




**CITY OF FORT LAUDERDALE  
City Commission Agenda Memo  
REGULAR MEETING**

7-2-13  
M-1-REVISED  
DELETING  
MOUNT OLIVET  
EVENT

#13-0966

**TO:** Honorable Mayor & Members of the  
Fort Lauderdale City Commission

**FROM:** Lee Feldman, ICMA-CM, City Manager 

**DATE:** July 2, 2013

**TITLE:** REVISED M-1 - Motion approving event agreements and related road closings: 3<sup>rd</sup> Annual Fort Lauderdale Turkey Trot & Paddle; ~~Mount Olivet Seventh-day Adventist Church International/Multicultural Day Celebration~~ and National Night Out Against Crime.

**Recommendation**

It is recommended that the City Commission approve event agreements with related road closings and authorize the proper City officials to execute on behalf of the City of Fort Lauderdale with ITRACE Foundation, Inc.; ~~Mount Olivet SDA~~ and 13<sup>th</sup> Street Alliance.

**Background**

City staff has been working closely with each event organizers regarding event topics, such as logistics, maintenance, and security as detailed below. The Police Department recommends approval of the closing of the City streets where appropriate, and event parking has been satisfactorily arranged. When applicable, amplified music was discussed and event organizers were advised of the noise ordinance and possible concerns.

Organizers will pay for all event costs and submit the required certificates of insurance. Event organizers will also secure all other necessary permits and licenses that are required from other agencies. Civic and merchant associations have been notified as appropriate regarding events in their areas. Specific event details are included in each event application as attached.

Information on each event with road closing is as follows:

**Event 1:**

Applicant: ITRACE Foundation, Inc.  
Event Name: 3<sup>rd</sup> Annual Fort Lauderdale Turkey Trot & Paddle  
Date/Time: November 28, 2013 (6AM-10AM)  
Location: DC Alexander Park- 500 Seabreeze Blvd

07/02/13  
#13-0966

PAGE 1 OF 3

Road Closing: Yes- see attached race route  
Alcohol: No  
Amplified Music: Yes- (6AM-10AM)  
Insurance Required: Yes  
Banners: No  
Pending Code Violations: No  
Exhibit: 2

Event 2:

~~Applicant: Mount Olivet SDA  
Event Name: Mount Olivet Seventh-day Adventist Church International/Multicultural Day Celebration  
Date/Time: Sunday, August 18, 2013 (1:00PM – 5:00PM)  
Location: 649 NW 15 Way – Mount Olivet Church Parking lot  
Road Closing: Yes – NW 15<sup>th</sup> Way (area in front of church)  
Alcohol: No  
Amplified Music: Yes (1:00PM – 5:00PM)  
Insurance Required: Yes  
Banners: No  
Pending Code Violations: No  
Exhibit: 2~~

Event 3 2

Applicant: 13<sup>th</sup> Street Alliance  
Event Name: National Night Out Against Crime  
Date/Time: August 6, 2013 (5:30PM – 8PM)  
Location: NE 13<sup>th</sup> Street from NE 5<sup>th</sup> to NE 6<sup>th</sup> Street  
Road Closing: Yes – NE 13<sup>th</sup> Street from NE 5<sup>th</sup> Terrace to NE 6<sup>th</sup> Ave  
Alcohol: No  
Amplified Music: Yes (5:30PM to 8PM)  
Insurance Required: Yes  
Banners: No  
Pending Code Violations: No  
Exhibit: 3-2

Authorization for the execution of Event Agreements is contingent upon the City Attorney's Office receiving and approving a validly executed agreement. Staff recommends approval of event agreements with related road closings

**Resource Impact**

There is no fiscal impact associated with this CAM.

Attachments:

Exhibit 1 – 3<sup>rd</sup> Annual Fort Lauderdale Turkey Trot & Paddle application

07/02/13  
#13-0966

Exhibit 1(a) – Turkey Trot Race Route

Exhibit 2 – ~~Mount Olivet Seventh-day Adventist Church International/Multicultural Day Celebration application~~

