



# 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: Great Strides Fort Lauderdale

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

Requested location: Fort Lauderdale Beach South Parking Lot (corner of A1A and Harbor Drive)

Estimated daily attendance: 350 participants

Requested dates and time of event:

	DATE	DAY	BEGIN	END
EVENT DAY 1:	<u>April 26, 2014</u>	<u>Saturday</u>	<u>8:00 AM</u>	<u>12:00 PM</u>
EVENT DAY 2:	_____	_____	_____ AM/PM	_____ AM/PM
EVENT DAY 3:	_____	_____	_____ AM/PM	_____ AM/PM
SETUP:	<u>April 25, 2014</u>	<u>Friday</u>	<u>6:00 PM</u>	
BREAKDOWN:	<u>April 26, 2014 Saturday</u>			<u>2:00 AM/PM</u>

Has this event been held in the past?  Yes  No

If yes, please list past dates and locations: Same location on April 27, 2013 and April 21, 2012. Located at Hugh Taylor Birch State Park on April 2, 2011; April 10, 2010; April 18, 2009; and April 18, 2008.

Detailed event description (include activities, entertainment, vendors, etc.): Great Strides is the Cystic Fibrosis Foundation's fun, family-friendly nationwide fundraising event to raise dollars for life-saving CF research and care. Great Strides raises much needed funds for the ongoing work of the Cystic Fibrosis Foundation's mission, which is to assure the development of the means to cure and control cystic fibrosis and to improve the quality of life for those with the disease. The Fort Lauderdale walk will take on a beach party theme and welcome all participants to enjoy a day of fun activities, magic, clowns, face-painting, great food, music, and much more all to help raise the funds needed to cure CF

Ready for Payment  
FLFL

PO# Req# 168443

Addendum PO# \_\_\_\_\_

Vendor ID # 0055221

[Signature] 8-15-13

ED Signature

Date

**PART II: APPLICANT**

Organization name: Cystic Fibrosis Foundation – South Florida Office

Address: 3443 NW 55<sup>th</sup> St, Building #1 City, State, Zip: Fort Lauderdale, FL 33309

Phone: 954-739-5006 Fax: 954-739-2890

Corporation name: \_\_\_\_\_  
(as it appears in articles of incorporation)

Date of incorporation: 1955 State incorporated in: MD Federal ID #: 13-1930701

Two authorizing officials for the organization:

President: \_\_\_\_\_ Phone: \_\_\_\_\_

Secretary: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Coordinator: Andi Allen Will you be on-site?  Yes  No

Title: Development Director Phone: 954-739-5006 (work)

Cell: 404-234-7774

E-mail address: aallen@cff.org

Fax: 954-739-2890

Additional Contact: Lori Johnson-Edwards Will you be on-site?  Yes  No

Title: Logistics Specialist Phone: 954-739-5006 Cell: 954-873-3355

E-mail address: ljohnsonedwards@cff.org Fax: 954-739-2595

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.) \_\_\_\_\_

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):

A DJ will begin to play music at 8:00am

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

Will you use any type of soundproofing equipment?  Yes  No

List the days and times music will be played: Saturday, April 26, 2014 (8:00am – 12:00pm)

How close is the event to the nearest residence? \_\_\_\_\_

Will your event require road closings?  Yes  No  
If yes, list requested streets and times in detail: \_\_\_\_\_

**\*\*\*\*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 828-5874.

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? CFF Staff and volunteers

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**\*\*\*\*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.

Will you require electricity? \_\_\_\_\_ Yes  No

Events requiring electricity are the responsibility of the applicant. All permits must be obtained through the City's Department of Sustainable Development Building Services Division at (954) 828-5191 before setting up.

Company: \_\_\_\_\_ License #: \_\_\_\_\_

Name of electrician: \_\_\_\_\_ Phone: \_\_\_\_\_

**PART IV: APPLICANT'S ACCEPTANCE**

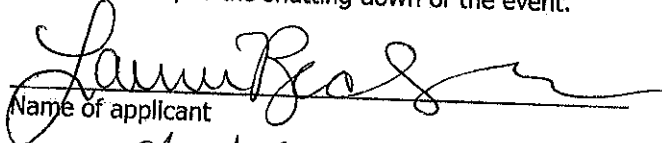
The information I have provided on this application is true and complete to the best of my knowledge.

Before receiving final approval from the City Commission, I understand that I (and the production company, if applicable) must furnish an original certificate of General Liability Insurance naming the City of Fort Lauderdale as additionally insured in the amount of at least one million dollars (\$1,000,000) or greater as deemed satisfactory by the City Risk Manager, and an original certificate of liquor liability insurance in the amount of \$500,000 if alcohol is being served.

I understand that a Parks and Recreation sponsored activity has precedence over the above schedule and I will be notified if any conflicts arise.

I understand that the City of Fort Lauderdale Police Department will determine all security requirements and that EMS is required by City Ordinance to be onsite during all outdoor events.

