



TOWN OF LAUDERDALE-BY-THE-SEA

AGENDA ITEM REQUEST FORM

Bud Bentley

Town Manager's Office

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 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 checked="" type="checkbox"/> Oct 12, 2010	Oct 1 (5:00p.m.)	<input type="checkbox"/> Dec 14, 2010	Dec 3 (5:00p.m.)

* Subject to change

NATURE OF AGENDA ITEM

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Old Business |
| <input type="checkbox"/> Reports | <input type="checkbox"/> Resolution | <input type="checkbox"/> New Business |
| <input checked="" type="checkbox"/> Consent Agenda | <input type="checkbox"/> Quasi Judicial | <input type="checkbox"/> Other |

SUBJECT: Special Event Application for a Public Menorah Lighting Ceremony on Sunday, December 5, 2010

EXPLANATION: The Chabad Lauderdale-By-The-Sea has submitted the attached special event application (**Exhibit 1**) requesting Commission approval to hold a public Menorah lighting ceremony at the Beach Pavilion between 5:00 pm and 7:00 pm on Sunday, December 5, 2010.

Pelican Square was the location of last year's event; however, the number of participants significantly exceeded the projected number causing the unplanned closure of the intersection for 2-hours. This year the public lighting ceremony will be at the Beach Pavilion. After the ceremony, the Menorah will be moved to the east side of Pelican Square (west end of the east Commercial Blvd median).

STAFF RECOMMENDATION: We recommend approval of the event with the following conditions:

1. The applicant shall coordinate with BSO the exact location of the event so that no streets are closed and, to the satisfaction of BSO, attendees are in a safe location and that traffic flow will not be adversely affected.
2. Bathroom facilities (temporary facilities or within the building) shall be provided to meet Broward County requirements, which based on last year's estimated attendance of 200 attendees equals 4 portables.

Note: The County requirements assume the attendees are 50% Male and 50% Female and that 1 portable will be provided per every 75 Males and 1 portable for every 40 Females. The calculation for 200 attendees is: for 100 males, 1.3 portables are required and for 100 females, 2.5 portables are required for a total of 4 portables.

The applicant projects attendance of 85 people. The application states no restrooms will be provided, which is not sufficient. The event producer may be able to use facilities at local business that are above their required number by providing a letter of commitment from local establishments near the event site.

3. The certificate of Insurance and Liability shall be provided by November 5, 2010
4. The event site shall be organized in a safe manner to protect attendees. For example, all extension cords shall be covered to avoid a trip hazard.
5. This event is of a size and type as to not require additional solid waste disposal containers.
6. 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.
7. In the event that insurance certificates, licenses and other material requirements are not provided by the required dates, the approval for this event shall expires unless the Town Manager finds there are extenuating circumstances that the event sponsors have resolved or can immediately cure without compromising the health, welfare and safety of the citizens of the Town of Lauderdale-By-The-Sea, and those attending the event and without increase the cost of administration to the Town.

BOARD/COMMITTEE RECOMMENDATION: N/A

FISCAL IMPACT AND APPROPRIATION OF FUNDS: N/A

Amount:

Acct No.

Town Attorney review required

Yes No

Town Manager's Initials: CA

Attachment

File: [https://trp9lz.docs.live.net/65d14c39bc46d4a2/Agenda/Menorah lighting CM 10_12.dot](https://trp9lz.docs.live.net/65d14c39bc46d4a2/Agenda/Menorah%20lighting%20CM%2010_12.dot)

As a non-for-profit, (501-c3) org. we kindly request a refund of the application fee. Many Thanks,



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: PUBLIC MENORAH LIGHTING
2. Day and date of event: SUN, DEC 5, 2010 New event Returning event
3. Location where event will be held: COMMERCIAL BLVD & EL MAR DR.
4. Description of Event: MENORAH LIGHTING CEREMONY, SPEECHES & MUSIC.
5. Name and address of sponsor or hosting organization CHABAD LAUDERDALE BY THE SEA
5555 N. OCEAN BLVD # 64, LAUDERDALE BY THE SEA,
FL. 33308
6. Name(s) of local contact person(s) who will be present each day of the event:
BENZION SINGER
Mailing address: 5555 N. OCEAN BLVD # 64, L.B.T.S. FL-33308
Daytime phone#: 954-607-1104 Evening phone#: 954-607-1104 Mobile phone#: 954-263-7692
Email: rabbie.jewishlauderdale.com Fax#: 954-567-0036
7. What is the actual beginning and ending time of the event? 5:00 pm - 7:00 pm
Start of set-up time? 4:00 pm End of tear-down time? 7:45 pm
8. What type of audience is the event planned for? Adults and Children.
9. How many participants do you anticipate? 75 spectators? 10-15 adult volunteers? 2
10. Are there fees for the participants or spectators? no Will fees be collected on-site? no

update:
Permit
10/25/10

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

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

COMMERCIAL BLVD & EL MAR DR. FROM 5:00 - 6:30 pm

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

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 _____

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: CHABAD L.B.T.S. - 954-607-1104.

Removal of trash from the event site: CHABAD L.B.T.S. 954-607-1104

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: POWER FOR MUSIC.

_____ 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? _____

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.

~~NO~~ Tent (size: ___ x ___) NO Canopy (size ___ x ___) NO Stages NO 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 ✓

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: Donuts, Jewish tradition pancakes, Soda, H2O

He is not having these

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: _____

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

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.

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.

B. Singer
Applicant's Signature (required)

6/23/10
Date

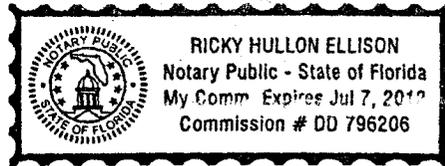
BENZION SINGER - CHABAD L.B.T.S.
Applicant's Printed Name and Title/Organization

954-607-1104
Telephone Number

STATE OF FLORIDA:
COUNTY OF BROWARD:

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

My Commission Expires:



Ricky Hullon Ellison
Notary Public, State of Florida

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) |

