



CITY OF FORT LAUDERDALE SPECIAL EVENT APPLICATION

Submit a **COMPLETED APPLICATION**, SITE PLAN and SITE PLAN NARRATIVE by email **60 days** before your planned event. Events Planned for July or August must be submitted by **May 1st**.

After you submit the application with your fee you will be contacted to meet with the Special Events team to review:

1. Facility/Location requested
2. Compliance with City ordinances
3. Special permits required
4. Other Charges for City Services
5. Security requirements
6. Environmental issues/effects on surrounding areas

Fee must accompany application

At least 60 days prior to event
\$200.00

59 to 30 days prior to event
\$400.00

Less than 30 days prior to event
Denied unless approved by City Manager or designee

PART I: EVENT REQUEST

Event Name 82nd Easter Sunrise Service

Purpose of event (check one): Fundraiser Awareness Recreation Other _____

Expected maximum attendance _____ Expected sustained attendance _____

Has this event been held in the past? Yes No

If yes, please list past dates, locations and attendance South Beach, Ft Lauderdale

82460

Detailed Description (Activities, Vendors, Entertainment, etc.)

non-Denominational Easter Service

Location South Beach, Ft Lauderdale

Date and Time	DATE	DAY	BEGIN	END	Attendance
SETUP:	<u>3/26/16</u>	<u>Saturday</u>	<u>5:00</u> AM/PM	_____ AM/PM	_____
EVENT DAY 1:	<u>3/27/16</u>	<u>Sunday</u>	<u>5:00</u> AM/PM	<u>8:00</u> AM/PM	<u>app. 750-1000</u>
EVENT DAY 2:	_____	_____	_____ AM/PM	_____ AM/PM	_____
EVENT DAY 3:	_____	_____	_____ AM/PM	_____ AM/PM	_____
BREAKDOWN:	<u>3/29/16</u>	<u>Sunday</u>	<u>8:00</u> AM/PM	_____ AM/PM	_____

*events scheduled for more than 3 days will be subject to special council approval

PART II: APPLICANT

Organization Name Ft Lauderdale Business Professional Women Phone: (954) 427-5453

For-Profit Non-profit Private (as registered) B.P.W.

Fort Lauderdale Business and Professional Women's Club, Inc.

Address: % Antonia Hyland - 427 Deerbrook Rd City, State, Zip: Deerfield Bch FL 33442 - 1330

Date of registration: 2/2/15 State registered in: FL Federal ID #: _____

Email Address: toniehyebellsouth.net Fax: _____

Two Authorizing Officials for the Organization

President: Carole Tolomeo Phone: (954) 752-0576

Secretary: Constance Pillalis Phone: 561-361-9880

Event Coordinator Name Hyland / Tolomeo Will you be on-site? Yes No

Title: Pres & Pres Phone: (954) 427-5453 Cell: _____

E-mail address: toniehyebellsouth.net Fax: _____

Additional Contact Name Carole Tolomeo Will you be on-site? Yes No

Title: Pres Phone: (954) 752-0576 Cell: _____

E-mail address: cjtolomeo@aol.com Fax: _____

Event Production Company (if other than applicant): _____

Address: _____ City, State, Zip: _____

Contact Name: _____ Title: _____

Phone: (day) _____ (night) _____ Cell _____

E-mail address: _____ Fax: _____

PART III: EVENT INFORMATION

All City permits must be obtained through the City's Department of Sustainable Development Building Services Division using the Building Permit Form - Apply and pay for the permits at least 30 days before the event. Contact the DSD Building Services Division (954) 828-5191 with any questions.

Admission Yes No If yes, how much? \$ _____

* All events that are hosted by a for profit will be subject to a fee equal to 20% of their gross profits from the event within 30 days of the conclusion of the event.

Alcohol For Sale Yes No **Alcohol For Free** Yes No

If yes, how will the beverages be controlled and served? (Draft truck, bar tender, beer tub, etc.)

*Provide State of Florida alcohol licenses and \$500,000 of Liquor Liability Insurance 30 days before event.

Amusement Rides Yes No

If yes, name and contact of company: _____

What type of rides are you planning? _____

*Florida Bureau of Fair Rides, Ron Jacobs (850) 921-1530 must be contacted 30 days before the event to schedule inspections and final approval of all vendors and rides prior to use.

Electricity

___ Yes No

* Events requiring electricity must be permitted. eventpower@fortlauderdale.gov

Company: _____ License #: _____

Name of electrician: _____ Phone: _____

Entertainment

___ Yes ___ No

If yes, what type of entertainment will be there? Any notable performers?