I understand that the City has a noise ordinance. If at any time during the event it is determined by law enforcement personnel, code enforcement personnel, parks and recreation personnel, or any other city representative that the entertainment or music is causing a noise disturbance, I will be directed to lower the volume to an acceptable level as determined by City staff. If a second noise disturbance arises during the event, I may be directed to shut down the music or entertainment for the remainder of the event. I agree to abide by all provisions of the noise control ordinance and understand that my failure to do so may result in a civil citation, a physical arrest, or the shutting down of the event.

  
Name of applicant

Lauren Bedenbaugh  
Senior Operations Coordinator

Title

8/19/13  
Date

Please email completed application at least 96 days ahead of your planned event to:  
[jmeehan@fortlauderdale.gov](mailto:jmeehan@fortlauderdale.gov)

Please mail the \$100.00 application fee (payable to the City of Fort Lauderdale) to:  
Jeff Meehan, Outdoor Event Coordinator  
1350 W. Broward Boulevard, Fort Lauderdale, FL 33312  
Phone: (954) 828-6075 Fax: (954) 828-5650

Please include the following with the application:

- \* Event site plan – including stage(s), other entertainment locations, activities, booths, restrooms, canopies, dumpsters, fencing, generators, etc.
- \* Traffic/detour plan - including the placement and number of barricades, signs, directional arrows, cones, message boards, and name of the barricade and/or traffic signs company being used.

# FIRE DEPARTMENT QUESTIONNAIRE

## PREVENTION

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

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

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

*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? 10+ 10'x10' tents

Name of Company: Elite Tent 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? Fruit, bagels, BJ's Brewhouse, Papa John's, Starbuck's, 5-hour Energy.

**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? 350

3. On-site contact? NAME Andi Allen PHONE 404-234-7774

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

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

If yes, Previous date(s)? Same location on April 27, 2013 and April 21, 2012. Located at Hugh Taylor Birch State Park on April 2, 2011; April 10, 2010; April 18, 2009; and April 18, 2008.

3. Any established security, traffic, or other appropriate plan(s)? Yes \_\_\_\_\_ 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  No \_\_\_\_\_  
If yes, who is your Police department contact?

Currently working with FLPD

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

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

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

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

If so what roads/intersections? \_\_\_\_\_

8. What is your estimated attendance? 350

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.

Name Lauren Bedenbaugh  
Senior Operations Coordinator

Date 8/19/13



## Special Event Insurance Application

Complete this application for all Cystic Fibrosis Foundation fundraising events.

PLEASE TYPE – Answer each item completely and include zip codes. REQUISITION # \_\_\_\_\_

1. CHAPTER NAME: FLFL – South Florida 2. PHONE NUMBER: 954-739-5006

3. ADDRESS: 3443 NW 55<sup>th</sup> St, Building 1, Fort Lauderdale, FL 33309

4. EVENT NAME: Great Strides Fort Lauderdale 5. EVENT DATE: Saturday, April 26, 2014

6. DESCRIPTION: Great Strides is the Cystic Fibrosis Foundation's fun, family-friendly nationwide fundraising event to raise dollars for life-saving CF research and care. Great Strides raises much needed funds for the ongoing work of the Cystic Fibrosis Foundation's mission, which is to assure the development of the means to cure and control cystic fibrosis and to improve the quality of life for those with the disease. The Fort Lauderdale walk will take on a beach party theme and welcome all participants to enjoy a day of fun activities, magic, clowns, face-painting, great food, music, and much more all to help raise the funds needed to cure CF.

7. EVENT COORDINATOR: Andi Allen

8. Attach a copy of the *unsigned* contract. Under no circumstances should a chapter sign a contract.

To name as Additional Insured on any Certificate, there must be a written contract or agreement. As such, Certificates, (with or without endorsements and/or waivers) will now include "as per written contract or agreement" for the Additional Insured.

*NOTE: Hold harmless agreements are strongly discouraged. If a hold harmless agreement is required, enclose a cover letter describing: the event to which the agreement pertains; the projected gross and net revenues; and anticipated expenses.*

*All entities requiring a hold harmless agreement must be additionally insured.*

9. CERTIFICATE OF INSURANCE HOLDER

*List exactly as you wish the certificate to read. This type of certificate does not name the vendor on our policy.*

NAME: City of Fort Lauderdale

ADDRESS: 1350 W Broward Blvd, Fort Lauderdale, FL 33312

10. ADDITIONALLY INSURANCED

*List exactly as you wish the certificate to read. This type of certificate does not name the vendor on our policy.*

NAME: City of Fort Lauderdale

ADDRESS: 1350 W Broward Blvd

City/State/Zip: Fort Lauderdale, FL 33312

Comments: Additionally insured for \$1,000,000

**Watercraft event coverage is limited under our present insurance. Before planning a watercraft event, you must obtain approval from your field supervisor and the Business Office. Aircraft or flying event activities cannot be insured.**