Exhibit 3 2 – NATIONAL NIGHT OUT AGAINST CRIME

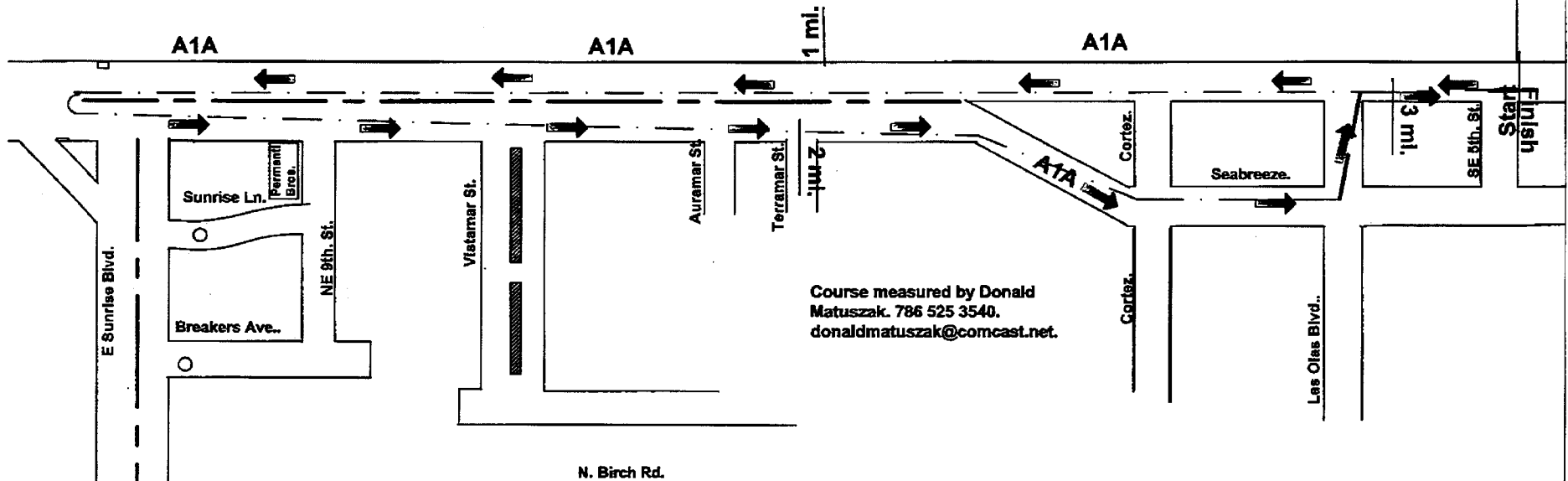
---

Prepared by: Carolyn Bean, Administrative Assistant

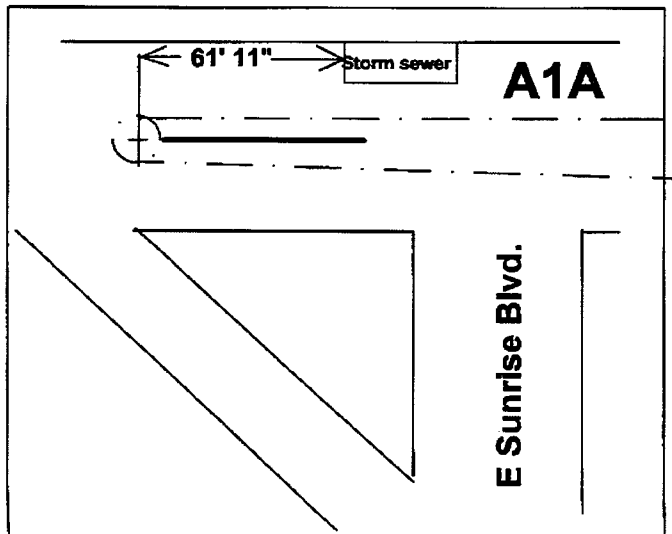
Department Director: Phil Thornburg

# Ft. Lauderdale 5k Turkey Trot

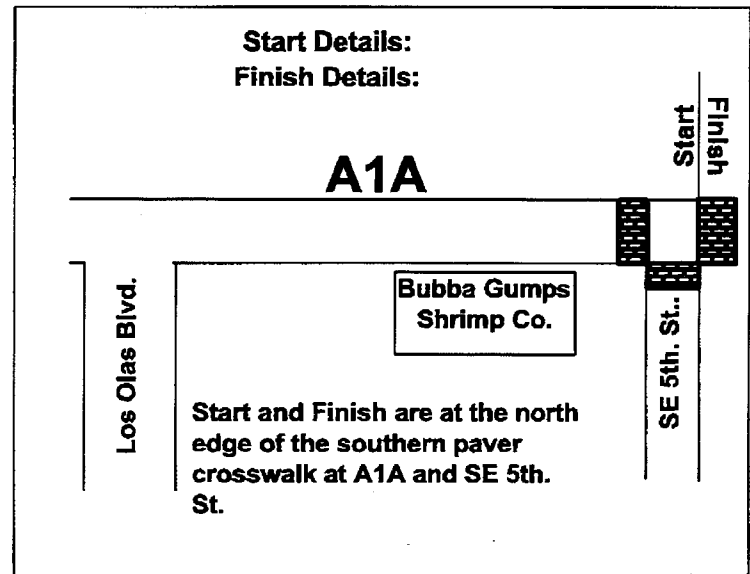
## Ft. Lauderdale, FL.



