



AGENDA ITEM MEMORADUM

Item No. 11a

Development Services

Department

[Signature]
Zoning/Code Supervisor
[Signature]

COMMISSION MEETING DATE (*) - 7:00 PM	Deadline to Town Clerk
<input checked="" type="checkbox"/> Sept 27, 2011	Sept 16

*Subject to Change

- Presentation Reports Consent Ordinance
- Resolution Quasi-Judicial Old Business New Business

SUBJECT TITLE: Special Event Application- Alley Oop 1st Annual LBTS Skim Classic – Saturday, November 5th 2011.

EXPLANATION: The Special Event Application is attached (**Exhibit 1**). The event is proposed to be held on Saturday, November 5, 2011, from 9:00 am to 4:00 pm. The event will not require any street closures and will be held on the beach in front of the Town Pavilion at the end of Commercial Boulevard.

RECOMMENDATION: Approve with the following conditions:

1. The Police Chief shall specify the number of detail officers needed for traffic and crowd control.
2. Provide additional waste receptacles and recycle bins. At the end of the event the applicant shall empty the Towns waste receptacles within the event area.
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. The applicant has requested the exclusive use of two (2) parking spaces at the end of Commercial Boulevard nearest the Pavilion between the hours of 7:00am and 5:00pm. For the ten (10) hours of use, the applicant shall pay the rates for the two (2) parking spaces.
5. Certificate of Liability insurance shall be provided to the Town prior to the event.
6. No skim boarding shall take place within 100 feet of the pier.
7. All electric cords shall be covered and secured so as not to pose a hazard to the public or event staff.
8. Must provide one (1) 5 pound ARC type fire extinguishers next to the generator and one (1) in the center tent. Provide copy of flame testing for the tents.
9. Provide a signed letter from Aruba that they consent to the use of their restrooms for the event.
10. Sound system shall be operated so as not to violate the Town’s Code. (Shall not exceed 90 dba or 95 dbc between the hours of 7:00 am and 10:00 pm or 75 dba and 75 dbc during the hours of 10:00 pm and 11:30 pm when measured at or beyond 200 ft.)
11. All documents, especially insurance certificates are to be submitted at least 30 days prior to the event.

EXHIBITS: 1. Special Event Application

STAFF RECOMMENDATION: Approve event with the above conditions.

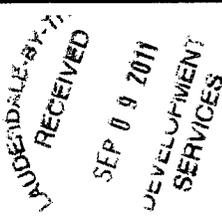
Reviewed by Town Attorney

- Yes No

Town Manager Initials *[Signature]*

Exhibit 1

(Alley Oop Special Event Application)



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.

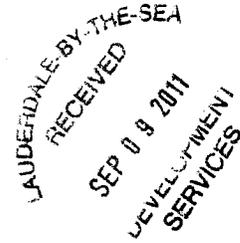
This application is available on the Town website at www.lauderdalebythesea-fl.gov.

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: Alley-oop Presents: the ^{1st Annual} LBS SKIM Classic
2. Day and date of event: NOVEMBER 5th ^{5th ANNUAL} New event Returning event
3. Location where event will be held: NORTH SIDE OF Pier in front of Arubas
4. Description of Event: SKIMBOARDING contest / SUP RACE
5. Name and address of sponsor or hosting organization Alley-ooP SKIM FLORIDA
220 E. Commercial Blvd. Unit B
Lauderdale-By-The-Sea, FL 33308
6. Name(s) of local contact person(s) who will be present each day of the event:
JASON WILSON
Mailing address: SAME AS ABOVE
Daytime phone#: 954-530-4954 Evening phone#: _____ Mobile phone#: 760-458-7546
Email: alleyoopskim@hotmail.com Fax#: 954-530-5461
7. What is the actual beginning and ending time of the event? 9AM - 4pm
Start of set-up time? 7AM End of tear-down time? 5pm
8. What type of audience is the event planned for? ALL Ages
9. How many participants do you anticipate? 40 spectators? 50 adult volunteers? 8
10. 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.

