



TOWN OF LAUDERDALE-BY-THE-SEA

AGENDA ITEM REQUEST FORM

Town Manager's Office

Department Submitting Request

Bud Bentley

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"/> May 25, 2010	May 14 (5:00 p.m.)	<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 checked="" type="checkbox"/> June 8, 2010	May 28 (5:00 p.m.)	<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"/> June 22, 2010	June 11 (5:00 p.m.)	<input type="checkbox"/> Sept 14, 2010	Sept 3 (5:00 p.m.)	<input type="checkbox"/> Nov 23, 2010	Nov 12 (5:00p.m.)
<input type="checkbox"/> July 13, 2010	June 2 (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"/> Oct 12, 2010	Oct 1 (5:00p.m.)		

* Subject to change

- NATURE OF AGENDA ITEM**
- | | | |
|---|---|--|
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Resolution | <input type="checkbox"/> Manager's Report |
| <input type="checkbox"/> Public Safety Report | <input type="checkbox"/> Quasi Judicial | <input type="checkbox"/> Attorney's Report |
| <input type="checkbox"/> Consent Agenda | <input type="checkbox"/> Old Business | <input type="checkbox"/> Other |
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> New Business | |

SUBJECT TITLE: Special Event Application for Jazz in the Square (Exhibit 1)

EXPLANATION: David Gadsby, Village Grille, has submitted the attached application (Exhibit 1) to continue to produce the Jazz in the Square event on Friday nights. The application is for the period July 30, 2010 through July 29, 2011. An application fee of \$200 was received. The annual permit fee was tentatively approved by the Commission at its April 28, 2010 meeting (Item 12.b).

The Police Chief advises "No specific law enforcement or traffic control concerns are noted in relation to this event."

STAFF RECOMMENDATION: The Town departments have evaluation the application and recommended approval of the event application with the following conditions:

Event Conditions

1. The applicant shall employ the number of off-duty detail deputies determined by the Police Chief as necessary to protect public safety and for crowd and traffic control. (Currently two deputies are required.)
2. Timely payment to the Town for lost revenue from 11 public parking meters within the event site.
3. Provide a new letter documenting the availability and permission to use bathroom facilities in other building sufficiently close to the event site.
4. Provide the Certificate of Liability in the amount required.
5. Revise site plan to show at least two (2) exits from the fenced area.
6. Maintain exits adjacent to buildings at all times during the event.

Commission Memorandum

Date: June 8, 2010

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- 7. Place barrier along the El Mar median to prevent people from walking into oncoming traffic.
- 8. Ensure barricades do not impede egress from building.
- 9. Ensure all temporary electric installations conform to code, all applicable permits are acquired and all exposed cords are covered to mitigate trip hazards.
- 10. Provide a sufficient number of waste receptacles to handle the waste stream at all time and empty waste receptacles within the event area on a regular schedule to keep the site free from litter.
- 11. Revise site plan to show the locations of any tents or canopies. Tents and canopies larger than 10 X 10 require a permit.
- 12. Provide documentation of State permit for alcohol extension of premise permit to event site.
- 13. The Town Commission reserves the right to withdrawn permission for this event upon thirty days notice.
- 14. The Town Manager may suspense permission for this event or the on site Town representative may terminate an event due to application 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.

BOARD/COMMITTEE RECOMMENDATION: N/A

FISCAL IMPACT AND APPROPRIATION OF FUNDS: We receive \$77 per event in-lieu of parking meter revenue.

- 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



SPECIAL EVENTS APPLICATION

This completed application must be submitted with a \$100 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.

- Name of event: JAZZ ON THE SQUARE
- Day and date of event: 7/30/10 TO 7/29/11 (EVERY FRIDAY) New event Returning event
- Location where event will be held: 4400 EL MAR DRIVE
- Description of Event: LIVE MUSIC, FAMILY EVENT, MISC. CHARITY EVENTS
- Name and address of sponsor or hosting organization THE VILLAGE GRILLE
4400 EL MAR DRIVE, L.B.T.S., FL 33308
- 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#: 954 695-2757 Mobile phone#: SAME
Email: DAVID@VillageGrille.com Fax#: 954-776-7085
- What is the actual beginning and ending time of the event? 6pm to 10pm
Start of set-up time? 4:30 pm End of tear-down time? 11:30 pm
- What type of audience is the event planned for? ALL AGES - FAMILY EVENT
- How many participants do you anticipate? 15 STAFF spectators? 300 AVERAGE adult volunteers? 0
- Are there fees for the participants or spectators? NO Will fees be collected on-site? FOR FOOD & DRINK

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Special Events Application: Page 1

Revised February 24, 2010

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 EL MAR DRIVE TO 4406 NORTH BOUND LANE

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: BSO 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: _____

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

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 _____

Erect signs on detailed site plan.