Fencing or Barricades

___ Yes No

* Include proposed fences in your Site Plan & Narrative

Fireworks & Flame Effects

___ Yes No

Name & Contact of Company conducting the show: _____

* A permit and Fire Watch is required for all pyrotechnics displays. firemarshal@fortlauderdale.gov

Food Vendors

___ Yes No

* State Health Dept. John Litscher at (954) 632-8094 must be notified 10 days prior to event. All Food Vendors must be inspected by the Fire Rescue Department, Capt. Bruce Strandhagen at (954) 828-5080 to ensure compliance prior to serving food. 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. Inspections during non-working hours cost will cost \$75 per hour.

Music

Yes ___ No

If yes, what music format(s) will be used? (amplified, acoustic, recorded, live, MC, DJ, etc):

Speaker and amplifier

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

Days and times music will be played: *6:30 am - 7:45 am Sunday 3/27/16*

How close is the event to the nearest residence? *on beach - non residential*

Soundproofing equipment? ___ Yes No

Parking Impact

___ Yes ___ No

* All Parking Spaces that are impacted by an event will be billed to the event organizer through the Transportation & Mobility Dept. and must be paid in full before the event. eventtam@fortlauderdale.gov

Road Closings

___ Yes No

* Closing roads requires submitting an approved Maintenance of Traffic plan to the Special Events Director for each agency affected BEFORE the Commission will vote on it. Some Forms and instructions can be found in the Special Events manual Appendix. To expedite the process you may want to select a pre-approved MOT plan.

Sanitation & Waste

Will the event encourage Recycling and Sustainability? ___ Yes ___ No *not appl.*

* The Green Checklist in the Events Manual Appendix can help you. Portable Toilets are regulated by Broward County.

Service Provider: _____ Contact: _____ Phone: _____

All grounds must be cleaned up **immediately** after completion of event or you will be subject to fees. Recycling must be provided at all City events, facilities and parks. You are responsible for securing recycling services.

Tents or Canopies

Yes No

Quantity and size of each? N/A

Name & Contact of Company: _____

*A detailed Site Plan showing the locations and size of each canopy or tent is required. A permit and final inspection is required if there are multiple canopies, if they are going to be used for cooking or if there are Tents (with walls).

Toilets

Yes No N/A

*All toilets must be removed within 24 hours. Broward County requires a copy of your contract or invoice to be faxed to (954) 467-4898 to ensure compliance with minimum standards.

Transportation Plan

Yes No N/A

* Any events larger than 5,000 people must have an approved Transportation Plan. eventtam@fortlauderdale.gov

Part IV: SECURITY AND EMERGENCY SERVICES

Your Event may require Security and Emergency Services which will be determined using this application, your Site Plan and Narrative, your MOT, your transportation plan and any additional information requested during your Special Events meeting. The hourly rate and costs to be incurred by the event organizer will be quoted on the "Cost Estimate" worksheet developed at the meeting and provided to the organizer. The cost may change if any of your event details change after the meeting. You may be required to provide a deposit based on historical performance or lack thereof. The Appendix of the Special Events Manual has a description of most City services and their associated fees.

Fire Prevention and Emergency Medical Services

Fire Rescue will most likely need to inspect your event based on your Building Permit, expected attendance and other risk factors such as alcohol, time or day, location, event type or weather. When you complete your Building Permit Form with DSD you should indicate all the permits and inspections you need to avoid delays. See the Special Events Manual Appendix for estimated fees. For any inspections conducted by the Fire-Rescue department before the event, fees must be paid in advance through the Department of Sustainable Development. A minimum of four hours for each Fire Rescue staff member will be charged for all special event details unless the department receives a cancelation. Any cancelations need to be made by phone at least 24 hours before an event is expected to begin or you will be charged for the services. All payments will be invoiced to the Event Organizer and must be paid within thirty (30) days. For questions contact the Fire Marshal at (954) 828-6370

On-site Contact Name _____ Phone _____

Police

Your event may require Security. Depending on your event it may be possible to supplement some of the City Police services with a private third-party security company if their security plan is approved by the City Police department. If you want to use a private security company you or the security company must present the proposed security plan along with the businesses business license and contact information with the events application. The Police will review the plan and let you know if it will meet City requirements.

If a Fort Lauderdale Police Vehicle is required then a Hold-Harmless Agreement must be signed and Liability coverage of a minimum of ONE MILLION DOLLARS must be provided.

Security Plan

Yes No

Security Company

Yes No

Name _____ Contact _____ Phone _____

