Item No. 12C

TOWN OF LAUDERDALE-BY-THE-SEA

AGENDA ITEM REQUEST FORM

ADMINISTRATION
Department Submitting Request

John Olinzock
Dept Head's Signature

	Commission Meeting Dates	Last date to turn in to Town Clerk's Office		Commission Meeting Dates	Last date to turn in to Town Clerk's Office		Commission Meeting Dates	Last date to turn in to Town Clerk's Office
☐	Nov 10, 2009	Oct. 30 (5:00 p.m.)	☐	Jan 26, 2010	Jan 15 (5:00 p.m.)	☐	March 23, 2010	Mar 12 (5:00 p.m.)
☐	Dec 1, 2009	Nov 20 (5:00 p.m.)	☐	Feb 9, 2010	Jan 29 (5:00 p.m.)	☐	April 13, 2010	April 2 (5:00p.m.)
☐	Dec 8, 2009	Nov 25 (5:00 p.m.)	☐	Feb 23, 2010	Feb 12 (5:00 p.m.)	☐	April 27, 2010	April 16 (5:00p.m.)
☒	Jan 12, 2010	Dec 31 (5:00 p.m.)	☐	Mar 9, 2010	Feb 26 (5:00p.m.)	☐	May 11, 2010	April 30 (5:00p.m.)

NATURE OF AGENDA ITEM

☐ Presentation	☐ Resolution	☐ New Business
☐ Report	☐ Ordinance	☐ Manager's Report
☒ Consent Agenda	☐ Public Hearing	☐ Attorney's Report
☐ Bids	☐ Old Business	☐ Other

EXPLANATION: Commission Approval of Special Event Permit Application for Jazz on the Square – Village Pump and Grille "Jazz on the Square" Event, Quarter 1, Every Friday Night, 4:30 PM till 11:30 PM, 22 Jan 2010 through 22 Apr 2010.

STAFF RECOMMENDATION: See attached Memorandum Dated 11 December 2009

BOARD/COMMITTEE RECOMMENDATION: N/A

FISCAL IMPACT AND APPROPRIATION OF FUNDS: N/A

☐ Amount $_____ ☐ Acct # _____

☐ Transfer of funds required ☐ From Acct #_____

☐ Bid ☐ Grant ☐ Amount represents matching funds

Town Attorney review required

☐ Yes ☒ No

Town Manager's Initials: _____

Revised 9/28/09

Town of Lauderdale-By-The-Sea
Administration

MEMORANDUM

Date: 11 December 2009

To: Esther Colon, Town Manager

From: John Olinzock, Assistant Town Manager

Re: Special Event Permit Application
Village Pump and Grille - 2010 Jazz on the Square, Qtr 1
Every Friday Night, 4:30 PM till 11:30 PM, 22 Jan 2010 thru 22 Apr 2010

I have solicited review of the attached special event application submitted by the Village Pump and Grille (applicant) from BSO Police, Development Services, and Parking Enforcement (reviews attached). The Town Commission must consider the following items:

- A minimum of two (2) detail deputies will need to be provided by BSO Police to provide security during the event.
- Applicant must provide evidence of compliance with State Division of Alcoholic Beverages and Tobacco to Town Administration.
- Permit should be conditioned that alcoholic beverages be maintained within the permitted area of the event, per Municipal Code section 14-2, allowing for enforcement of the Town open container ordinance.
- Any signage placed by applicant promoting the event shall not obstruct rights-of-way or obstruct safe sight vision lines, and shall comply with Town Code. The Town Commission must specifically authorize any exceptions to signs or use of banners. Signage and banners placed on State roadways must comply with FDOT requirements.
- Applicant to provide evidence of building permits for all tents/canopies/stages/porta-potties as required by all governmental agencies before issuance of special event permit. If inspections are required, Building Inspectors/ Code Enforcement shall issue Special Event permit just before start of event.
- Applicant must provide seven (7) additional bathroom facilities per the Florida Building Code, 403.1, in addition to the required facilities for the primary use of the existing establishments of the applicant.
- The applicants must provide proper barricades and signage indicating road closure of northbound El Mar Drive at Commercial Boulevard.
- Unless waived by the Town Commission, the applicant must provide monthly payment of the parking meter fees affected by the road closure to the Town, in advance of the event. Eleven (11) meters, 15A, 16A, 17A, 18A, 19A, 20A, 21, 24, 25, 26, 27 are effected for seven (7) hours at $1.00 per hour = $77.00 weekly.
- Applicant must provide current certificate of insurance thru 22 Apr 2010.