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Special Events Application: Page 2

Revised February 24, 2010

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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.

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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.

_____ Tent (size: _____ x _____) _____ Canopy (size _____ x _____) X Stages BAND USE ONLY (BAND RISER) _____ 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.

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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

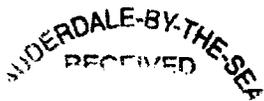
32. Applicant shall indemnify, defend and hold harmless the Town, its officers, agents and employees, from and against any and all claims, suits, actions, damages, liabilities, expenditures or causes of action of any kind arising directly or indirectly from this Special Event and resulting or accruing 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.



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DEVELOPMENT SERVICES

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.

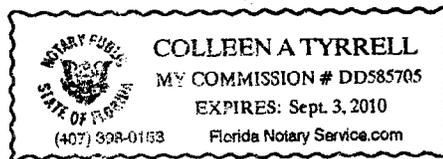
David Gadsby
Applicant's Signature (required)
DAVID GADSBY
Applicant's Printed Name and Title/Organization

5/18/10
Date
954-695-2757
Telephone Number

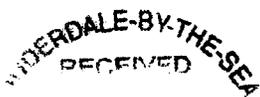
STATE OF FLORIDA:
COUNTY OF BROWARD:

SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Florida,
by DAVID GADSBY who is personally known to me/provided FLDL as
identification and who did/did not take an oath. G 321-178-62-426-0

My Commission Expires:



Colleen A Tyrrell
Notary Public, State of Florida



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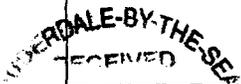
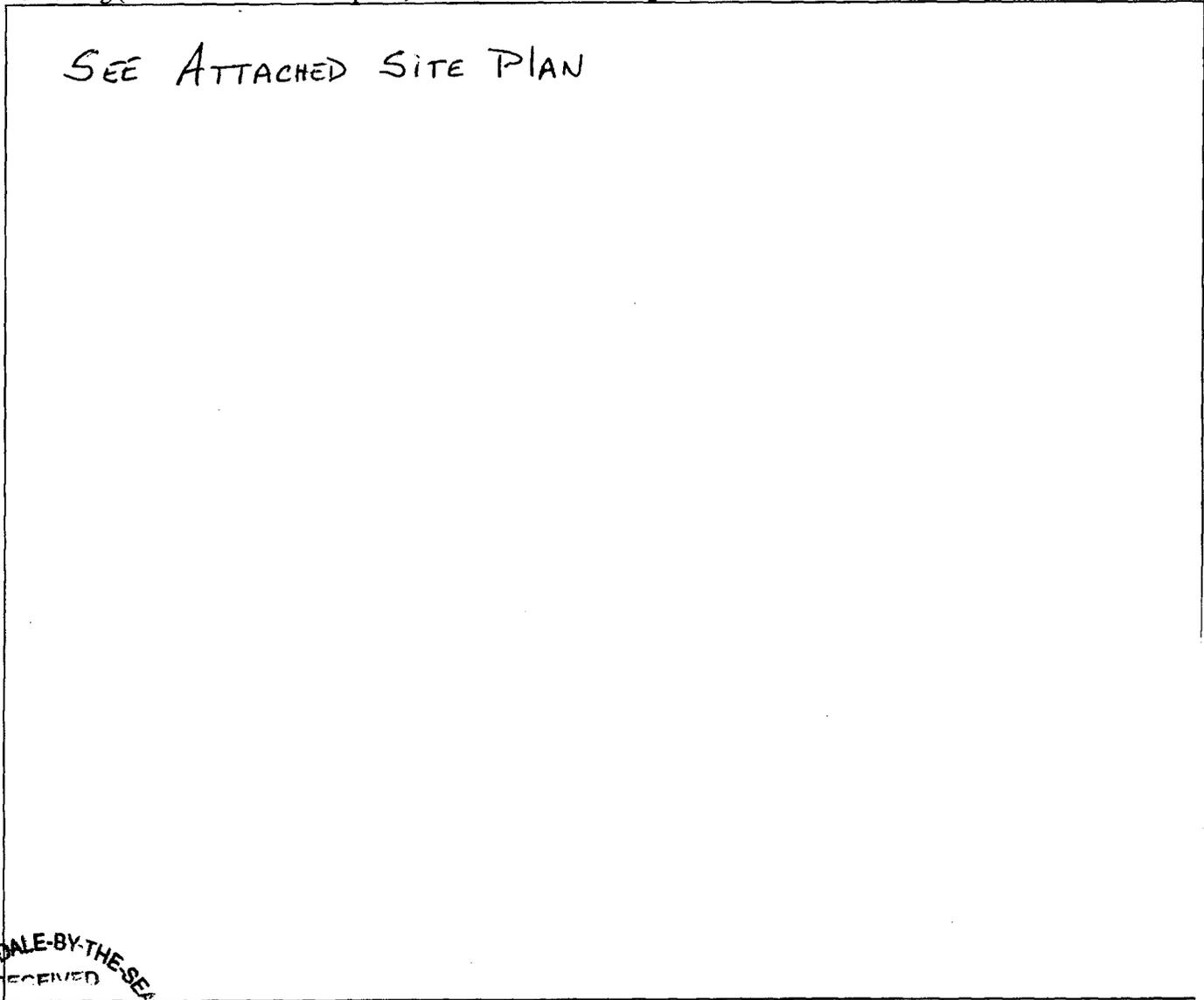
DEVELOPMENT SERVICES

