



SPECIAL EVENT APPLICATION

This completed application must be submitted *at least* 60 days prior to the date of the event together with a \$100 application fee to:

Developments Services Director
4501 Ocean Drive
Lauderdale-By-The-Sea, Florida 33308

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

Questions? Call: Phone: 954-640-4210 or email ATM@lbts-fl.gov

Special events must be approved by the Town Commission before an event is advertised to the public.

The link to the Town Code is: <http://library.municode.com/index.aspx?clientID=14833&stateID=9&statename=Florida> and then click Chapter 17, Article VIII, Special Events.

The Special Event Permit will state all of the conditions for the event. 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:
2. Day(s) and date(s) of event: _____
New event___ Returning event_____
3. Description of Event:
4. What type of audience is the event planned for? _____
5. Proposed location of the event:
6. Name and address of sponsor or hosting organization:
7. Name of person representing the applicant:
Mailing address:
Daytime phone: _____ Evening phone: _____ Mobile phone: _____
Email: _____ Fax: _____
8. 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#: _____
9. What is the actual beginning and ending time of the event?
Start of set-up:
Start time of the event:
End time of the event:
End of tear-down:
10. How many participants do you anticipate? _____ spectators? _____ adult volunteers? _____
11. Are there fees for the participants or spectators? _____ Provide details.

Will fees be collected on-site? _____

12. DETAILED SITE PLAN (required)

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.

13. STREET CLOSURES

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:

14. TRAFFIC CONTROL/BARRICADES. A traffic control contractor may be required for events which require barricades or traffic control signage.

Please list your traffic control contractor, if applicable:

15. VEHICLE LOADING/UNLOADING

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:

Vehicles are not allowed to drive or park on Town property or park grounds due to damage to underground irrigation systems and to the sod. 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.

16. 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.

Are you requesting the reservation of any 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.

All parking meter fees are paid 30 days prior to the event.

17. SIGNAGE

Are you requesting permission to erect for the event? Yes___ No ___
Number of signs _____ Size _____ sq.ft.
Location of signs _____

Locate signs on detailed site plan or attached a separate sheet.

18. 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.

Do you anticipate hiring off duty police/code compliance officers for your event? Yes___ No___

19. ANIMALS

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 _____

20. SOUND SYSTEMS

Request to use amplified sound on public property-the following is requested:

- _____ Amplified sound/speaker system
- _____ Live music
- _____ Recorded music

Provide details of time and location of amplified music.

21. CLEAN-UP AND TRASH REMOVAL. Clean-up of the event area during the event and immediately following the event, including trash removal, is the responsibility of the applicant.

Name the contractor or organization, including phone number who is responsible for:

Clean-up of the event site: _____
Removal of trash from the event site: _____

22. 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.

Will the event require the following on public property?

_____Electrical power-Describe use: _____

_____Water – Describe use: _____

23. RESTROOMS (show on site plan)

Will additional restroom facilities be brought to the event site? _____

If yes, how many? _____ and show locate on your site plan.

A building permit is required for portable toilets. The number of portable toilets depends on the length and type of events.

Local businesses that have more than the required number of restroom facilities that allow their facilities to be used may count towards the extra restroom facilities required.

24. **TENTS/CANOPIES/STAGES** Tents, canopies larger than 120 sq.ft., multiple canopies without separation, and stages require a building permit.

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

___ Tent (size: ___x___) ___ 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.

25. **FIREWORKS** (Fireworks require a separate permit approval process and application)

Are you requesting approval to discharge fireworks at the event? Yes _____ No _____

26. **FOOD**

Will food be served at the event? Yes _____ No _____

If yes, is the food provided by a Non-Profit _____ or For profit _____ organization?

Is the food Free of charge _____ Available for purchase _____

Please list the types of food you are serving:

Will any of the following types of cooking equipment be used on site: Fryers? _____ Charcoal Grills? _____ Propane Grills? _____ Concession trailers? _____ Open fires? _____ Warmers? _____ Sterno? _____ Smokers? _____ Hoods? _____ Refrigerators? _____

27. **Sale of Merchandise.**

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

List items for sale:

28. **EVENT CONTRACTOR**

Please provide the contact information of your event contractor, if applicable:

29. **ALCOHOL**

Are you proposing alcohol to be served or sold at the event? _____

If yes, please provide copy of appropriate State license.

