

**CITY OF FORT LAUDERDALE**  
**TEMPORARY BEACH LICENSE**  
**AND**  
**OUTDOOR EVENT AGREEMENT**

THIS AGREEMENT is made by and between:

**CITY OF FORT LAUDERDALE**, a Florida municipal corporation, with its principal address at 101 NE 3<sup>rd</sup> Avenue, Suite 2100, Fort Lauderdale, Florida 33301, (hereinafter referred to as “City”),

and

**FLOCKFEST EVENTS INC.**, a Florida not for profit corporation, with its principal address located at 113 NE 20<sup>th</sup> Court, Wilton Manors, Florida 33305 and is hereinafter referred to as “Applicant” or “Sponsor”.

WHEREAS, the Applicant wishes to hold an outdoor event at the **Fort Lauderdale Beach Park, directly across from the Bahia Mar Fort Lauderdale Beach, Fort Lauderdale**, and has submitted a Special Event Application with an Anti-Human Trafficking Affidavit, which are incorporated into this Agreement and identified as “Composite Exhibit A” in compliance with the requirements of Section 15-182 of the Code of Ordinances of the City of Fort Lauderdale, Florida; and Section 787.06, Florida Statutes (2024), as may be amended or revised; and

WHEREAS, the Applicant is willing to obtain the requisite insurance, and indemnify and hold harmless the City of Fort Lauderdale for any damage to persons or property that might occur during or as a result of the outdoor event; and

WHEREAS, on May 6, 2025, by Motion, the City Commission of the City of Fort Lauderdale authorized the City Manager to execute this Temporary Beach License and Outdoor Event Agreement (hereinafter “Agreement”).

NOW, THEREFORE, in consideration of the mutual promises made herein, the parties agree as follows:

Parties agree the foregoing recitals are true and correct, and:

## **1. Effective Date.**

The Effective Date of this Agreement is the date upon which City Commission approval is granted.

## **2. Outdoor Event.**

The Applicant is permitted to operate or sponsor the outdoor event titled, "**FLOCKFEST 2025**" (hereinafter referred to as the "Event") only at the date(s), time(s), and with any approved road closure(s) and music exemption(s), as set forth in the attached Schedule 1 ("Exhibit B") and at the location particularly described in the attached Event Location Map ("Exhibit C") and Event Site Plan ("Exhibit D") (if applicable), which are attached hereto and made a part of this Agreement.

## **3. Temporary Beach License General Terms**

- (a) Pursuant to Section 8-55, City of Fort Lauderdale Code of Ordinances, the City shall grant a Temporary Beach License at such times and in such areas described herein.
- (b) Pursuant to Section 8-54, City of Fort Lauderdale Code of Ordinances, Applicant shall be permitted to sell either food, alcoholic beverages, Event merchandise, or all, during such times and in such areas specifically described herein and approved by the City Commission.
- (c) The Applicant agrees to pay \$500.00 per day for each Event use of the beach, including set-up and breakdown days.

## **4. General Requirements.**

- (a) If the Event includes use of fireworks, in advance of the Event the Applicant shall obtain a fireworks permit from the City's Fire Department. The Applicant shall comply with all applicable state and local laws regarding the use of fireworks.
- (b) The Applicant shall provide sanitary facilities of the type and in a sufficient number specified by the requirements established by the City's Department of Sustainable Development.
- (c) The Applicant shall coordinate with the City's Department of Sustainable Development to schedule appropriate City staff to conduct electrical inspections of all electrical facilities whether power is supplied by local utilities or is self-provided by generator systems. Prior to the Event, the Applicant shall permit the City staff to conduct electrical inspections of all electrical facilities.