- Trash receptacles shall be placed and removed by applicant at various locations within the area of the event. Trash removal is responsibility of permittee.
- Fire extinguishers must be provided at the temporary bars. Specific requirements mandated by Fire Marshall shall be met.
- All temporary electrical installations must be installed per codes, and plans submitted to Building Dept. for review and approval. Applicant must indicate source of power for the stage.
- Applicant has indicated that no Town utilities will be utilized during the events.

Please let me know if you require further information.

Pride in Service with Integrity

INTERNAL MEMO

Date: December 2, 2009

To: Mr. John Olinzock
Assistant Town Manager
Lauderdale-by-the-Sea

#1

From: Chief Oscar Llerena
Lauderdale-by-the-Sea District
Broward Sheriff's Office

Subj: Special Event Permit – Jazz on the Square

I have reviewed the Special Event Permit Application for Jazz on the Square events from 22 JAN 2010 through 22 APR 2010.

No issues of concern related to law enforcement or traffic control are noted relating to this event.

We recommend that the use of two off-duty detail deputies for traffic and crowd control for this special event continue.

Please contact me if you require additional information.

INTEROFFICE MEMORANDUM

TO: JOHN OLINZOCK, ASSISTANT TOWN MANAGER

FROM: JEFF BOWMAN, DEVELOPMENT SERVICES DIRECTOR. JB #1

SUBJECT: SPECIAL EVENT PERMIT APPLICATION (JAZZ ON THE SQUARE-VILLAGE PUMP AND GRILLE-EVERY FRIDAY NIGHT, 4:30 PM TILL 11:30PM, JAN 22, THRU APRIL 23, 2009)

DATE: 12/8/2009

The permit application for the event listed above was reviewed by Development Services staff and has concluded the following:

1. Provide one 2A 40BC portable fire extinguisher at stage area.

2. Bathroom facilities will be required per the Florida Building Code. (FBC 403.1)

   Required for 315 participants/spectators @ 50 % Male and 50 % Female:

   1 per 75 for Males = 3

   1 per 40 for Females = 4

   Provide a letter advising of the required number of facilities for the event. The facilities allocated must not be the required facilities for the primary use of the existing establishment. Provide portable facilities to meet this requirement if applicable.

3. Certificate of Liability required.

4. Maintain exits adjacent to buildings and indicate at least two (2) exits on the site plan for the fenced area.

5. Indicate the source of electrical power (Stage) on the plans.

6. Provide additional waste receptacles.

7. Fees for the use of the metered parking spaces must be paid in advance of each event day if applicable.

8. Show locations of tents.

9. Show dimensions of stage.

10. Adhere to the noise ordinances.

11. Indicate barricades along the west perimeter of the event on the site plan.

12. Indicate on site plan where temporary bars will be located.

13. Provide extension of premise approval for alcohol from ATF.

Town of Lauderdale-By-The-Sea
Administration

MEMORANDUM

Date: 23 November 2009

To: Oscar Llerena, BSO District 13 Chief
Jeff Bowman, Development Services Director
Joan Garrett, Parking Enforcement Supervisor

From: John Olinzock, Assistant Town Manager

Re: Special Event Permit Application
Jazz on the Square, Quarter #1 – Village Pump and Grille
Every Friday Night, 4:30 PM till 11:30 PM, 22 Jan 2010 thru 22 Apr 2010

Please find attached the referenced application for your review. Provide me written recommendation as soon as permissible so that application may be placed on a future Town Commission agenda for approval

