



AGENDA ITEM REQUEST FORM

Item No. 9h

Town Manager's Office

Bud Bentley

Department Submitting Request

Assistant Town Manager [Signature]

<u>REG COMMISSION</u>		<u>DEADLINE TO</u>	<u>ROUNDTABLE</u>		<u>DEADLINE TO</u>
<u>Meeting Dates 7:00PM</u>		<u>Town Clerk</u>	<u>Meeting Dates 7:00PM</u>		<u>Town Clerk</u>
<input checked="" type="checkbox"/>	Nov 9, 2010	Oct 29 (5:00 pm)	<input type="checkbox"/>	Nov 22, 2010	Nov 12 (5:00 pm)
<input type="checkbox"/>	Dec 7, 2010	Nov 23 (5:00 pm)	<input type="checkbox"/>	Dec 14, 2010	Nov 30 (5:00 pm)
<input type="checkbox"/>	Jan 11, 2011	Dec 31 (5:00 pm)	<input type="checkbox"/>	Jan 25, 2011	Jan 14 (5:00 pm)
<input type="checkbox"/>	Feb 8, 2011	Jan 28 (5:00 pm)	<input type="checkbox"/>	Feb 22, 2011	Feb 11 (5:00 pm)
<input type="checkbox"/>	Mar 8, 2011	Feb 25 (5:00 pm)	<input type="checkbox"/>	Mar 22, 2011	Mar 11 (5:00 pm)

<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 *Taste of the Beach*.

EXPLANATION: *Taste of the Beach* is sponsored by the LBTS Chamber and is proposed to be held on Wednesday, February 23, 2011 in the El Prado Parking Lot. The event application is attached (**Exhibit 1**).

Please note the event is held in the north half of the El Prado Parking Lot. The lot is divided by a landscaped median and the south half of the lot remains operational. The event begins its set-up on Tuesday morning with the event Wednesday night and the tear down completed on Thursday about noon when the tent is removed.

The Chamber is requesting:

1. Permission for two 4 by 6 ft. signs, which are proposed to be installed not more than 30-days prior to the event.
2. Permission to use of El Prado Parking Lot
3. The Town waives the loss of parking revenues, which the parking records indicate were about \$250 for half of the lot.
4. The Town waives its \$25 fee for the electric for the event.
5. The use of the restrooms at Jarvis Hall.

RECOMMENDATION: We recommend the event be approved subject to the following conditions:

1. Two signs are approved to be installed at the indicated location not more than 30-days prior to the event. The sign locations shall not interfere with sight triangle for vehicular traffic.
2. Restroom facilities to be in conformance with Broward County Code. The event is authorized to use the restrooms in Jarvis Hall.
3. Town staff to approve the final site plan, including the locations of the restrooms and tent prior to January 23, 2011.
4. Additional waste receptacles shall be provided onsite and within 1/2 block of the event site. Recycle containers shall be provided onsite.
5. Traffic control signage shall be approved by BSO and shall include barricades at the east and west end of the event site.
6. A copy of all permits shall be provided to the Town at least two weeks prior to the event. Provide details of electrical supply for stage and lighting (permits may be required for both).

7. A copy of the permit to serve alcohol and the Certificate of Insurance naming the Town as insured is required by January 23, 2010.
8. Fire extinguishers shall be placed every seventy-five feet of travel within tent.
9. No flammable or combustible table coverings are allowed.
10. The Fire Marshal shall inspect and approve the use of the site prior to opening it to the public.
11. If required by the Fire Marshal, a fire watch shall be maintained.
12. A minimum of two (2) off-duty detail deputies for traffic and crowd control unless the Police Chief specifies a higher number to protect the health and safety of the public.
13. The Town waives the fee for electrical service.
14. The Town waives the parking payment.
15. All tents and any other items placed in the parking lot shall be free standing and no anchors of any type shall be driven into the surface of the parking lot.

EXHIBITS: Exhibit 1 – Special Event Application

FISCAL IMPACT AND APPROPRIATION OF FUNDS: Loss of parking revenue.

- Amount \$ _____ To Acct # _____
 Transfer of funds required From Acct # _____

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: 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.

- Name of event: TASTE OF THE BEACH
- Day and date of event: WED FEB 23, 2011 New event Returning event
- Location where event will be held: EL MAR + EL PRADO
- Description of Event: FOOD FESTIVAL
- Name and address of sponsor or hosting organization LBTS CHAMBER
4201 OCEAN DRIVE, LBTS, 33308
- Name(s) of local contact person(s) who will be present each day of the event:
GUY CONTRADA, PAUL NOVAK, JUDY SWAGGERTY
Mailing address: 4201 OCEAN DRIVE, LBTS, 33308
Daytime phone#: ^{9/}776-0001 Evening phone#: _____ Mobile phone#: ^{9/}298-8187 - GUY
9/815-7510 - PAUL
Email: GYZ104@DOL.COM Fax#: 9/772-3348
- What is the actual beginning and ending time of the event? 6:00 - 9:00 PM
Start of set-up time? 9:00 AM ²⁻²³⁻²⁰¹¹ End of tear-down time? 11:00 PM 2-23-2011
- What type of audience is the event planned for? RESIDENTS / TOURISTS
- How many participants do you anticipate? 150 spectators? N/A adult volunteers? 20
- Are there fees for the participants or spectators? YES Will fees be collected on-site? YES

NOON
10 AM on
2-24-2011
(text remove)

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 X

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: 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: 1:00 PM 2-23-20
EL MAR + EL PRADO

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

PARKING ALONG MEDIAN ON BOTH SIDES
OF EL-MAR DRIVE
(AS APPROVED FROM COMMISSION)

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

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 _____ sq.ft.
Location of signs ATTACHED

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: CHOICE

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?

