



# AGENDA ITEM REQUEST FORM

**Town Manager's Office**

**Bud Bentley**

Department Submitting Request

Assistant Town Manager

**REG COMMISSION**      **DEADLINE TO**  
**Meeting Dates 7:00PM**      **Town Clerk**

**ROUNDTABLE**      **DEADLINE TO**  
**Meeting Dates 7:00PM**      **Town Clerk**

- Dec 7, 2010**
- Jan 11, 2011
- Feb 8, 2011
- Mar 8, 2011

- Nov 23 (5:00 pm)
- Dec 31 (5:00 pm)
- Jan 28 (5:00 pm)
- Feb 25 (5:00 pm)

- Dec 14, 2010
- Jan 25, 2011
- Feb 22, 2011
- Mar 22, 2011

- Nov 30 (5:00 pm)
- Jan 14 (5:00 pm)
- Feb 11 (5:00 pm)
- Mar 11 (5:00 pm)

- |                                       |   |  |                                       |
|---------------------------------------|---|--|---------------------------------------|
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Reports        | <input checked="" type="checkbox"/> <b>Consent</b> | <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 A1A Marathon proposed for Sunday, February 20, 2011.**

**EXPLANATION:** The Special Event Application is attached (**Exhibit 1**). Please note the updated information handwritten on the application. This event has been held in the past. The event is proposed to be held on Sunday, February 20, 2011 and we will have runners in our Town from about 7:00 am to noon.

The event organizer is requesting the Town authorize the closure of the median lanes of El Mar Drive and the eastbound lane of Palm and the westbound lane of Pine for this event.

**RECOMMENDATION:** Approve with the following conditions:

1. The Police Chief shall specify the number of detail officers needed for traffic and crowd control.
2. The Municipal Services Director's approval is required for the event's trash collection plan, which shall include recycling waste receptacles near the water stop. The applicant shall provide containers for their event and ensure that their containers in the event area are emptied during the event as needed and removed within a reasonable time after the event.
3. 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 health or safety issues, such as crowds that exceed the capacity of the event site.
4. Bathroom facilities shall be provided to meet the requirements of Broward County Code.
5. The following road closures are approved for the race, which is approximately from 6:00 AM till 12:00 PM:
  - a. Closure of eastbound Palm Avenue from A1A to El Mar Drive
  - b. Closure of the median lanes of El Mar Drive from Palm to Pine Avenue,
  - c. Closure of westbound Pine Avenue from El Mar Drive to A1A
 Applicant shall provide the emergency access control points shown on the site plan.

6. No parking at the public parking meters on the median lanes of El Mar Drive during the event is approved conditioned on the payment of loss parking revenue by January 20, 2011. Applicant shall provide signage to Parking Enforcement, which will sign the affected meters prior to the event.
7. Applicant shall provide a detailed site plan showing the final set-up within the Town, including the numbers of the meters to be bagged, to Code Enforcement for their approval prior to the permit being issued.
8. The race course shall be delineated with proper barriers during event by the traffic control contractor of the applicant and removed immediately following the event.
9. Applicant has indicated that no signage will be erected other than race directional signs. Any signs placed for the event shall not obstruct traffic sight lines.
10. Certificate of Liability insurance must be provided to the Town by January 20, 2011.

**EXHIBITS:** 1. Special Event Application (revised)

**FISCAL IMPACT AND APPROPRIATION OF FUNDS:** N/A

Reviewed by Town Attorney  
 Yes  No

Town Manager Initials CA

File: <https://e5qbyp.docs.live.net/65d14c39bc46d4a2/Agenda/1207 A1A Marathon Race.doc>

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



## 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](http://www.lauderdalebythesea-fl.gov).

Questions: Phone: 954-776-3611 or email [ATM@lauderdalebythesea-fl.gov](mailto: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: FORT LAUDERDALE AIA MARATHON
- Day and date of event: Sunday, February 20, 2011 New event  Returning event
- Location where event will be held: SR AIA to Palm to EIMAR to Pine to AIA
- Description of Event: Running Event - Marathon
- Name and address of sponsor or hosting organization Exclusive Sports Marketing  
6421 Congress Ave, Suite 103 Boca Raton FL  
33487
- Name(s) of local contact person(s) who will be present each day of the event:  
TRAY FORIE  
Mailing address: SAME AS ABOVE  
Daytime phone#: 561-241-3801 <sup>v112</sup> Evening phone#: 561-241-3801 Mobile phone#: 585-414-8769  
Email: Tray@exclusivesports.com Fax#: 561-241-3805
- What is the actual beginning and ending time of the event? 6:00 AM - 12 NOON <sup>7am - 12 noon</sup> <sub>our town</sub>  
Start of set-up time? 4:00 am End of tear-down time? 1:00 pm
- What type of audience is the event planned for? Runners + Families
- How many participants do you anticipate? 400/500 spectators? 200 adult volunteers? 20  
5K
- Are there fees for the participants or spectators? YES 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*  
**STREET CLOSURES** - *Beginning Runners -> Inside* *for Return Runners -*  
*n/B median lane (west side) and n/B outside lane (oceanside)*  
*(east side)*