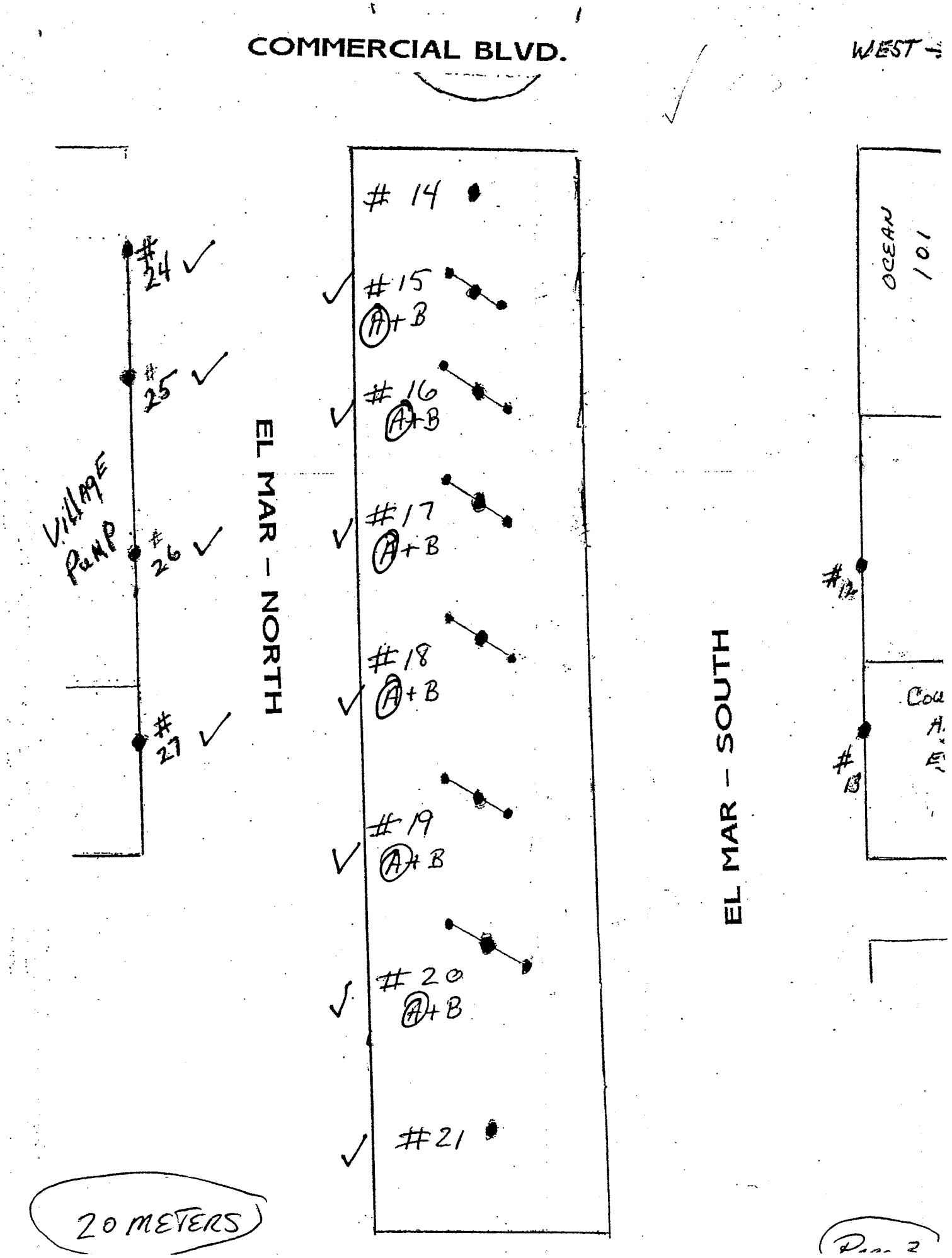
Please let me know if you require further information.

Attachment – Special Events Application

In reviewing the Jazz on the Square Quarter #1 the Applicant has to pay for (11) meters for (7) hours at $1.00 per hour = $77.00 Weekly. See map attached.
No other Parking Problems found.

J Garrett
12/11/09

ELMAR DRIVE CENTER NORTH



Town of Lauderdale-By-The-Sea
Administration

MEMORANDUM

Date: 23 November 2009

To: Oscar Llerena, BSO District 13 Chief
Jeff Bowman, Development Services Director
Joan Garrett, Parking Enforcement Supervisor

From: John Olinzock, Assistant Town Manager

Re: Special Event Permit Application
Jazz on the Square, Quarter #1 – Village Pump and Grille
Every Friday Night, 4:30 PM till 11:30 PM, 22 Jan 2010 thru 22 Apr 2010

Please find attached the referenced application for your review. Provide me written recommendation as soon as permissible so that application may be placed on a future Town Commission agenda for approval

Please let me know if you require further information.

Attachment – Special Events Application

JAZZ PERMIT 1/22/10 THRU 4/23/10

SPECIAL EVENTS APPLICATION

This completed application must be submitted with a $100.00 application fee to: Office of Municipal Services, 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.

23 Nov 09

Phone :(954) 776-0576 Fax :(954) 776-0578

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, and providing the Town evidence of all required insurances.

