

CITY OF FORT LAUDERDALE OUTDOOR EVENT APPLICATION



\$100 Fee
must
accompany
application

Application must be filled out completely in DARK Ink or type, and submitted at least 90 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

Before receiving final approval from the City Commission, the applicant (and production company, if applicable) must furnish the City of Fort Lauderdale with an original certificate of liability insurance in the amount of at least one million dollars (\$1,000,000) or greater as deemed satisfactory by the City Risk Manager. *The insurance must name the City of Fort Lauderdale as an additional insured.* If alcohol is being served at the event, a certificate of liquor liability insurance in the amount of \$500,000 naming the City as additionally insured must also be provided.

PART I: EVENT REQUEST

Event name: **Sistrunk Parade and Street Festival**

Purpose of event: **These events are produced annually by Sistrunk Historical Festival, Inc., in celebration of Black History Month and as a means of providing family-friendly fun.**

Requested location: **Parade will begin at New Mt. Olive Baptist Church, travel North to Sistrunk Boulevard, head West along the Sistrunk corridor. The end of the parade is still being considered. The Festival will be held in the streets along the Sistrunk corridor from the canal that separates City from County to NW 27th Avenue, as well as inside of Reverend Samuel Delevoe Regional Park. Space from NW 27th Avenue to NW 31st Avenue will be reserved for parking.**

Estimated daily attendance: **Approximately 5,000**

Requested dates and time of event (NOT including set up and tear down)

	DATE	DAY	BEGIN	END
EVENT DAY 1:	02/23/2013	Saturday	9:00 am	11:00 am (parade)
EVENT DAY 1:	02/23/2013	Saturday	11:00 am	7:00 pm (festival)

Set up for event will begin on: **02/23/2013 at 5:00 am**

Date Time

Break down will be completed by: **02/23/2013 at 10:00 pm**

Date Time

Will your event require road closings? ☒ Yes ☐ No

If yes, list requested streets and times in detail: We are requesting road closure along the Sistrunk corridor from 31th Avenue East to 9th Avenue for the Parade beginning at 9:00 am. Barricades from 9th Avenue to the canal that separates City from County will be removed after the parade passing at approx. 11:00 am. The remainder of the Sistrunk corridor, from the canal West to 27th Avenue and again from 27th Avenue to 31st Avenue, will remain closed for the street festival until approx. 10:00pm. Although the festival will officially end at 7:00pm, we are requesting an additional 3 hours of street closure for the safety of the clean-up crew. Additionally, note that the Northbound and Southbound lanes of 27th Avenue will not be impacted by the road closures and will remain open to through traffic.

****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. who may terminate any event taking place without the proper use of barricades.

Will your road closings affect access to parking spaces or parking lots? ☐ Yes ☒ No

****PLEASE NOTE**** According to City policy, 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 will be allowed to take place. For additional details regarding this charge, please call Keela Black at 828-3794.

Has this event been held in the past? ☒ Yes ☐ No

If yes, please list past dates and locations: The Parade is held annually. It will travel along the Sistrunk corridor heading West from 9th Avenue (having originated at the New Mount Olive Baptist Church). The end of the parade is still being considered, as of this application. The Street Festival will be held both along the streets of the Sistrunk corridor as well as inside Delevoe Park. The 2013 event will be a fenced, ticket event along the corridor.

PART II: APPLICANT

Organization name: **Sistrunk Historical Festival, Inc.**
(as it appears in articles of incorporation)

Address: **Post Office Box 1122**

City, State, Zip Code: **Fort Lauderdale, FL 33302**

Phone: **954-687-3472** Fax: _____

Non Profit Organization? ☒ Yes ☐ No Tax ID #: **85-8012877933C-9**

Corporation name: **Sistrunk Historical Festival, Inc.**

Date of incorporation: **1982** State incorporated in: **Florida**

Federal ID #: **65-0072187**

Two authorizing officials for the organization:
Board Chairperson: **Margaret Haynie Birch**