Electrical power-Describe use: LIGHTS UNDER TENT

_____ Water - Describe use: _____

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? YES If yes, how many? 3

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: 60 x 90) 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 _____ 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: ALL

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

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

ALCOHOL

27. Are you requesting that alcohol be circled served or sold at the event? YES
If yes, please provide copy of appropriate State license.

SAMPLES OF BEER,
WINE + SPIRITS
2 OUNCE SERVINGS

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.

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.

Guy Contrada
Applicant's Signature (required)

9-14-2010
Date

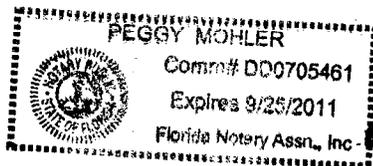
Guy Contrada
Applicant's Printed Name and Title/Organization

954-298-8187
Telephone Number

STATE OF FLORIDA:
COUNTY OF BROWARD:

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

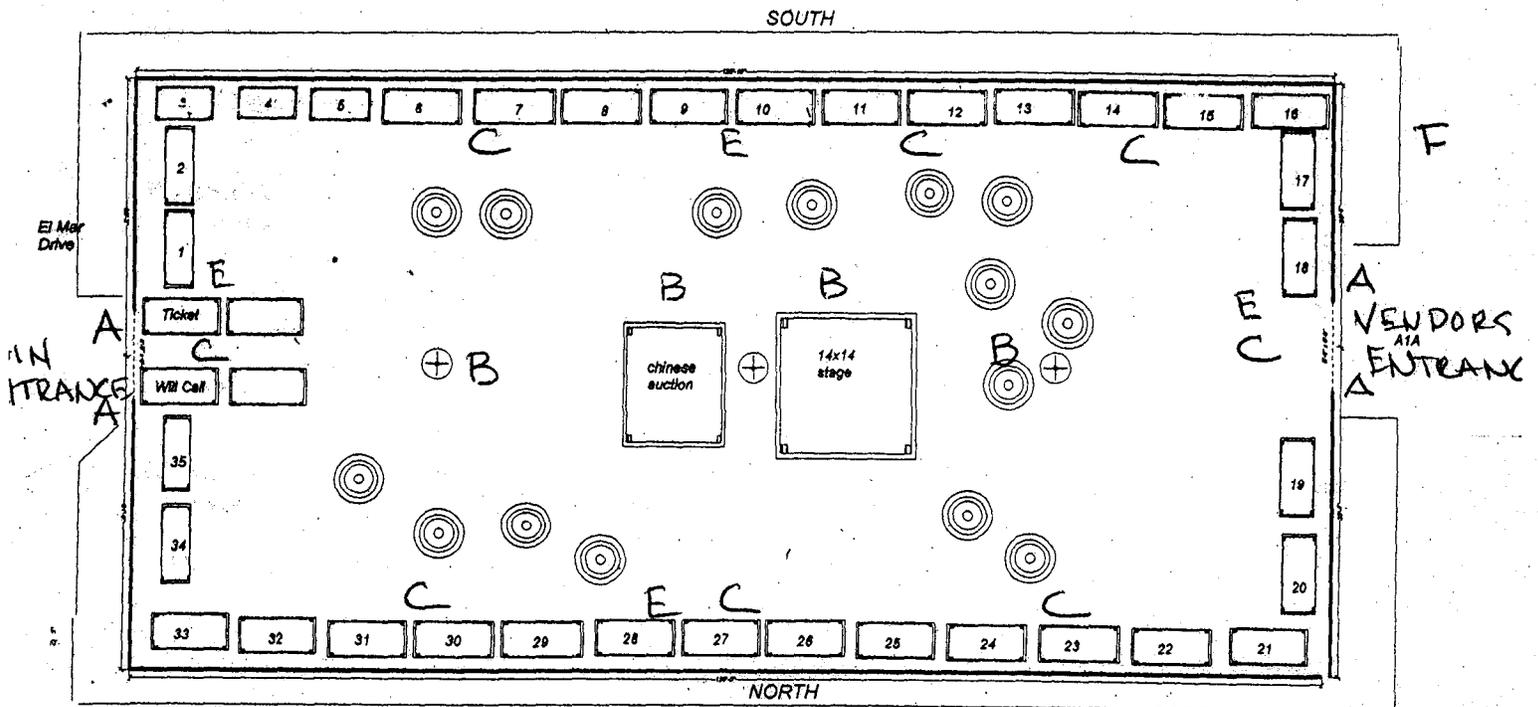
My Commission Expires:



