



TOWN OF LAUDERDALE-BY-THE-SEA

AGENDA ITEM REQUEST FORM

Town Manager's Office

Bud Bentley

Department Submitting Request

Interim Assistant Town Manager

<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>	<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>	<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>
<input type="checkbox"/>		<input type="checkbox"/> July 27, 2010	July 16 (5:00 p.m.)	<input type="checkbox"/> Oct 26, 2010	Oct 15 (5:00 p.m.)
<input type="checkbox"/>		<input type="checkbox"/> Aug 24 2010*	Aug 13 (5:00 p.m.)	<input type="checkbox"/> Nov 9, 2010	Oct 29 (5:00p.m.)
<input type="checkbox"/>		<input type="checkbox"/> Sept 14, 2010	Sept 3 (5:00 p.m.)	<input type="checkbox"/> Nov 23, 2010	Nov 12 (5:00p.m.)
<input checked="" type="checkbox"/> June 22, 2010	June 11 (5:00 p.m.)	<input type="checkbox"/> Sep 27, 2010	Sept 17 (5:00 p.m.)	<input type="checkbox"/> Dec 14, 2010	Dec 3 (5:00p.m.)
<input type="checkbox"/> July 13, 2010	June 2 (5:00 p.m.)	<input type="checkbox"/> Oct 12, 2010	Oct 1 (5:00p.m.)		

* Subject to change

NATURE OF AGENDA ITEM

- Presentation
- Resolution
- Manager's Report
- Public Safety Report
- Quasi Judicial
- Attorney's Report
- Consent Agenda**
- Old Business
- Other
- Ordinance
- New Business

SUBJECT TITLE: Special Event Application from Athena By-The-Sea to hold an event on July 4th between 4 pm and 11 pm in the Pier parking lot.

EXPLANATION: Athena By-The-Sea has submitted the attached Special Event Application (Exhibit 1) requesting permission to hold an event in the Pier parking Lot from 4 pm to 11 pm on July 4, 2010. The applicant notes that this event has occurred in the past.

The Town is leasing the Pier to shoot the fireworks display at 9 pm on July 4th. Our license agreement with the Pier provides for access to the parking lot for equipment related to the fireworks and for public safety equipment staged in the alley south of the Pier. The proposed special event does not affect the Town's access on the 4th of July.

STAFF RECOMMENDATION: The permit application for this event was reviewed by staff and we recommend the following conditions be required.

The Applicant shall:

1. Utilize a minimum of two (2) off-duty detail deputies for traffic and crowd control for this special event.
2. Provide a 5 pound ABC fire extinguisher at the Band area and a 5 pound ABC fire extinguisher at the Food warming area.
3. Maintain two (2) exits from the event area.
4. Provide a sufficient number of waste receptacles to handle the waste stream at all time and empty waste receptacles within the event area and on the south side of Commercial to El Mar Drive on a regular schedule to keep the site and surrounding area free from litter.

Commission Agenda Memorandum
Page 2

- 5. Maintain a 50 foot clear space from the bar to any stored fireworks.
- 6. Provide a copy of licenses for all vendors.
- 7. Cover and secure all electrical cords to stage, and keep the area free of hazards.
- 8. The Town Manager may suspend permission for this event, or the on-site Town representative may terminate the event due to applicant not complying with the terms and conditions of the Town's event permit or for health or safety reasons, such as crowds that exceed the capacity of the event site.

BOARD/COMMITTEE RECOMMENDATION: N/A; however, the 4th OF July Committee is aware of the proposed event.

FISCAL IMPACT AND APPROPRIATION OF FUNDS: No Town expenses related to this event.

- Amount \$ _____
- Acct # _____
- Transfer of funds required
- From Acct # _____
- Bid
- Grant
- Amount represents matching funds

Town Attorney review required
 Yes No

Town Manager's Initials: CA

Attachment

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: Wine & Food Festival
2. Day and date of event: Sunday, July 4, 2010 _____ New event ___ Returning event X___
3. Location where event will be held: _____ Pier Parking Lot___
4. Description of Event: _____ Celebrating the 4th of July_____
5. Name and address of sponsor or hosting organization _____ Athena By The Sea _____
_____ 4400 ocean drive l.b.t.s Fl 33308__
6. Name(s) of local contact person(s) who will be present each day of the event:
_____ Louis Marchelos
Mailing address: _____ 4400 ocean drive l.b.t.s , Fl 33308
Daytime phone#: 954-465-7934 ___ Evening phone#: 954-771-2900 ___ Mobile phone#: _____

Email: emarchelos@aol.com ___ Fax#: _____
7. What is the actual beginning and ending time of the event? _____ 4 pm - 11 pm ___
Start of set-up time? 4 pm ___ End of tear-down time? 11 pm _____
8. What type of audience is the event planned for? _____ Families, Locals_
9. How many participants do you anticipate? 100_ spectators? _____ adult volunteers?___
10. Are there fees for the participants or spectators? ___ no _____ Will fees be collected on-site? _____ no _____

Rec. 6-2-2010
JB.