Provide details of time, location and who will be selling / providing the alcohol.

30. **PERMISSION OF THE PROPERTY OWNER**

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.

31. **RIDES** (rides may require a State of Florida inspection)

Are rides to be included in the event? Yes _____ No _____

Types: Mechanical/Electrical _____ Inflatable (bounce house etc.) _____ Manual (slides, trampolines)

Copies of contracts with any provider of rides, mechanical devices and amusements shall be submitted to the Town at least 30-days prior to the event.

32. **FIRE WATCH or EMS onsite**

If required by the Fire Marshall, the applicant shall 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, the cost of which is the responsibility of the applicant.

33. **LICENSES**

Please list the vendors and contractors that will be on site at the event. Copies of State and County licenses for all vendors and contractors shall be filed with the Town 30-days in advance of the event.

34. **INDEMNIFICATION**

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.

35. **INSURANCE.** Insurance requirements differ depending on the type of event and if alcohol is served.

For events not serving alcohol and without fireworks, the Applicants shall provide a Certificate of Liability Insurance written in comprehensive form naming the Town as additional insured in the amount of \$1,000,000 per occurrence and \$2,000,000 general aggregate for bodily injury and \$1,000,000 per occurrence and \$2,000,000 general aggregate for property damage with thirty days written notice required for cancellation.

An approved form of a certificate of liability insurance shall be provided the Town at least 30 days prior to the event date.

36. STATEMENT OF BENEFIT

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 shall be included here or attached to this application. If the Town is a sponsor or co-sponsor of the event, the Applicant shall keep financial records of the event sufficient to document all revenues and expenditures. These records shall be available at reasonable time within Broward County for inspection by the Town.

Statement of Benefit

(Insert here or attached)

37. DEADLINE TO SUBMIT REQUIRED DOCUMENTS

All required documents shall be provided not later than 30-days prior to the event date.

Approval for this event shall expire without future action of the Town if all documents such as insurance certificates, health and liquor licenses, BSO police detail contract(s), MOT Plan, Solid Waste Plan and other material requirements are not submitted at least 30-days prior to the event.

38. EVENT CONDITIONS

If the event is approved by the Commission, they will establish the event conditions that the application shall abide by during the event.

Standard Conditions shall include, but are not limited to the following:

- a The Police Chief shall specify the number of BSO detail officers needed for traffic and crowd control. The Applicants shall contract with BSO Detail Office for the detail BSO deputies within ten (10) days of receiving event approval.
- b The Police Chief shall approve the Applicant’s Maintenance of Traffic Plan (MOT), if one is required.
- c Permission for this event may be suspended or modified by the Commission.
- d The Applicants shall submit a solid waste and recycling plan for approval at least 30-days prior to the event to the Municipal Services Director. During the event as needed and at the end of the event, the Applicant shall empty the Town’s waste receptacles and recycling bins within the event area and within 100 feet of the event area.
- e The event sound systems shall be operated so as not to violate the Town’s Code, including and especially Section 13-6, Noise Limitation. All music shall end promptly at _____ pm.
- f Parking: _____
- g The Applicants shall provide written notice to all properties affected by this event by _____, 2013. The notice and the distribution area shall be approved by the Town prior to distribution.
- h The Town Manager may suspend permission for this event due to failure of the Applicants to comply with the terms and conditions of the Town’s event permit, for health or safety issues, or for the best interests of the Town.

Applicant's Certification

By signing this event application, the petitioner agrees to all terms, conditions, and indemnification in this application, and understands that this application or the approval of this event application by the Town Commission does not grant any permission to violate any laws, ordinances or statutes.

Additions and/or revisions to this application shall be submitted in writing.

I understand the Town's requirements to hold a special event and the information provided in this application is complete to the best of my knowledge.

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

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)



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