



CITY OF FORT LAUDERDALE OUTDOOR EVENT APPLICATION

\$100 Fee
must
accompany
application

Application must be filled out completely.

Please submit by **EMAIL** 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
6. Environmental issues/effects on surrounding areas

PART I: EVENT REQUEST

Event name: South Florida Scottish Festival & Games

Purpose of event (check one): ☐ Fundraiser ☐ Awareness ☐ Recreation ☒ Other Shoreline Scottish culture & Customs

Requested location: Snyder Park - 3299 Southwest 4 Av
FT. LAUDERDALE, FL 33315

Estimated daily attendance: 3000

Requested dates and time of event:

	DATE	DAY	BEGIN	END
EVENT DAY 1:	<u>March 2, 2013</u>	<u>Saturday</u>	<u>8</u> <u>AM/PM</u>	<u>10</u> <u>AM/PM</u>
EVENT DAY 2:	_____	_____	_____ <u>AM/PM</u>	_____ <u>AM/PM</u>
EVENT DAY 3:	_____	_____	_____ <u>AM/PM</u>	_____ <u>AM/PM</u>
SETUP:	<u>3/1/13</u>	<u>Friday</u>	<u>8</u> <u>AM/PM</u>	
BREAKDOWN:	<u>3/3/13</u>	<u>Sunday</u>		<u>5</u> <u>AM/PM</u>

Has this event been held in the past? ☒ Yes ☐ No 28 years

If yes, please list past dates and locations: 2012 Snyder Park 5 yrs prior Stadium

Festival site 1301 NW 55 St. FT. LAUDERDALE

Detailed event description (include activities, entertainment, vendors, etc.): BAGPIPE BAND AND
HIGHLAND DANCE COMPETITION, ATHLETIC GAMES, ENTERTAINMENT
TENT WITH CELTIC ROCK BANDS, FOOD VENDORS, VENDORS WITH
SCOTTISH GOODS. ETHNIC DEMONSTRATIONS

PART II: APPLICANTOrganization name: Scottish American Society of South FloridaAddress: P.O. Box 100667 City, State, Zip: Ft. Lauderdale, FL 33309Phone: 954-460-5000 Fax: _____Non-Profit Organization? ☒ Yes ☐ No Tax ID #: 59-17778602Corporation name: Scottish American Society of South Florida INC.
(as it appears in articles of incorporation)Date of incorporation: 8/2/83 State incorporated in: FL Federal ID #: 59-17778602

Two authorizing officials for the organization:

President: Robert Ritchie Phone: 754-368-0614Secretary: Faye West Phone: _____Event Coordinator: Robert Ritchie Will you be on-site? ☒ Yes ☐ NoTitle: President Phone: 754-368-0614 Cell: _____E-mail address: piperrar@gmail.com Fax: _____Additional Contact: Ed West Will you be on-site? ☒ Yes ☐ NoTitle: Logistics Coordinator Phone: _____ Cell: _____E-mail address: flywestwings@hotmail.com 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 INFORMATIONAre you planning to charge admission? ☒ Yes ☐ NoIf yes, how much? \$ TBDAre you requesting to fence the event? ☐ Yes ☒ NoAre 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 jacobsr@doacs.state.fl.us or (850) 488-9790).

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 Scottish bands and bagpipes

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

ALL ABOVE

Will you use any type of soundproofing equipment? ☐ Yes ☒ No

List the days and times music will be played: SAT MARCH 2, 2013 8:00 AM TO 9:00 PM

How close is the event to the nearest residence? OVER A MILE

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, parking garages, or parking lots? ☐ Yes ☒ No

Will any parking lots or garages be used during your event? ☐ Yes ☐ No

If yes, which one(s)? only within Snyder Park

How many spaces?

PLEASE NOTE - All road closings and use of parking spaces and/or garages 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 Keela Black at 828-3794

Will you be using electricity? ☒ Yes ☐ No
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: Conboy Electric License #: _____

Name of electrician: Larry Conboy Phone: _____

Will any recyclable materials be utilized at this event? X Yes No
(Including: clean paper, cardboard, glass, plastic, aluminum, milk or juice boxes.)

Who will provide clean up services for garbage and recyclables? Republic Industries/Event Staff

Contact Name: ROBERT A. RITCHIE Phone: 754-368-0614

PLEASE NOTE - All grounds must be cleaned up **immediately** after completion of event. Recycling should be done at all City facilities and parks. You are responsible for securing recycling services. For more information, contact Janet Townsend at jtownsend@fortlauderdale.gov or (954) 828-5956.

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.

ROBERT A. RITCHIE
Applicant Name SCOTTISH AMERICAN
SOCIETY OF SOUTH FL.
INC.

PRESIDENT
Title

Date

Please **email** completed application at least 90 days ahead of your planned event to:
smolnar@fortlauderdale.gov.

Please mail the \$100.00 application fee (payable to the City of Fort Lauderdale) to:
Susan Fyfe Molnar, Outdoor Event Coordinator
1350 W. Broward Boulevard, Fort Lauderdale, FL 33312
Phone: (954) 828-5362 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? 50 - 10x10 2 60x70 2 20x20 2 20x30

Name of Company: TBD

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 Building Department 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? 5-6 Scottish foods such as fish & chips, meat pies, baked goods, etc.

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? 800-900

3. On-site contact? NAME same as above PHONE _____

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)? 2007, 2008, 2009, 2010, 2012 28 years

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.)

DOTC at gates, SASSF volunteers for overnight security

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

If yes, who is your Police department contact?

John Labandera

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 _____ No X

If so what roads/intersections? _____

8. What is your estimated attendance? 3000

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.

Robert A. Ritchie
Name ROBERT A. RITCHIE

Date