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 MAP

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:

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

n/a

NO Advertising of event - open to people already at beach

Required parking for the Pier is not needed that day as Pier is leased by the town for fireworks show. Bud B 6-8-2010

20. Will the event require the following on public property?

 no Electrical power-Describe use:

 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? no If yes, how many?

 4th of July Event has Restrooms in the Town lot on EIMAR. AB

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) 4 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

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 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

18. 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: _____ Athena by the Sea _____

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.

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: hot dogs, GYROS,

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: Louis Marchelos

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

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.

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.

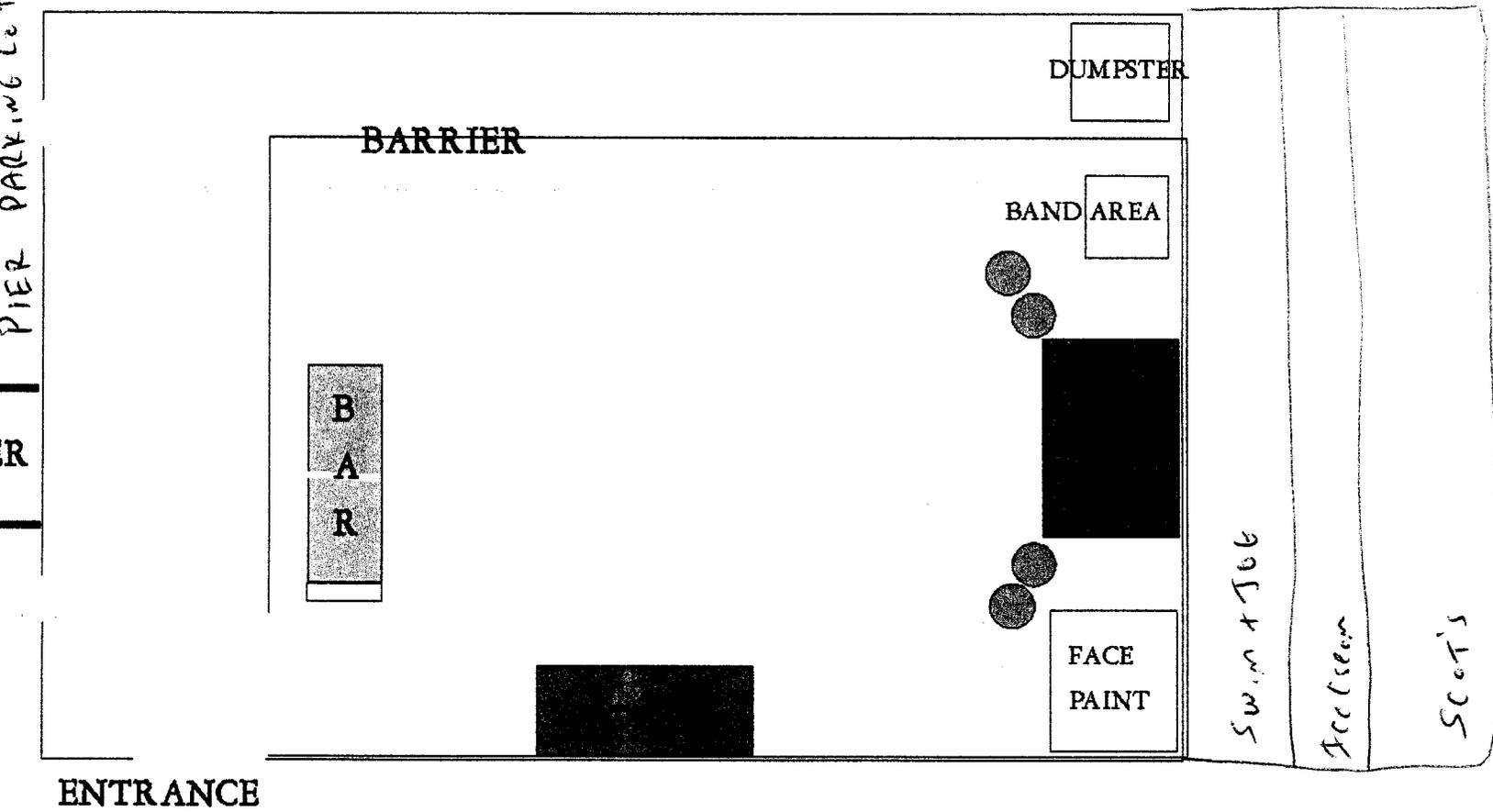
Cooking Areas (cooking areas may need to be separated from public areas with fences or barricades)
Canopy locations (include the use, such as shelter or vending and the size of the canopy)
Tent locations (sales, food service, etc. Large tents will require illuminated exit signs and fire extinguishers)
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

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)



← North
 Filmac Drive
 South →

Pavilion
 ↘
 Medical
 Commercial Bldg
 EAST →

Client#: 58100

ATHBY

ACORD™ CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 12/10/2009
PRODUCER Richard T. Thorogood Bateman, Gordon & Sands, Inc. P.O. Box 1270 Pompano Beach, FL 33061	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Athena by the Sea, Corp. 4400 N Ocean Drive Lauderdale-by-the-Sea, FL 33308	INSURERS AFFORDING COVERAGE INSURER A: Northfield Insurance/All Risks, INSURER B: INSURER C: INSURER D: INSURER E:	NAIC #