### Turn Details:



### Start Details: Finish Details:





## 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

**PLEASE SUBMIT THIS APPLICATION 30 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: 3<sup>rd</sup> Annual Fort Lauderdale Turkey Trot & Paddle

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

Requested location: DC Alexander Park; 501 Fort Lauderdale Beach Blvd. / A1A – 5k race course

Estimated daily attendance: 2,500

Requested dates and time of event:

	DATE	DAY	BEGIN	END
EVENT DAY 1:	<u>11/28/2013</u>	<u>Thursday</u>	<u>6:00 AM</u>	<u>9:00 AM</u>
EVENT DAY 2:	_____	_____	_____ AM/PM	_____ AM/PM
EVENT DAY 3:	_____	_____	_____ AM/PM	_____ AM/PM
SETUP:	<u>11/28/2013</u>	<u>Thursday</u>	<u>4:00 AM</u>	
BREAKDOWN:	<u>11/28/2013</u>	<u>Thursday</u>		<u>10:00 AM</u>

Has this event been held in the past?     Yes     No

If yes, please list past dates and locations: 11/24/2011 and 11/22/2012 at DC Alexander Park; 501 Fort Lauderdale Beach Blvd. / A1A – 5k race course

**Detailed** event description (Include activities, entertainment, vendors, etc.):

5K race, DJ, Amplified Announcements & Awards, Sponsorship Booths, Food/Beverage Vendors

**PART II: APPLICANT**

Organization name: ITRACE Foundation, Inc.

Address: 8201 Peters Road, Suite 1000 City, State, Zip: Plantation, FL 33324

Phone: (954) 476-5317 Fax: (954) 476-5318

Corporation name: ITRACE Foundation, Inc.  
(as it appears in articles of incorporation)

Date of Incorporation: Feb. 2010 State incorporated in: FL Federal ID #: 26-3889327

Two authorizing officials for the organization:  
President: Michele Slane Phone: 954-854-5807

Administrative Director: Christi Bick Phone: 636-579-0617

Event Coordinator: Christi Bick Will you be on-site?  Yes  No

Title: Administrative Director Phone: 954.476.5317 Cell: 636-579-0617

E-mail address: christi.bick@itracefoundation.org Fax: \_\_\_\_\_

Additional Contact: \_\_\_\_\_ Will you be on-site?  Yes  No

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail address: \_\_\_\_\_ 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**

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):

DJ

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

speakers, sound board, and microphone

Will you use any type of soundproofing equipment?  Yes  No

List the days and times music will be played: Thursday, November 28, 2013 from <sup>7:00AM</sup> 6am-10am

How close is the event to the nearest residence? unknown

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

See attached 2012 course map - same course

**\*\*\*\*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 828-3771.

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? Company TBD

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

Administrative Director  
Title

1/21/2013  
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? 10x10 tents, 4 or 5

Name of Company: Split Second Timing  
*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 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? \_\_\_\_\_

**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? 2,000-3,000

3. On-site contact? NAME Christi Bick PHONE 636-579-0617

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)? 11.24.2011 & 11.22.2012

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.)

All American Barricades and volunteers

4. Do you have an established detail of off-duty officers? Yes X No \_\_\_\_\_  
If yes, who is your Police department contact?

Lt. Sousa - FLPD

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 \_\_\_\_\_ No X

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

If so what roads/intersections? See attached 2012 course map-same course

8. What is your estimated attendance? 2,000-3,000

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.

