Item No. 9K

AGENDA ITEM REQUEST FORM

Town Manager's Office

Department Submitting Request

Bud Bentley

Assistant Town Manager

REG COMMISSION Meeting Dates 7:00PM	**DEADLINE TO** Town Clerk	**ROUNDTABLE** Meeting Dates 7:00PM	**DEADLINE TO** Town Clerk
☒ Nov 9, 2010	Oct 29 (5:00 pm)	☐ Nov 22, 2010	Nov 12 (5:00 pm)
☐ Dec 7, 2010	Nov 23 (5:00 pm)	☐ Dec 14, 2010	Nov 30 (5:00 pm)

☐ Presentation ☐ Reports ☒ Consent ☐ Ordinance

☐ Resolution ☐ Quasi Judicial ☐ Old Business ☐ New Business

SUBJECT TITLE: Special Event Application for the Marie White's Santa Is Coming To Town event on Saturday December 11, 2010.

EXPLANATION: This event is being sponsored by the Lauderdale-By-The-Sea Volunteer Fire Department (**VFD**) and is proposed between the hours of 11 am and 3 pm on Saturday, December 11, 2010.

The event provides the opportunity for children of all ages to meet Santa Claus and have their picture taken. Lite refreshments will be served. The photo opportunity is proposed next to the pavilion.

The Police Chief advises that they do not have any law enforcement or traffic/crowd control issues with this event. No off-duty detail deputies are recommended and BSO will implement a directed patrol of the area. The application includes documentation of permission from Aruba Beach Café and the Village Grille to use their restrooms.

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

1. Additional trash receptacles near the pavilion.
2. The Town Manager may suspend permission for this event or the on-site 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.

EXHIBIT 1: Special Event Application

FISCAL IMPACT AND APPROPRIATION OF FUNDS: None

☐ Amount $_____ ☐ To Acct # _____

☐ Transfer of funds required ☐ From Acct #_____

Reviewed by Town Attorney

☐ Yes ☒ No

Town Manager Initials _____

10/13/2010

File: https://trp9lz.docs.live.net/65d14c39bc46d4a2/Agenda/1107 White Santa in Town AC.doc

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.

1. Name of event: "Marie White's Santa is coming to Town"
2. Day and date of event: Sat Dec 11 2010 New event___ Returning event ✓
3. Location where event will be held: Commercial at the Beach
4. Description of Event: Children meet Santa. Free Picture Cookie Juice Toy
5. Name and address of sponsor or hosting organization Lawence W. Wick
   LBTS Volunteer Fire Dept 4900 N. OCEAN Blvd 110S
   LBTS, Fl. 33308
6. Name(s) of local contact person(s) who will be present each day of the event:
   Lawence (Peanuts) Wick
   Mailing address: 4900 N. OCEAN Blvd 110S, LBTS, Fl. 33308
   Daytime phone#: 950 290-1553 Evening phone#: _____ Mobile phone#: 954 290-1553
   Email: retirepeanut@AOL.com Fax#: _____
7. What is the actual beginning and ending time of the event? 11 AM - 3 PM
   Start of set-up time? 11 AM End of tear-down time? 3:15
8. What type of audience is the event planned for? town children of all ages
9. How many participants do you anticipate? 200 spectators? 195 adult volunteers? 5
10. Are there fees for the participants or spectators? NO Will fees be collected on-site? NO

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 _____ No X

If yes, indicate the streets and blocks and times the closure is requested:

NO

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: None

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: None

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

None

15. Are you requesting use of Town parking meter spaces for the event? Yes _____ No X

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 X Number of signs 0 Size 0 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 X

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 X

SOUND SYSTEMS

18. Request to use amplified sound on public property-the following is requested: NO
_____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: Arcoba's, Village Pump, Lawence Wick

Removal of trash from the event site: Same

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: No
_____Water – Describe use: No

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? 0 If yes, how many? _____
Bathrooms Sponsored by Villas Pump - Arubas

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____) _____ Stages _____ Bleachers NO

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 X Available for purchase _____ Non-Profit _____ For profit _____
Please list the types of food you are serving: Cookies, Juice

Cooking Equipment: Fryers? NO Charcoal Grills? NO Propane Grills? NO Concession trailers? NO
Open fires? NO Warmers? NO Sterno? NO Smokers? NO Hoods? NO Refrigerators? NO

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: _____

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 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

VFD

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.**

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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.