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:

N/A

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: We will need to unload/load contest equipment near beach pavilion at end of commercial Blvd.

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

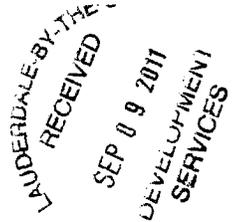
Parking will be attendees responsibility. The town meters and pay parking lot will be sufficient for our event

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 8 Size 9-10 sq.ft.
Location of signs on event tents and scaffolding.

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: We will clean up. Alley-oop is responsible.

Removal of trash from the event site: Alley-oop

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: Generator for PA system
 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? _____

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.

3 Tent (size: 10 x 10) _____ 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 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? _____

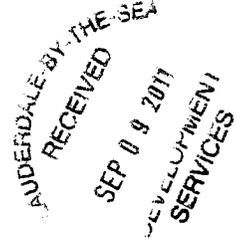
Are you requesting approval to offer other items for sale at the event? Yes X No _____

List other items Event T-shirt or Hat?

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.

[Signature]
Applicant's Signature (required)

9/8/11
Date

Jason Wilson - Owner/Ally cop Florida
Applicant's Printed Name and Title/Organization

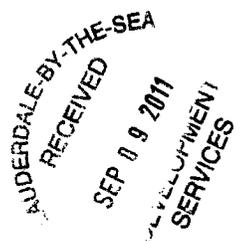
760-458-7546
Telephone Number

STATE OF FLORIDA:
COUNTY OF BROWARD:

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

[Signature]
Notary Public, State of Florida

My Commission Expires:



