots in the NE corner of El Prado lot will be used for ADA restrooms.

15. Are you requesting use of Town parking meter spaces for the event? **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.

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Special Event Application

SIGNAGE

Will signs be erected for the event? **Yes** Number of signs: **Size and number to be determined**
Location of signs: **El Prado Park area for events along El Mar Drive for event parking in median lanes and directional signs in medians along main arteries; Signs to be posted at El Prado Parking Lot, advising of road closure from 8 to 10 pm for fireworks display and pedestrian use.**

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, 1 parking officer 4 public works staff and BSO officers as recommended.**

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? **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:
Requested Choice to supply 20 extra cans and recycle bins that will be placed around Town
Clean up of the event site: **Town staff and participants**

Removal of trash from the event site: **Town staff and participants**

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: **Power up fans for water rides**

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Special Event Application

X Water – Describe use: **Provide water for water rides**

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? **16, Requested Choice to supply 14 regular and 2 ADA port-o-lets at 1 locations at El Mar Parking Lot to be delivered on July 3th afternoon**

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.

8 Tent (size:10 x 10) _____ 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, Fireworks contractor to have fireworks on the rear of Minto's sales center by 12:00 pm on July 4. Show to begin at 900pm BSO requested to patrol the beach around blocked area around El Prado park and beach area along with help from VFD beach units. Fireworks set up to start after DEP/FWC checks the area for turtle nests.**

FOOD

25. Will food be served at the event? **Yes, area restaurants will provide food. Yes, area restaurants will offer food after the parade from 11:30 to 4:00pm and a vendor from Burger FI will be sponsoring a Hamburger eating contest between 4:00pm and 5:00pm @ Ocean Blvd in front of Burger FI restaurant.**

If yes, is the food provided:

Free of charge _____ Available for purchase X Non-Profit X

Please list the types of food you are serving: Hot Dogs, Chips, Sodas, and water by the VFD

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Special Event Application

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, 1 non-profit vendor for Alex's Lemonade Stand will be serving lemonade and water.

EVENT CONTRACTOR

26. Please name your event contractor, if applicable: Town of Lauderdale-by-the-Sea

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**

Types: Mechanical/Electrical _____ Inflatable (bounce house etc.) _____ Manual (slides, trampolines) **X**
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.

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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.

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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.

Applicant's Signature (required)

Date

Applicant's Printed Name and Title/Organization

Telephone Number

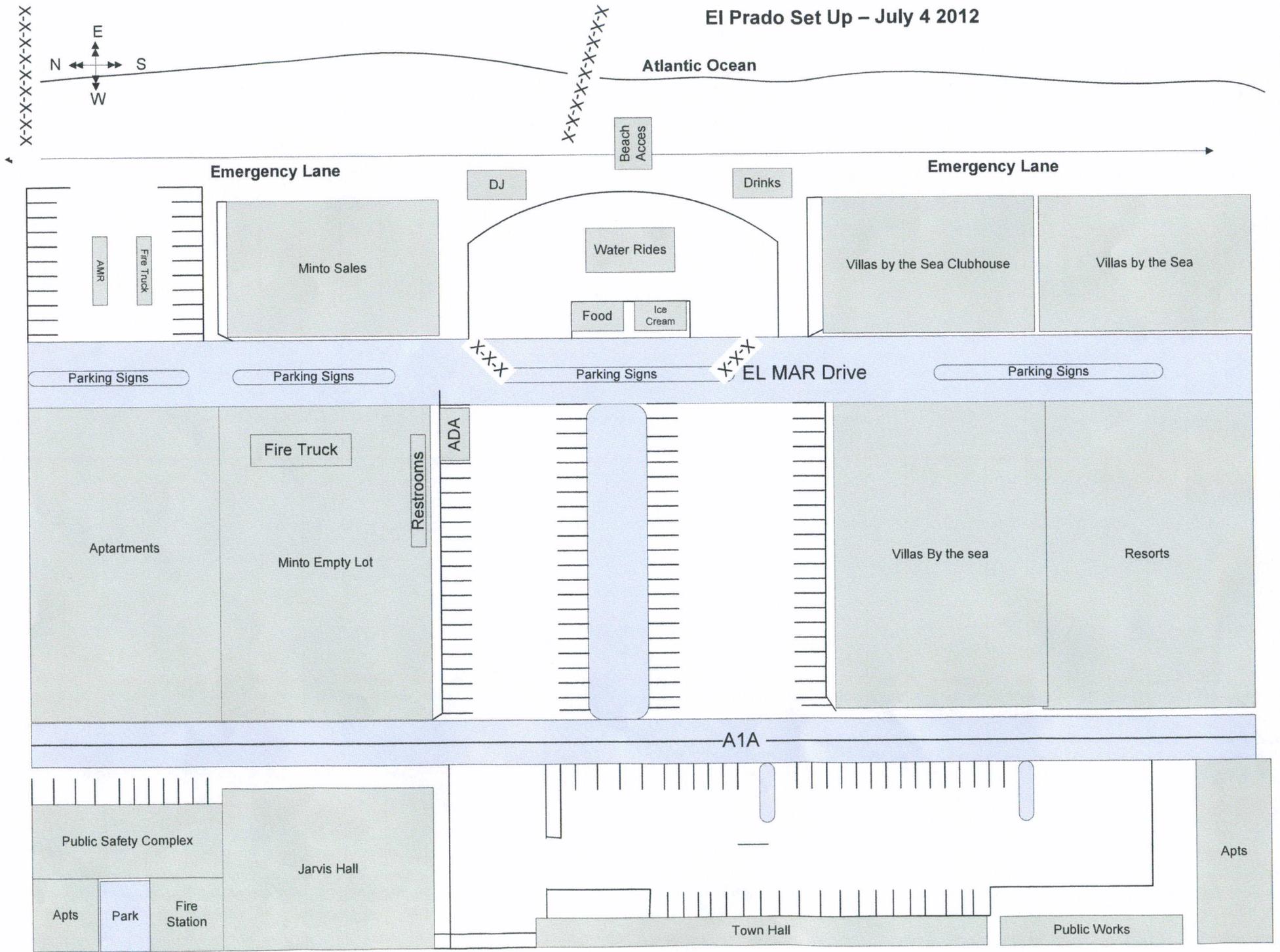
STATE OF FLORIDA:
COUNTY OF BROWARD:

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

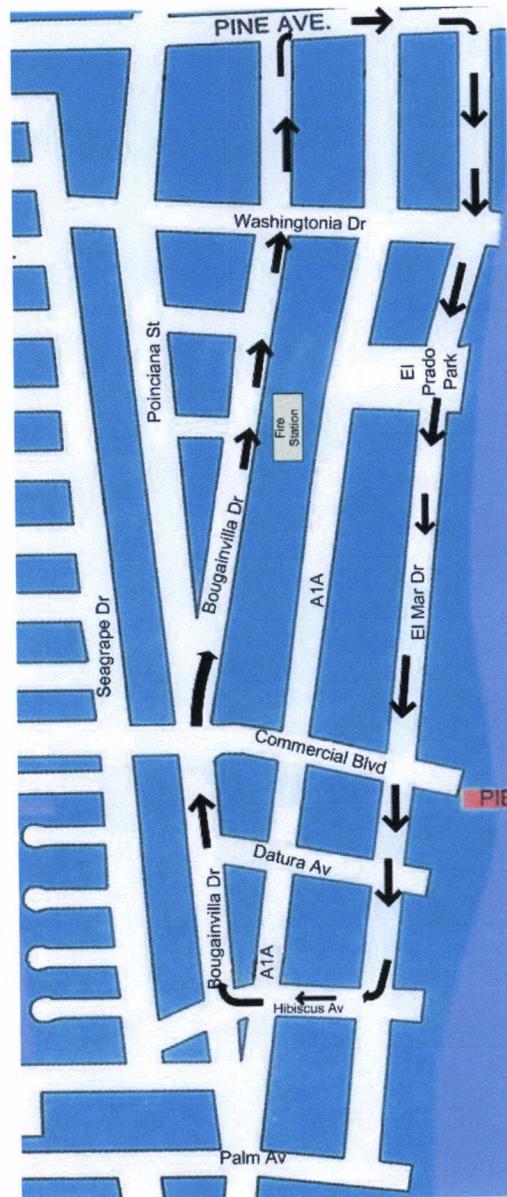
My Commission Expires:

Notary Public, State of Florida

El Prado Set Up – July 4 2012



4th of July Celebration - Parade Route 2012



Black arrow Indicates start and finish point of the parade.

100 type 2 barricades will be placed through the parade route to prevent traffic from entering or crossing the parade route. No barricades will be used on intersections along state road A1A. BSO will lead and man these and other areas ahead of the parade.

Barricades will be delivered on July 3rd 2012, One day before the parade at the public works facility. Barricades will be placed throughout the parade route the night before and placed in position following morning prior to the parade commencement.

The Staging of the parade will be behind Town Hall south of the Towns new Parking Lot, Including the parking area inside the lot. Staging the parade will begin at 8:00 Am on the morning of July 4th, 2012.