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)



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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

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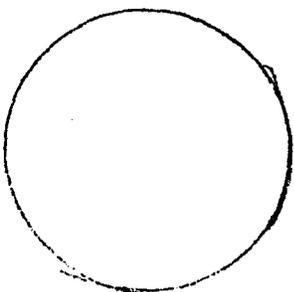
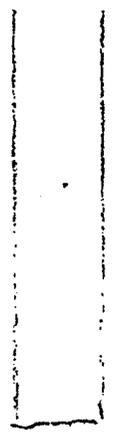
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Special Events Application: Page 8

Revised February 24, 2010

STATEMENT
2010
BY THESE



NOTES

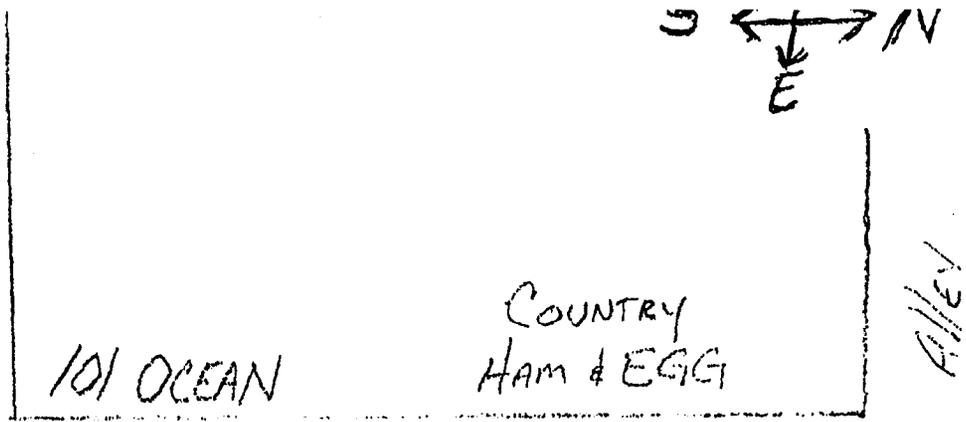
FIRE EXTINGUISHER AT STAGE

BAND RISER 16' X 8'

ELECTRICAL CORDS FROM OUTDOOR VILLAGE MARKET TO STAGE - ALL CORDS COVERED



COMMERCIAL Bldg. WESTBOUND →



← EL MAR DRIVE SOUTH BOUND ←

