



# 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 subject to City Manager's approval**

**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: CFF Cycle for Life: Wheels in Motion for a Cure

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

Requested location: The start/finish line will be set at Esplanade Park in Fort Lauderdale. The route will begin going east on SW 2<sup>nd</sup> Street, then south on SE 1<sup>st</sup> Ave until it intersects with Las Olas Blvd. Riders will take a left onto Las Olas and continue down until they reach A1A where they will then make a left and go north towards Boca. The route can either be 30 or 65 miles depending on what the rider has selected and will go as far north as Boynton Beach. On return route, riders will travel south on A1A, make a right on Las Olas Blvd and finish back at Esplanade Park.

Estimated daily attendance: 250-350

Requested dates and time of event:

	DATE	DAY	BEGIN	END
EVENT DAY 1:	<u>01/25/2014</u>	<u>Saturday</u>	<u>6:00 AM</u>	<u>4:00 PM</u>
SETUP:	<u>01/24 - 1/25/2014</u>	<u>Friday - Saturday</u>	<u>7:00 PM</u>	<u>6:00 AM</u>
BREAKDOWN:	<u>01/25/2014</u>	<u>Saturday</u>		<u>4:00 PM</u>

Has this event been held in the past? **YES**

If yes, please list past dates and locations: March 10, 2013 - Esplanade Park in Fort Lauderdale. The route started east on SW 2<sup>nd</sup> Street, then south on SE 1<sup>st</sup> Ave until it intersected with Las Olas Blvd to A1A, go north towards Boca, cycle 30 - 65 miles to as far north as Boynton Beach, turn around and travel south on A1A, make a right on Las Olas Blvd and end at Esplanade Park.

March 18, 2012 - Start in Huizenga Plaza in Fort Lauderdale, ride east on Las Olas Blvd to A1A, turn left on A1A North, cycle 30 - 65 miles, turn around and go south on A1A, make right on Las Olas Blvd, end at Huizenga Plaza.

Detailed event description (Include activities, entertainment, vendors, etc.): This is a cycling charity ride that will have Esplanade Park serve as the "home-base" for the event. It will be the start/finish line and host all pre and post ride festivities for the cyclists, their families, and friends. EP will have space available for multiple sponsors, bike mechanics, and cycle clubs to set up 10'X10' tents. Trash/recycling containers will be stationed around the event area to collect any excess waste. The Esplanade Park stage will be used by our DJ, HAM radio personnel, and warm-up coordinators to get the crowd ready for the day's event. Food tents, bike racks, water stations, a balloon arch, and silent auction tables will also be set up.

**PART II: APPLICANT**

Organization name: Cystic Fibrosis Foundation

Address: 3443 NW 55<sup>th</sup> Street, 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: \_\_\_\_\_ State incorporated in: \_\_\_\_\_ Federal ID #: \_\_\_\_\_

Two authorizing officials for the organization:  
President: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Event Coordinator: Jennifer Buchanan Will you be on-site? **Yes**

Title: Development Director Phone: 954-739-5006 Cell: 954-778-9177

E-mail address: jbuchanan@cff.org Fax: 954-739-2890

Additional Contact: Loi Johnson-Edwards Will you be on-site? **Yes**

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

E-mail address: ljohnsonedwards@cff.org Fax: 954-739-2890

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**

Are you planning to charge admission? **NO**  
If yes, how much? \$ \_\_\_\_\_

Are you requesting to fence the event? **NO**

Are you planning on having any type of concession? **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? **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**  
If yes, to whom will it be given? Individuals over the age of 21 (IDs will be checked)

Are you planning to have any type of amusement rides? **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**  
If yes, what music format(s) will be used? (amplified, acoustic, recorded, live, disc jockey, etc):  
Disc Jockey

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

Will you use any type of soundproofing equipment? **NO**  
List the days and times music will be played: Saturday, January 25, 2014 (8:00 am - 1:00 pm)

How close is the event to the nearest residence? The nearest residence is located in close proximity to Esplanade Park. No Music will be played on bike course or before 8:00 am

Will your event require road closings? **YES**  
If yes, list requested streets and times in detail: SW 4<sup>th</sup> Ave should be closed from 6:30am-12:00pm in order to give ample space for vendor trucks to unload, set-up, distribute, and pack up all necessary products throughout the day. Area will also serve as starting point for our cyclists. Temporary road closure may be needed at intersection of Las Olas Blvd and A1A in order to accommodate large groups of cyclists passing through.

**\*\*\*\*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**  
**\*\*\*\*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**  
(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? Volunteers and CFF Staff

Contact Name: Jennifer Buchanan Phone: 954-739-5006

**\*\*\*\*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**

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**

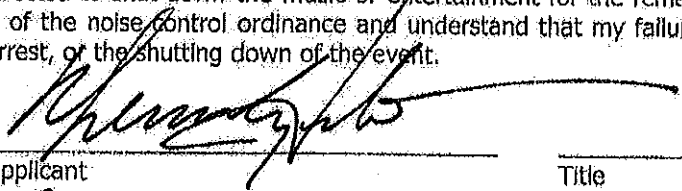
The information I have provided on this application is true and complete to the best of my knowledge.

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 \_\_\_\_\_ Title \_\_\_\_\_

*0-11-13*

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

11. Are you planning to have canopies (no sides) for this event? YES

How many and what sizes? 5 - 10 10'X10' tents

Name of Company: Elite Tent Co.

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? 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? 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

How many and what kind? TBD

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? NO, but one will be on site

2. What is your estimated sustained attendance? 25

3. On-site contact? NAME Jennifer Buchanan PHONE 954-778-9177

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? **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? **Previous**

If yes, Previous date(s)? Sunday, March 10, 2013 and Sunday, March 18, 2012

3. Any established security, traffic, or other appropriate plan(s)? **YES**

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

Broward Sheriff's Office officers and volunteers

4. Do you have an established detail of off-duty officers? **NO**

If yes, who is your Police department contact?

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

**YES**

Who/What? TBD

6. Is there alcohol being sold or given away? **YES**

7. Are there any road closures required? **YES**

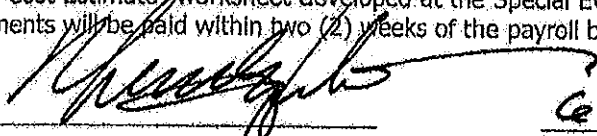
If so what roads/intersections? SW 4<sup>th</sup> Ave should be closed from 6:30am-12:00pm in order to give ample space for vendor trucks to unload, set-up, distribute, and pack up all necessary products throughout the day. Area will also serve as starting point for our cyclists. Temporary road closure may be needed at intersection of Las Olas Blvd and A1A in order to accommodate large groups of cyclists passing through.

8. What is your estimated attendance? 300

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

Date

 6-11-13