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:

*SB/ NB lanes of AIA to Palm, El Mar, Pine + Back onto AIA (using SB + NB)*  
*Median* *Median lanes*

**TRAFFIC CONTROL/BARRICADES**

*MA north of Pico?*

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: All American 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: \_\_\_\_\_

**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.

*Avoid parking so runners can use lanes uninterrupted*

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 X 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 X 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 X

**SOUND SYSTEMS**

8. Request to use amplified sound on public property-the following is requested:  
X Amplified sound/speaker system X 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: Exclusive Sports Marketing

Removal of trash from the event site: 71

**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: \_\_\_\_\_

No 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? NO If yes, how many? 0

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.

on site plan - medical stop  
\_\_\_ Tent (size: \_\_\_ x \_\_\_ ) 1 Canopy (size 10 x 10 ) \_\_\_ 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 \_\_\_ No X 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: \_\_\_\_\_

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

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

**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**

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.

Troy Forte  
Applicant's Signature (required)

11/10/2010  
Date

TROY FORTE - VP of Operations  
Applicant's Printed Name and Title/Organization

561-241-3801 x112  
Telephone Number

STATE OF FLORIDA:  
COUNTY OF BROWARD:

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

My Commission Expires:

[Signature]  
Notary Public, State of Florida



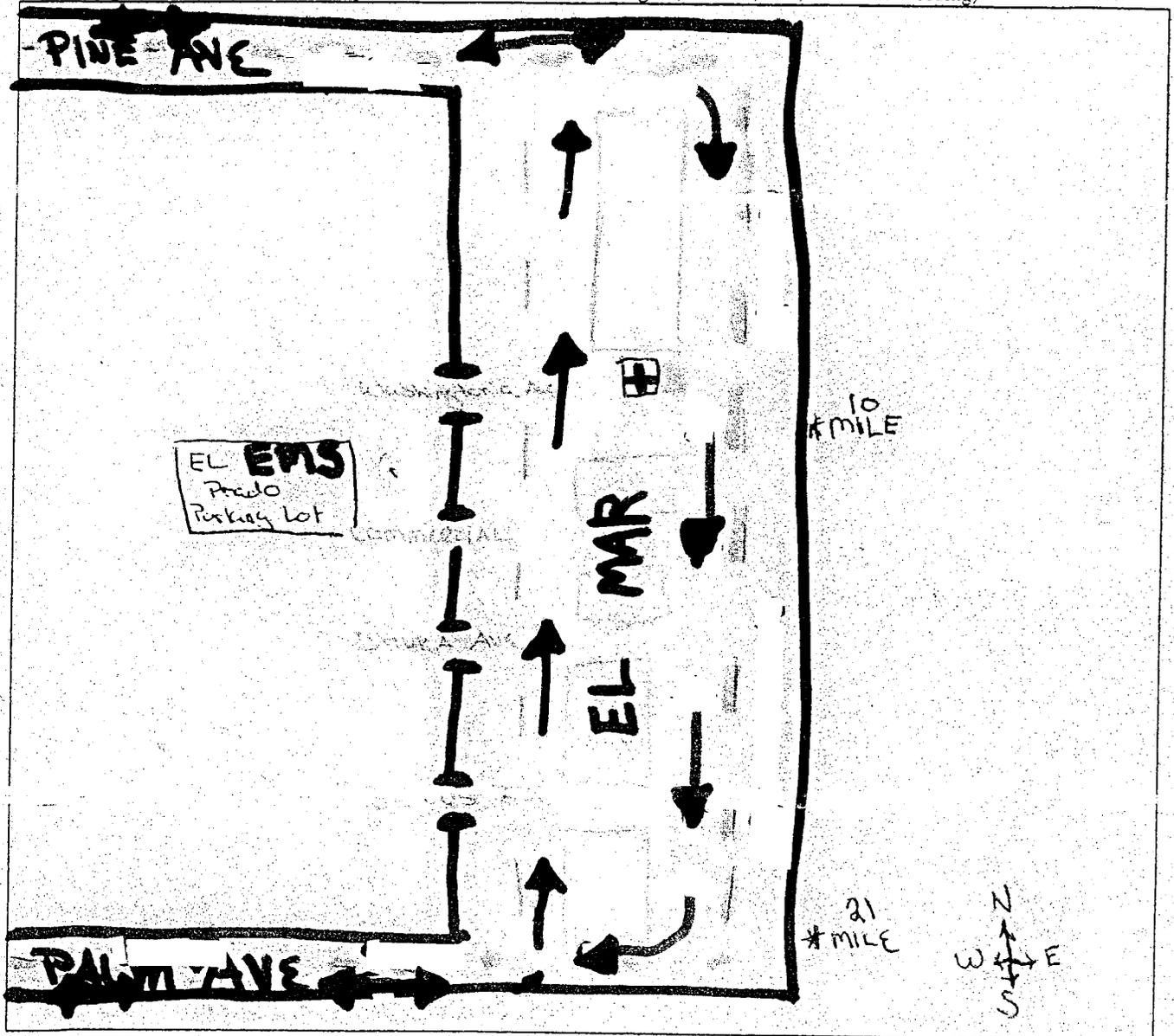
new site  
Plan  
12-2-10

**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.) | 6. Canopies, tents, stages                    |
| 2. Routes for races, parades, etc. →→→         | 7. Alcohol serving/consuming areas            |
| 3. Fencing (if known) X—X—X                    | 8. Barricades (if known)                      |
| 4. First aid facilities +                      | 9. Off duty police officers (if known)        |
| 5. Restroom facilities (incl. portable)        | 10. Rides and Amusements                      |
| 6. Parking (location and number of spaces)     | 12. Signs (location, size, color and wording) |



- Medical - 10x10 Canopy
- Water Stop
- Cones
- Runners Direction

# FORT LAUDERDALE A1A MARATHON COURSE MAP

## LEGEND

NORTH BOUND ←



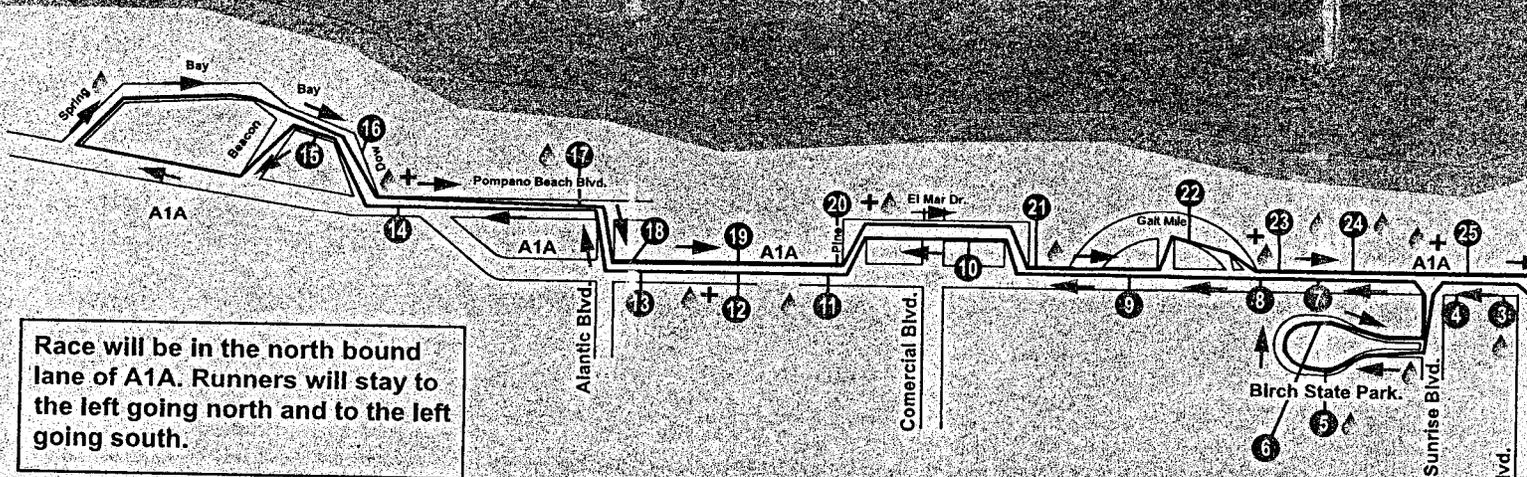
HYDRATION STATION



SOUTH BOUND →



AID STATION



Race will be in the north bound lane of A1A. Runners will stay to the left going north and to the left going south.

### Finish Details:

