



# CITY OF FORT LAUDERDALE OUTDOOR EVENT APPLICATION

**Fee must accompany application**

Application received:  
 At least 60 days prior to event \$100.00  
 59 to 30 days prior to event \$150.00  
 29 to 14 days prior to event \$200.00  
 14 to 7 days prior to event \$250.00\*  
 Less than 7 days prior to event \$300.00\*

\*Must be approved by City Manager or designee

**Application must be filled out completely.**

**Please submit by EMAIL at least 60 days ahead of your planned event.**

The application will be reviewed by our administrative staff to determine the following criteria:

1. Facility requested
2. Compliance with City ordinances
3. Special permits required
4. Charges your organization will incur when City assistance and/or services are required
5. Security requirements
6. Environmental issues/effects on surrounding areas

**PART I: EVENT REQUEST**

Event name: **The 53<sup>rd</sup> Annual Christmas on Las Olas**

Purpose of event (check one):  Fundraiser  Awareness  **X Recreation**  Other \_\_\_\_\_

Requested location: **East Las Olas Boulevard Between 6<sup>th</sup> Ave and 11<sup>th</sup> Ave.**

Estimated daily attendance: **10,000**

Requested dates and time of event:

	<b>DATE</b>	<b>DAY</b>	<b>BEGIN</b>	<b>END</b>
EVENT DAY 1:	<u><b>12/1/14</b></u>	<u><b>Tuesday</b></u>	<u><b>5</b></u> <b>PM</b>	<u><b>10</b></u> <b>PM</b>
SETUP:	<u><b>12/1/14</b></u>	<u><b>Tuesday</b></u>	<u><b>6</b></u> <b>AM</b>	
BREAKDOWN:	<u><b>12/1/14</b></u>	<u><b>Tuesday</b></u>	<u><b>10PM - midnight</b></u>	

Has this event been held in the past?  **X** Yes  No

If yes, please list past dates and locations: **Same location for 52 years**

**Detailed** event description (include activities, entertainment, vendors, etc.):

**Classic Christmas on Las Olas event including ice skating rink, snow mountain, vendors, satellite bars, food canopies**

**PART II: APPLICANT**

Organization name: Las Olas Association

Address: P.O. Box 30013 City, State, Zip: Fort Lauderdale, FL 33303

Phone: 954-258-8382 Fax: \_\_\_\_\_

Corporation name: Las Olas Association Inc.  
(as it appears in articles of incorporation)

Date of incorporation: 1983 State incorporated in: FL Federal ID #592296268

Two authorizing officials for the organization:

President: Luke Moorman Phone: 954-658-7941

Secretary: Stephen Shuster Phone: 954-560-2582

Event Coordinator: Amber VanBuren Will you be on-site?  Yes  No

Title: Executive Director Phone: 954-258-8382 Cell: 954-670-4840

E-mail address: AmberV@lasolasboulevard.com Fax: \_\_\_\_\_

Additional Contact: Vann Padgett Will you be on-site?  Yes  No

Title: LOA Board Member Phone: (954) 712-9923 Cell: 954-629-1732

E-mail address: Vpadgett@thelasolascompany.com Fax: \_\_\_\_\_

Event production company (if other than applicant): N/A

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: (day) \_\_\_\_\_ (night) \_\_\_\_\_ (cell) \_\_\_\_\_

E-mail address: \_\_\_\_\_ Fax: \_\_\_\_\_

**PART III: EVENT INFORMATION**

Are you planning to charge admission?  Yes  No  
If yes, how much? \$ \_\_\_\_\_

Are you requesting to fence the event?  Yes  No

Are you planning on having any type of concession?  Yes  No  
If yes, State Health Dept. must be notified 10 days prior to event. Call John Litscher at 954-632-8094.

Are you planning on selling alcoholic beverages?  **Yes**  **No**  
If yes, how will the beverages be served? (Draft truck, cold plate, mini-bar, beer tub, table service, etc.)

**Satellite Bars on the Street**

Are you planning on serving free alcoholic beverages?  **Yes**  **No**  
If yes, to whom will it be given? \_\_\_\_\_

Are you planning to have any type of amusement rides?  **Yes**  **No**  
If yes, name of company: \_\_\_\_\_

What type of rides are you planning? \_\_\_\_\_  
(All rides must be approved by the State of Florida Bureau of Fair Rides and all permits must be secured prior to opening. Contact Ron Jacobs at (850) 921-1530.

Are you planning to play or have music?  **Yes**  **No**  
If yes, what music format(s) will be used? (amplified, acoustic, recorded, live, disc jockey, etc):

**Amplified Choral Music**

List the type of equipment you will use (speakers, amplifier, drums, etc):

**speakers, amplifiers**

Will you use any type of soundproofing equipment?  **Yes**  **No**

List the days and times music will be played: **Tuesday Dec 2 from 5-10pm**

How close is the event to the nearest residence? **2 blocks**

Will your event require road closings?  **Yes**  **No**  
If yes, list requested streets and times in detail: **Usual LOA street closure from 6<sup>th</sup> Ave to 11<sup>th</sup> Ave.**

**\*\*\*\*PLEASE NOTE\*\*\*\*** You are required to secure barricades and/or directional traffic signs for road closings. Please attach a layout of your traffic plan, including the placement and number of barricades, signs, directional arrows, cones, and message boards, as well as the name of the company you will be using. Your traffic plan must be approved by the Police Dept. which may terminate any event occurring without the proper use of barricades.