Peggy Mohler
Notary Public, State of Florida

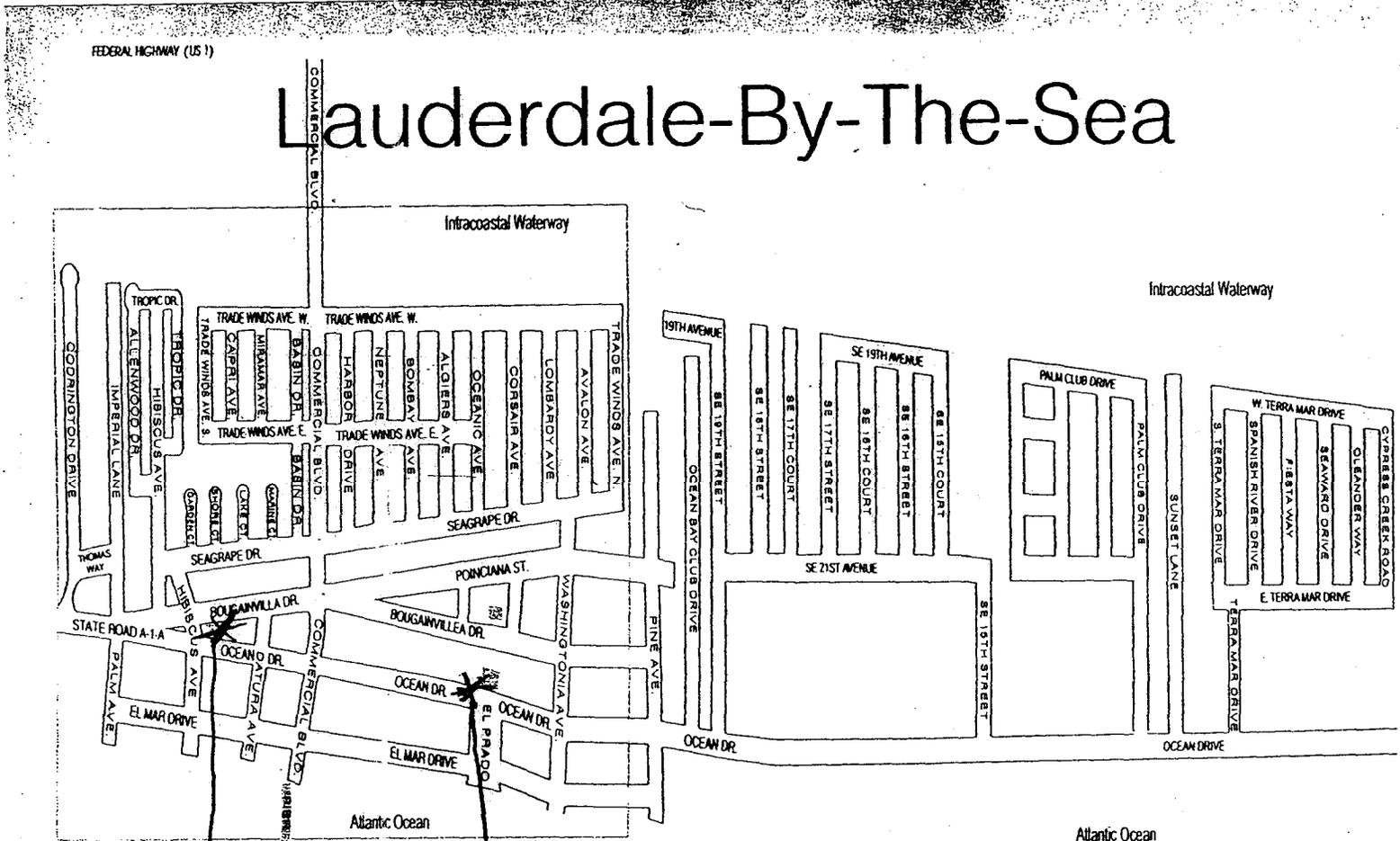
60'x90' CANOPY W/ SIDES

- EL DRADO BETWEEN ELMAR DR + AIA
- FENCE AROUND TENT
- A- 4 BATTERY BACK UP EXIT LIGHTS
- B- 4 BATTERY BACK UP DOUBLE EMERGENCY LIG
- C- 8 NO SMOKING SIGNS AROUND TENT
- D- NO COOKING ON SITE, ONLY STERNO FORWARD
- E- 4 FIRE EXTINGUISHERS, 1 AT EACH EXIT
- F- SMOKING AREA W/ SAND DALLS



SITE PLAN FOR TASTE
OF THE BEACH FEB.
2009

Taste of the Beach



Town Hall
Sign
4 x 6 on
2 posts

Chamber
Sign
4 x 6 on
2 posts

SIGNAGE