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

LAUDERDALE-BY-THE-SEA
RECEIVED
SEP 11 9 2011
TOWN OF LAUDERDALE-BY-THE-SEA
COMMUNITY SERVICES

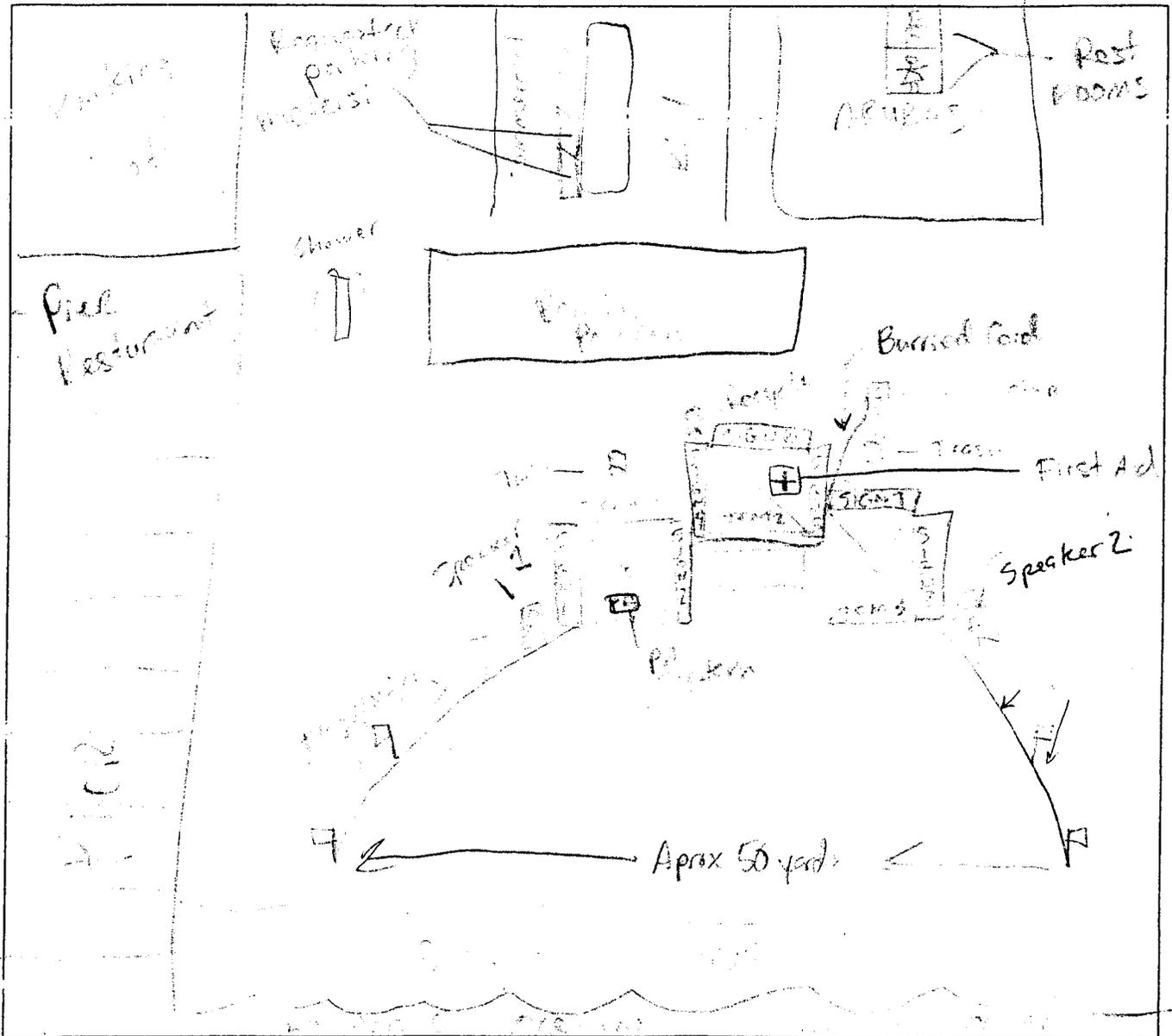
DETAILED SITE PLAN

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) →

SPONSOR'S REQUEST
T.B.D.



Tent 1: Announcer / officials
Tent 2: water / food / etc. / Event area
Tent 3: Judges
Page 7

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

LAUDERDALE-
RECEIVED
MAY 09 2011
PERMITS DEPARTMENT
SERVICES

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

LAUDERDALE BY THE SEA DEVELOPMENT SERVICES

CASH RECEIPTS

REVENUE SOURCE: Alley-Oop Presents the 1st Annual LBS Skim Classic

DATE	CHECK #	CHECK AMOUNT	CASH	TOTAL AMOUNT RECEIVED	ACCT #	REVENUE	AMOUNT TO POST
						SITE PLAN PROJECT FEES	

ALLEY-OOP SKIM FLORIDA LLC
220 E COMMERCIAL BLVD STE B
FORT LAUDERDALE FL 33308-3754

Bank of America
ACH R/T 063100277

1113

63-27/631 FL
806

09/09/2011

PAY TO THE
ORDER OF

Town of Lauderdale-By-The-Sea

\$

**100.00

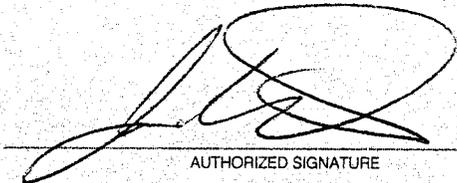
One hundred and 00/100*****

DOLLARS

Town of Lauderdale-By-The-Sea

MEMO

special event permit nov skim comp



AUTHORIZED SIGNATURE

⑈001113⑈ ⑆063100277⑆ 229012733201⑈

					001-302-000-322-400	SIGN PERMIT	
						CODE FINES	
					001-305-000-354-1b0	CODE FINES	
						MISC. REVENUE	
					001-306-000-369-100	MISC. REVENUE	
					001-524-000-500-506	PRINTING & BINDING	
9/9/2011	1113	\$100.00		\$100.00	001-306-000-369-200	MISC APPL - SPECIAL EVENT	\$100.00
TOTAL CASH & RECEIPTS						TOTAL	\$100.00

PREPARED BY: CT

REVIEWED BY: _____

Special Event Date: Nov 5, 2011 9am to 4 pm

Notes for Development Services : _____

Security Features Included Details on Back