Will your road closings affect access to parking spaces or parking lots?  **Yes**  **No**  
**\*\*\*\*PLEASE NOTE\*\*\*\*** All road closings which result in loss of revenue from inaccessible parking spaces will be billed to the event organizer and must be paid in full before the event. Please call Dee Paris at 828-3771.

Will any recyclable materials be utilized at this event?  **Yes**  **No**  
(Materials that can be recycled include all clean paper, cardboard, glass, plastic drink containers, aluminum cans, and milk or juice boxes.) Please refrain from the use of Styrofoam plates and cups.

Who will provide clean up services for garbage and recyclables? **Southern Waste**

Contact Name: **Santo Licamara** Phone: **(954)275-8559**

**\*\*\*\*NOTE\*\*\*\*** All grounds must be cleaned up **immediately** after completion of event. Recycling should be done at all City facilities and parks. Recycling may be provided by your organization, a private company or in some cases by the City of Fort Lauderdale. You are responsible for securing recycling services. Contact Janet Townsend at [Jtownsend@fortlauderdale.gov](mailto:Jtownsend@fortlauderdale.gov) or (954) 828-5956.



## FIRE DEPARTMENT QUESTIONNAIRE

### PREVENTION

1. Are you planning to have canopies (no sides) for this event?  **Yes**  No

How many and what sizes? 20-30size 10x10 tents

Name of Company: Tents and Events

*A building permit is required. Please contact Capt. Bruce Strandhagen at 954-828-5080.*

2. Are you planning to have tents (with sides) for this event?  Yes  **No**

How many and what sizes? \_\_\_\_\_

Name of Company: \_\_\_\_\_

*A building permit, exit signs, emergency lights, fire extinguishers, and "No Smoking" signs are required for tents. A fire watch at overtime rate may apply. Contact Capt. Bruce Strandhagen at 954-828-5080.*

**\*\*\*\*PLEASE NOTE\*\*\*\*** All permits required by the Florida Building Code must be obtained through the Building Department (including but not limited to electrical, structural, plumbing). Contact the Department of Sustainable Development Building Services Division at 954-828-6520.

3. Are you planning to have fireworks?  Yes  **No**

Name of company conducting the show: \_\_\_\_\_

*A permit is required for all pyrotechnics displays. Contact Capt. Wendy D'Agostino at 954-828-5884.*

4. Are you having food vendors?  **Yes**  No

How many and what kind? Approx 15 – ice ceam, soup, snacks- NO onsite cooking

**A fire extinguisher is required for each food booth. If a propane tank is used for a fuel source, it must be secured on the outside of the booth. A Fire inspection is required for all food booths. If the inspection is during non-working hours the cost will be \$75 per hour.**

### OPERATIONS/EMS

Special Event Detail Guidelines:

- \* One rescue unit/cart for 500 to 5,000 people in attendance (sustained attendance)
- \* Two rescue units/carts for 5,000 to 10,000 people in attendance (sustained attendance)
- \* One more rescue unit/cart per 5,000 additional people
- \* One command person if two or more rescue units/carts are required

The number of rescue units and paramedics is determined according to attendance and other risk factors.

1. Does your event require EMS medical standby services based on the guidelines above? **YES**  **NO**

2. What is your estimated sustained attendance? 5000

3. On-site contact? NAME Amber VanBuren PHONE 954-258-8382

A minimum of 4 hours will be charged for all special event details. 45 minutes will be added to the pre and post event times (totaling 1.5 hours), allowing for travel and preparation for the event.

**POLICE DEPARTMENT QUESTIONNAIRE**

1. Does your event require use of police vehicles? Yes \_\_\_\_\_ No  X

If yes, A Hold-Harmless Agreement must be signed and Liability coverage of a minimum of **ONE MILLION DOLLARS** must be provided.

2. Is this a new or previously held event? New \_\_\_\_\_ Previous  X

If yes, Previous date(s) **Every Tuesday after Thanksgiving** \_\_\_\_\_

3. Any established security, traffic, or other appropriate plan(s)? Yes  X  No \_\_\_\_\_

If yes, besides Fort Lauderdale Police, who will you be using for this plan?  
(private security company, volunteers, etc.)

4. Do you have an established detail of off-duty officers? Yes  X  No \_\_\_\_\_

If yes, who is your Police department contact?

Lt. Michael Dew

5. Any notable entertainers or special circumstances scheduled for your event?  
Yes \_\_\_\_\_ No  X

Who/What? \_\_\_\_\_

6. Is there alcohol being sold or given away? Yes  X  No \_\_\_\_\_

7. Are there any road closures required? Yes  X  No \_\_\_\_\_

If so what roads/intersections? **6<sup>th</sup> Ave and 11<sup>th</sup> Ave** \_\_\_\_\_

8. What is your estimated attendance? 10,000

I understand the off duty rate for Police personnel for ALL special events is calculated at a 3-hour minimum rate. I also understand there is a 24 hour cancellation requirement to avoid the 3 hour minimum payment per officer. The hourly rate and costs to be incurred by the event organizer will be quoted on the City of Ft. Lauderdale Special Events "Cost Estimate" worksheet developed at the Special Events logistics meeting and provided to the organizer. All payments will be paid within two (2) weeks of the payroll being submitted.

Amber VanBuren  
Name

July 29, 2015  
Date