Phone: **954-735-0687**

Executive Director: **Denise Rodgers**

Phone: **954-439-4098**

Event Coordinator: **Walter Haynie**

Title: **Event Chairperson**

Phone: **561-989-7386**

(cell) **954-822-0503**

E-mail address: **Walterhaynie@yahoo.com**

Fax: _____

Additional contact Person: **Margaret Haynie Birch**

Title: **Board Chairperson**

Phone: **954-735-0687**

Cell: **954-593-7413**

E-mail address: **amarpi5960@comcast.net**

Fax: _____

Event production company (if other than applicant): _____

Address: _____ City, State, Zip: _____

Contact person: _____ Title: _____

Phone: (day) _____ (night) _____ (cell) _____

E-mail address: _____ (fax) _____

PART III: EVENT INFORMATION

Detailed event description: **Events will be a full-day affair beginning with a parade starting at New Mt. Olive Baptist Church at 9:00 am until approximately 11:00 am, traveling West along the Sistrunk corridor. The end of the Parade has yet to be determined, as of the time of this application. The Street Festival will start at 11:00 am and end at 7:00 pm. The Street Festival will include a variety of vendors (food, merchandise, information) along with 2 entertainment stages that will have live performances throughout the day.**

Are you planning to charge admission?

☒ Yes ☐ No

If yes, how much? \$ **varies; age-specific**

Are you requesting to fence the event?

☒ Yes ☐ No

Are you planning on having any type of concession?

☒ Yes ☐ No

If yes, State Health Department 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, who will you be giving it to? _____

Are you planning to play or have music?

☒ Yes ☐ No

If yes, please describe in detail (Amplified? Acoustic? Type?)

Amplified live music will be performed on 2 separate stages throughout the day at the Street Festival.

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 jacobsr@doacs.state.fl.us or (850) 488-9790).

Who will provide clean up services?:

(Company name)

Name: **Emerald Irish Cleaning**

Phone: **954-701-4615**

*Note: All grounds must be cleaned up **immediately** after completion of event.

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

Company: **Burrows Electric Company**

Name of electrician: **George Burrows**

Phone: **954-467-2909**

License #: **78-CME-586-X**

All security requirements will be determined by the City of Fort Lauderdale Police Department. EMS is required by City Ordinance to be onsite during all outdoor events.

Please attach a copy of your proposed event site plan including stage(s), other types of entertainment, activities, booths, restrooms, dumpsters, fencing, etc.

The information I have provided on this application is true and complete to the best of my knowledge. If this application is approved, I understand that **I must furnish an original certificate of General Liability insurance naming the City of Fort Lauderdale as additionally insured, and an original certificate of liquor liability insurance 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.

In addition, when approval for the event is given by the City Commission, that approval is contingent upon review and approval of the event agreement by the City Attorney's Office.

Executive Director

Signature of applicant

Title

June 1, 2012

Date

Please return completed application at least 90 days ahead of your planned event, along with \$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**

E-mail address: jmeehan@fortlauderdale.gov
Phone: (954) 828-6075 Fax: (954) 828-5650

FIRE DEPARTMENT QUESTIONNAIRE

PREVENTION

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

How many and what sizes? **Approx. 50 that will be sized 10' X 10'**

Name of Company: **Sunshine Tents & Events**

A building permit is required. Please contact Lt. Jeff Lucas at 954-828-5892.

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

How many and what sizes? _____

Name of Company: _____

In addition to 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. Please contact Lt. Jeff Lucas at 954-828-5892.

3. Are you planning to have fireworks? ☐ Yes ☒ No

Name of company conducting the show: _____

A Fireworks permit is required for all pyrotechnics displays. Please contact Lt. D'Agostino at 954-828-5884.

4. Are you having food vendors? ☒ Yes ☐ No

How many and what kind? **Number is currently unknown, but we expect to have a variety of different food vendors.**

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 \$50 - \$60 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 plus people in attendance (sustained attendance)
- * One command person if two or more rescue units/carts. One more rescue unit/cart per 5,000 additional people.

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? **Approximately 5,000**

3. On-site contact?

NAME **Walter Haynie**

PHONE **954-822-0503**

A minimum of 4 hours will be charged for all special event details. 30 minutes will be added to the pre and post event times (totaling 1 hour), 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, you must provide a certificate of liability insurance that includes automobile comprehensive and collision, and worker's compensation, for damage or incidents that occur in non-police action while in our employment, in addition to the required \$1,000,000 general liability naming the City as additional insured as required for all events

2. Is this a new or previously held event? New_____ Previous **X**

Previous date(s)? **Annually**

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.)

Our intent is to utilize personnel from Fort Lauderdale Police Department and Broward Sheriff's Office.

4. Do you have an established detail of off-duty officers? Yes **X** No_____

If yes, who is your Police department contact?

Major Anthony Williams

5. Any notable entertainers or special circumstances scheduled for your event?

Yes **X** No_____

Who/What? **TO BE DETERMINED**

I understand the off duty rate for Police personnel for ALL special events is calculated at a 3-hour minimum rate. 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.

Signature

June 1, 2012

Date