LAUDERDALE-BY-THE-SEA RECEIVED NOV 23 2009 PLCP DIVISION

1. Name of event: JAZZ ON THE SQUARE
2. Day and date of event: 1/22/10 TO 4/23/10 (EVERY FRIDAY) New event___ Returning event ✓
3. Location where event will be held: 4400 EL MAR DRIVE
4. Description of Event: LIVE MUSIC, FAMILY EVENT, MISC. CHARITY EVENTS
5. Name and address of sponsor or hosting organization VILLAGE GRILLE
   4400 EL MAR DRIVE, L.B.T.S., FL. 33308
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, L.B.T.S., FL. 33308
   Daytime phone#: 954-695-2757 Evening phone#: SAME Mobile phone#: SAME
   Email: DAVID@VILLAGEGRILLE.COM Fax#: 954-776-7085
7. What is the actual beginning and ending time of the event? 6:00 pm TO 10:00 pm
   Start of set-up time? 4:30 pm End of tear-down time? 11:30 pm
8. What type of audience is the event planned for? FAMILY
9. How many participants do you anticipate? 15 STAFF spectators? 300 AVERAGE adult volunteers? 0
10. Are there fees for the participants or spectators? NO Will fees be collected on-site? FOOD & DRINK

LAUDERDALE-BY-THE-SEA RECEIVED NOV 16 2009 DEVELOPMENT SERVICES

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.

STREET CLOSURES

12. Are you requesting that any public streets be closed for the event? Yes X No _____

If yes, indicate the streets and blocks and times the closure is requested:
4400 TO 4406 NORTH BOUND EL MAR DRIVE

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. DETAILS

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: NORMAL DELIVERY AREA ON EL MAR 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

TOWN PARKING METERS - TOWN WIDE

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 _____ 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: Village Grille

    Removal of trash from the event site: 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?
    NO Electrical power-Describe use: Power from our Building

    No 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.

RESTROOMS (refer to item #9)

22. Will additional restroom facilities be brought to the event site? _____ 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.

BAND USE ONLY (BAND RISER)

____Tent (size:____x____) _____Canopy (size____x____) 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 X

FOOD

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

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.

Applicant's Signature (required)

11/16/09
Date

DAVID T. GADSBY
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 T Gadsby who is personally known to me/provided _____ as identification and who did/did not take an oath.

Linda M Greener
Notary Public, State of Florida

My Commission Expires:

LINDA M. GREENER
Notary Public - State of Florida
My Commission Expires May 30, 2010
Commission # DD 557358
Bonded By National Notary Assn.

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)

