



TOWN OF LAUDERDALE-BY-THE-SEA PARK PERMIT APPLICATION

Please submit your completed application at least 30 days prior to the date of the event to: Assistant Town Manager, Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, Florida 33308-3610. Include a \$100 application fee. Make checks payable to the Town of Lauderdale-By-The-Sea.

**This application is available on the Town website at www.lauderdalebythesea-fl.gov.
Questions: Phone: 954-640-4212 or email ATM@lauderdalebythesea-fl.gov**

Park Permits are approved by the Town Manager. The Park 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 other governmental agency having jurisdiction.

1. Name of event:
2. Day and date of event:
Has this event been held in the past in LBTS?
Please give details.
3. Location where event will be held:
4. Description of Event:
5. Name and address of hosting organization:
6. Name(s) of local contact person(s) who will be present each day of the event:

Mailing address:

Daytime phone: _____ Evening phone#: _____
Mobile phone: _____

Email: _____ Fax#: _____
7. What is the actual beginning and ending time of the event?

Start of set-up time? _____ End of tear-down time? _____
8. How many participants do you anticipate?

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DETAILED SITE PLAN (required)

9. Include a detailed site plan with the application.
Draw a plan on page 6 or attach separately to this application.
Identify any public parking areas affected.

VEHICLE LOADING/UNLOADING

10. Are you requesting that vehicles be permitted to load/unload in non-metered areas?

If yes, please indicate the location and times loading and unloading would occur and where the vehicle(s) will be parked during the event:

PARKING

Include detailed site plan indicating how on and off street parking will be accommodated.

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

11. Are you requesting use of Town parking meter spaces for the event?

If yes, provide the meter numbers on the site plan and purpose for which they will be used.

OFF DUTY POLICE/CODE COMPLIANCE OFFICERS

12. Do you anticipate hiring off duty police/code compliance officers for your event? Yes _____ No _____

SOUND SYSTEMS

13. 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

The event site shall be cleaned immediately following the event, including trash removal.

14. Who is responsible for the clean-up of the site?
Name and phone number:

TOWN UTILITIES

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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.

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

Electrical power-Describe use:

Water – Describe use:

VEHICLES ON PARK GROUNDS

16. Vehicles are not allowed to drive or park on the turf of Town property due to extensive underground irrigation systems that sustain damage when vehicles drive across them.

Please describe if vehicles are to access any turf areas.

RESTROOMS (refer to item #9)

17. Will additional restroom facilities be brought to the event site? _____ If yes, how many? _____

TENTS/CANOPIES/STAGES

NOTE: Tents, canopies (larger than 120 sq. ft. or multiple tents without separation) and stages require a building permit.

18. Please indicate if any of the following will be assembled at the event and locate on the site plan.

____ Tent (size: _____) ____ Canopy (size _____) ____ 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 are required to provide documentation of the flame spread labeling for submittal with application. Stages and bleachers must include product approvals that are supplied by the manufacturer.

ALCOHOL

19. Are you requesting that alcohol be served or sold at the event?
If yes, please provide copy of appropriate State license.

LICENSES

20. Copies of State and County licenses for vendors and contractors, as required.

INDEMNIFICATION

21. 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

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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.

Applicant's Signature (required)

Date

Applicant's Printed Name and Title/Organization
Telephone Number:

STATE OF FLORIDA:
COUNTY OF BROWARD:

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

My Commission Expires:

Notary Public, State of Florida

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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.

Access Control points

Canopy locations (include the use, such as shelter or vending and the size of the canopy)

Cooking Areas (cooking areas may need to be separated from public areas with fences or barricades)

Dimensions (to determine if available site will support all of the proposed activities)

EMS stand-by or Fire watch areas (include first aid stations)

Fences and gates

Fences barriers and gates

Fire Extinguishers

Fire lanes (emergency access for fire equipment and EMS)

Fuel Storage and dispensing areas

Generators

Hazards at the site (ditches, construction areas, obstructions to pedestrian traffic, bodies of water)

Locate electrical equipment, permanent and temporary (temporary electrical installation will be to code)

Parking areas

Pedestrian walkways

Rides, demonstrations, performance areas and stages

Signage

Smoking and No Smoking areas

Tent locations (sales, food service, etc. Large tents will require illuminated exit signs and fire extinguishers)

Ticket Kiosks

Traffic routing and road closures

Trailers on site (sleeping facilities, service trailers, displays, etc.)

Trash receptacles

Vendor locations (booths or tables and approximate size)