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADDL INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	CP575908	12/08/09	12/08/10	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE _____ DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ _____ \$ _____ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
Certificate holder is listed as an additional insured on General Liability coverage for every Saturday night and all future special events.
Certificate Holder is included as an Additional Insured

CERTIFICATE HOLDER City of Lauderdale by the Sea 4501 Ocean Drive Lauderdale by the Sea, FL 33308	CANCELLATION 10 Days for Non-Payment SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>10</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
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AC# 4925413

STATE OF FLORIDA

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
DIV OF ALCOHOLIC BEVERAGES & TOBACCO

SEQ# L10040104835

DATE	BATCH NUMBER	LICENSE NBR	SERIES
04/01/2010	098151522	BEV1618681	13CT

The CATERER
Named below IS LICENSED
Under the provisions of Chapter 565 FS.
Expiration date: MAR 31, 2011
CONSUMPTION ON PREMISES ONLY

ATHENA BY THE SEA CORP
ATHENA BY THE SEA
4400 N OCEAN DRIVE
LAUDERDALE-BY- THE-SE FL 33308

CHARLIE CRIST
GOVERNOR

CHARLIE LIEM
INTERIM SECRETARY

Congratulations! With this license you become one of the nearly one million Floridians licensed by the Department of Business and Professional Regulation. Our professionals and businesses range from architects to yacht brokers, from lawyers to barbecue restaurants, and they keep Florida's economy strong.

Every day we work to improve the way we do business in order to serve you better. For information about our services, please log onto www.myfloridalicense.com. There you can find more information about our divisions and the regulations that impact you, subscribe to department newsletters and learn more about the Department's initiatives.

Our mission of the Department is: License Efficiently, Regulate Fairly. We constantly strive to serve you better so that you can serve your customers. Thank you for doing business in Florida, and congratulations on your new license!



STATE OF FLORIDA AC# 4925412
DEPARTMENT OF BUSINESS AND
PROFESSIONAL REGULATION

BEV1600347 04/01/10 098151522

RETAILER OF ALCOHOLIC BEVERAGES
ATHENA BY THE SEA CORP
ATHENA BY THE SEA

IS LICENSED under Chapter 565, F.S.
MAR 31, 2011

DETACH HERE

AC# 4925412

STATE OF FLORIDA

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
DIV OF ALCOHOLIC BEVERAGES & TOBACCO

SEQ# L10040104835

DATE	BATCH NUMBER	LICENSE NBR	SERIES
04/01/2010	098151522	BEV1600347	4COP

The RETAILER OF ALCOHOLIC BEVERAGES
Named below IS LICENSED
Under the provisions of Chapter 565 FS.
Expiration date: MAR 31, 2011

ATHENA BY THE SEA CORP
ATHENA BY THE SEA
4400 NORTH OCEAN DRIVE
LAUDERDALE BY SEA FL 33308

CHARLIE CRIST
GOVERNOR

CHARLIE LIEM
INTERIM SECRETARY

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

LAUDERDALE BY THE SEA DEVELOPMENT SERVICES

(CASH RECEIPTS)

REVENUE SOURCE:

Athena By The Sea Corp

DATE	CHECK #	CHECK AMOUNT	CASH	TOTAL AMOUNT RECEIVED	ACCT #	REVENUE	AMOUNT TO POST
						SITE PLAN PROJECT FEES	
					001-304-000-343-902	SITE PLAN APPLICATION FEE	
					001-000-000-115-206	A/R VARIANCE EXPENSES	
					001-000-000-115-200	A/R - PLANNING	
					001-000-000-115-203	A/R - ADS	
						RIGHT OF WAY	
					001-000-000-115-207	R.O.W. ENGINEERING PERMIT	

**ATHENA BY THE SEA CORP
OPERATING ACCOUNT**
4400 N OCEAN DR
LAUDERDALE BY THE SEA, FL 33308-3609

751
63-215/631

DATE 6/2/10

PAY TO THE ORDER OF Torn d CBTS \$ 100
one hundred DOLLARS

SUNTRUST ACH RT 061000104

FOR SPECIAL EVENT APP

[Signature]

					001-305-000-354-160	CODE FINES	
						MISC. REVENUE	
					001-306-000-369-100	MISC. REVENUE	
					001-524-000-500-506	PRINTING & BINDING	
<u>6/2/2010</u>	<u>751</u>	<u>100</u>		<u>100</u>	<u>001-306-000-369-200</u>	<u>SPECIAL EVENT</u>	<u>100.00</u>
						<u>TOTAL</u>	<u>100.00</u>

TOTAL CASH & RECEIPTS

PREPARED BY: CT

REVIEWED BY: _____

(Revised 5/6/09)

Notes for Development Services:

Special Event Application
July 4th 4 to 11 PM
Wine & Food Festival