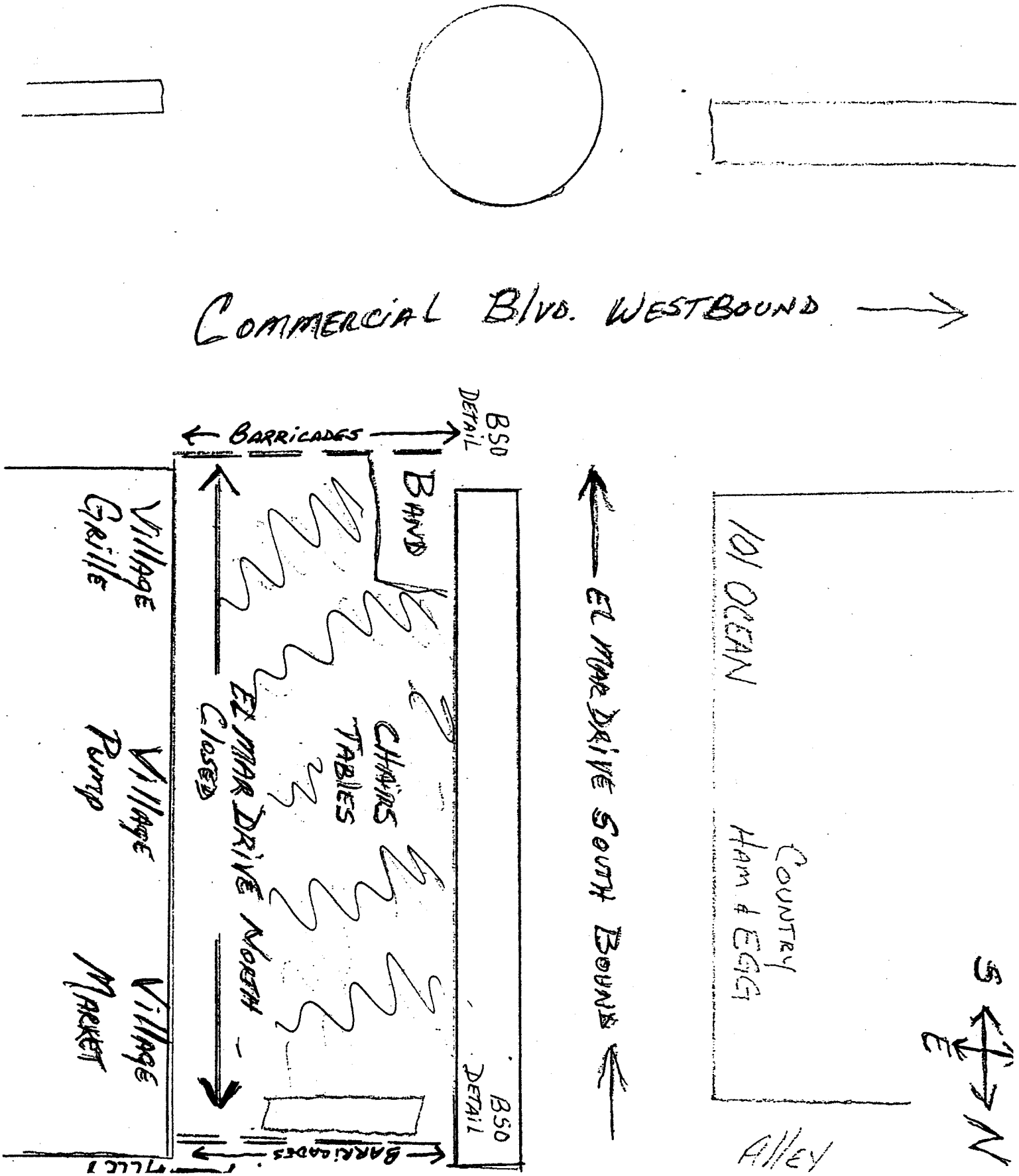
SEE ATTACHED SITE PLAN

SITE PLAN DETAILS

Site plans often do not include details that are necessary to issue a permit and delays are caused by rejections of initial applications. The following details are intended to be a guide to assist you in developing a site plan. A current survey of the property is most helpful. If a survey is not available a drawing depicting the area of the event should include these details, as necessary. More than a one page site plan may be included in your application if details of specific areas are important to your event.

Cooking Areas (cooking areas may need to be separated from public areas with fences or barricades)
Canopy locations (include the use, such as shelter or vending and the size of the canopy)
Tent locations (sales, food service, etc. Large tents will require illuminated exit signs and fire extinguishers)
Fuel Storage and dispensing areas
Vendor locations (booths or tables and approximate size)
Fire lanes (emergency access for fire equipment and EMS)
Trailers on site (sleeping facilities, service trailers, displays, etc.)
Hazards at the site (ditches, construction areas, obstructions to pedestrian traffic, bodies of water)
Fire Extinguishers
Generators
EMS stand-by or Fire watch areas (include first aid stations)
Fences barriers and gates
Locate electrical equipment, permanent and temporary (temporary electrical installation will be to code)
Rides, demonstrations, performance areas and stages
Traffic routing and road closures
Parking areas
Trash receptacles
Smoking and No Smoking areas
Dimensions (to determine if available site will support all of the proposed activities)
Pedestrian walkways
Fences and gates
Ticket Kiosks
Access Control points
Signage

23Nov09
QTR#2



TOWN OF LAUDERDALE-BY-THE-SEA
4501 Ocean Drive
Lauderdale-By-The-Sea, Florida 33308-3610
Telephone (954) 776-0576 • Fax (954) 776-0094

№ 09061

DATE 11-17-09

RECEIVED FROM The Village Grille $ 100.00

One hundred DOLLARS

☐ CASH
~~☐ CHECK~~
☐ M.O.
☐ CREDIT CARD

FOR Special Events App

AMOUNT OF ACCOUNT ..... $
AMOUNT PAID ..... $
BALANCE DUE ..... $

Thank You!

BY Karen

Qtr #2

THE VILLAGE GRILLE
4404 EL MAR DRIVE
LAUDERDALE BY THE SEA, FL 33308
PH. 954-776-5840

EXPLANATION	AMOUNT	

63-215/631

11720

H16A

PAY AMOUNT OF One hundred and 00/100 DOLLARS

Security Features Details on Back.

DATE	TO THE ORDER OF	DESCRIPTION	CHECK NUMBER	
11/12/10	Town of Lauderdale by THE SEA	Jazz Square Permit 1/22/10 to 4/22	11720	$ 100.00/100

DF0091

SUNTRUST BANK
ACH RT # 061000104

AUTHORIZED SIGNATURE

[redacted]