Lawrence W. Wick
Applicant's Signature (required)

10/5/2010
Date

LAWRENCE W. WICK
Applicant's Printed Name and Title/Organization

954-290-1553
Telephone Number

STATE OF FLORIDA:
COUNTY OF BROWARD:

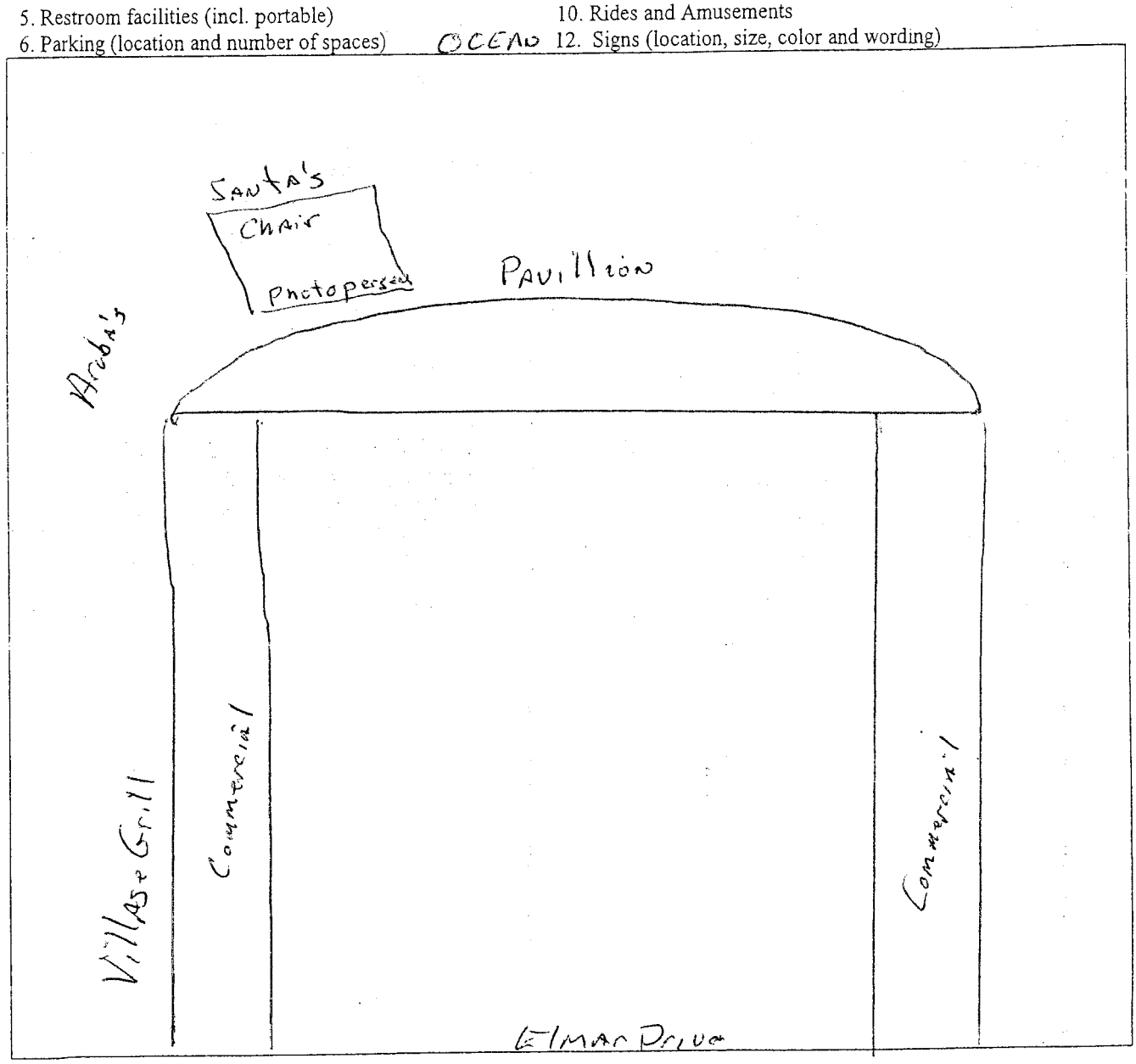
SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Florida, by Lawrence W Wick who is personally known to me/provided D/L as identification and who did/did not take an oath.

Karen Gates
Notary Public, State of Florida

My Commission Expires: 12/22/2013

KAREN GATES
MY COMMISSION # DD 948406
EXPIRES: December 22, 2013
Bonded Thru Notary Public Underwriters

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)