Christie  
Name

1/31/2013  
Date

# CITY OF FORT LAUDERDALE OUTDOOR EVENT APPLICATION

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

Event name: National Night Out Against  
Crime

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

Requested location: 13th Street from NE 5th Terrace to NE 6th  
Avenue

Estimated daily attendance: 200

Requested dates and time of event:

END	DATE	DAY	BEGIN
	EVENT DAY 1: <u>Aug 6 2013</u>	<u>Tuesday</u>	<u>5:30- 8:00 pm</u>
	<u>AM/PM</u>	<u>AM/PM</u>	
	EVENT DAY 2: _____	_____	_____AM/PM
	<u>AM/PM</u>		
	EVENT DAY 3: _____	_____	_____AM/PM
	<u>AM/PM</u>		
SETUP:	<u>5:00 pm</u>	_____	_____AM/PM
BREAKDOWN:	<u>to 8:30 pm</u>	_____	

\_\_\_\_\_AM/PM

Has this event been held in the past? \_\_\_\_\* Yes \_\_\_\_No

If yes, please list past dates and locations: \_\_\_\_\_ various ...

---

---

**Detailed** event description (include activities, entertainment, vendors, etc.):

---

National Night Out Against Crime - will be inviting all City Officials and the Police. We are asking the FLPD to provide Police resources as is available ..ie Mounted Patrol, K-9, Police Vehicles, etc.

---

---

---

---

Organization name: 13th Street Alliance \_\_\_\_\_

Address: 530 NE 13th Street Fort Lauderdale 33304 \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: 954-822-4727 \_\_\_\_\_ Fax: \_\_\_\_\_

Corporation name: 13th Street Alliance \_\_\_\_\_ (as it appears in articles of incorporation)

Date of incorporation: Jan. 2010 \_\_\_\_\_ State incorporated in: Fla \_\_\_\_\_ Federal ID #: \_\_\_\_\_

Two authorizing officials for the organization:  
President: Tim Smith \_\_\_\_\_ Phone: 954-822-4727 \_\_\_\_\_

Secretary: Donna Collins \_\_\_\_\_ Phone: \_\_\_\_\_

Event Coordinator: Tim Smith \_\_\_\_\_ Will you be on-site? \* Yes No

Title: Pres. \_\_\_\_\_ Phone: 954-822-4727 \_\_\_\_\_  
Cell: \_\_\_\_\_

E-mail address: tim@timsmith.com \_\_\_\_\_  
Fax: \_\_\_\_\_

Additional Contact: Sal Gatanio \_\_\_\_\_ Will you be on-site? \* Yes No

Title: Board Member \_\_\_\_\_ Phone: 954-439-5756 \_\_\_\_\_  
Cell: \_\_\_\_\_

E-mail address: sgatanio@gmail.com \_\_\_\_\_  
Fax: \_\_\_\_\_

Event production company (if other than applicant): \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

\_\_\_\_\_

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: (day) \_\_\_\_\_ (night) \_\_\_\_\_ (cell) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Fax: \_\_\_\_\_

Are you planning to charge admission? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, how much? \$ \_\_\_\_\_ no \_\_\_\_\_

Are you requesting to fence the event? no \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you planning on having any type of concession? no \_\_\_\_\_ 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? no \_\_\_\_\_ 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? no \_\_\_\_\_ Yes  
\_\_\_\_\_ No  
If yes, to whom will it be given? \_\_\_\_\_

Are you planning to have any type of amusement rides? no \_\_\_\_\_ 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 \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, what music format(s) will be used? (amplified, acoustic, recorded, live, disc jockey, etc):  
amplified \_\_\_\_\_

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

small rock group

Will you use any type of soundproofing equipment? no  Yes  No

List the days and times music will be played: \_\_\_\_\_ during  
event \_\_\_\_\_

How close is the event to the nearest residence? 200  
feet \_\_\_\_\_

Will your event require road closings? yes  Yes  No  
If yes, list requested streets and times in **detail**: NE 13th Street ( two south  
side? east bound lanes

**\*\*\*\*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 828-3771.

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? \_\_\_\_\_ 13th Street  
Alliance \_\_\_\_\_

Contact Name: Tim Smith 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: \_\_\_\_\_  
\_\_\_\_\_

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.

\_\_\_\_\_ Tim Smith \_\_\_\_\_

Name of applicant \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_ May 28, 2013 \_\_\_\_\_  
Date

Please **email** completed application at least 96 days ahead of your planned event to:

**imeehan@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.**

**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?

---

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?  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?

---

---

**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? 200

3. On-site contact? NAME Tim Smith

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.

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)? many years - always on first Tuesday in August

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?

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? NE 13th Street (southern lanes) from NE 5 Terrace to NE 6th Avenue

8. What is your estimated attendance? 200

---

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.

Tim Smith

\_\_\_\_\_

Name

\_\_\_\_\_ MAY 28,

Date