- (d) If the Event includes the sale or distribution of any food or beverages, prior to the Event, the Applicant shall comply with all applicable state, county and City health code requirements. This shall be evidenced by a permit by the appropriate entity.
- (e) If the Event includes use of tents, awnings, or canopies, in advance of the Event, the Applicant shall submit current flameproof certificates to the City's Fire Department. The Applicant shall not hold or sponsor the Event until the Fire Department has provided written approval of the use of any tents, awnings, or canopies.
- (f) In advance of the Event, the Applicant shall submit a written plan to the City police department that regards crowd control and traffic direction. The Applicant shall not hold or sponsor the Event until the police department has provided written approval of the Applicant's plan. The Applicant shall bear the cost of staff necessary to implement the crowd control and traffic direction plan. Police costs shall be exempt from prior notice requirements.
- (g) The Applicant shall pay for the expense of all City services provided as a result of the Event identified by City staff prior to the Event. In advance of the Event, the Applicant shall submit a written plan to the City's Fire Department that regards fire safety and EMS. The Applicant shall not hold or sponsor the Event until the Fire Department has provided written approval of the Applicant's plan. The Applicant shall bear the cost of staff necessary to implement the fire safety and EMS plans. Fire and EMS costs shall be exempt from prior notice requirements.
- (h) In advance of the Event, the Applicant shall submit a written plan to the City Manager that indicates the proposed location of any temporary structure, such as a barricade, fence, tent, concession stand, ticket booth, and grandstand. The written plan shall include information about the planned removal of any temporary structure after the Event. The Applicant shall not hold or sponsor the Event or erect any temporary structure until the City Manager or his designee has provided written approval of the Applicant's temporary structure plan. The Applicant shall bear the cost necessary to implement the temporary structure plan.
- (i) The sale, possession, or consumption of any alcoholic beverage is prohibited while on or within any public place, or while on or within any vehicle located in a public place, which public place is located within the beach area as defined in Section 5-3 of the Code of Ordinances of the City of Fort Lauderdale, Florida except as authorized by special City permit approved by the City Commission.

- (j) If the event includes the sale, possession, or consumption of alcohol within the beach area, the Applicant shall submit:
  - (1) a written plan designating the event dates and hours for sale of alcoholic beverages, and
  - (2) a written plan for enclosing, restricting or controlling access to the special event area, which must be approved by the police, City Manager or his designee and any other governmental agency that may have jurisdiction;
- (k) Pursuant to Section 16-154(1)(b) of the Code of Ordinances of the City of Fort Lauderdale, special event permittees are prohibited from using polystyrene products, or utilizing polystyrene food and beverage packaging while serving or preparing food or beverages or providing polystyrene products to anyone while operating or located on City facilities or City property. The City may revoke the special event permit immediately if this section is violated. This subsection shall not apply to expanded polystyrene food and beverage packaging that was packaged outside of the City and sealed prior to receipt by the special event permittee.

## **5. Insurance.**

As a condition precedent to the effectiveness of this Agreement, during the term of this Agreement and during any renewal or extension term of this Agreement, Applicant shall, at its sole expense, provide insurance of such types and with such terms and limits as noted below. Providing proof of and maintaining adequate insurance coverage are material obligations of Applicant. Applicant shall provide the City a certificate of insurance evidencing such coverage. Applicant's insurance coverage shall be primary insurance for all applicable policies, in respect to the City's interests for this Agreement. The limits of coverage under each policy maintained by Applicant shall not be interpreted as limiting Applicant's liability and obligations under this Agreement. All insurance policies shall be through insurers authorized or eligible to write policies in the State of Florida and possess an A.M. Best rating of A-, VII or better, subject to approval by the City's Risk Manager.

The coverages, limits, and/or endorsements required herein protect the interests of the City, and these coverages, limits, and/or endorsements shall in no way be relied upon by Applicant for assessing the extent or determining appropriate types and limits of coverage to protect Applicant against any loss exposures, whether as a result of this Agreement or otherwise. The requirements contained herein, as well as the City's review or acknowledgement, are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by Applicant under this Agreement.

The following insurance policies and coverages are required:



### Commercial General Liability

Coverage must be afforded under a Commercial General Liability policy with limits not less than:

- \$1,000,000 each occurrence and \$2,000,000 aggregate for Bodily Injury, Property Damage, and Personal and Advertising Injury
- \$1,000,000 each occurrence and \$2,000,000 aggregate for Products and Completed Operations

Policy must include coverage for contractual liability and independent contractors.

The City, a Florida municipality, its officials, employees, and volunteers are to be included as an additional insured with a CG 20 26 04 13 Additional Insured – Designated Person or Organization Endorsement or similar endorsement providing equal or broader Additional Insured Coverage with respect to liability arising out of activities performed by or on behalf of Applicant. The coverage shall contain no special limitation on the scope of protection afforded to the City, its officials, employees, and volunteers.

### Liquor Liability

Applicant shall provide evidence of coverage for liquor liability in an amount not less than \$1,000,000 per occurrence.

### Workers' Compensation and Employer's Liability

Coverage must be afforded per Chapter 440, Florida Statutes. Any person or entity performing work for or on behalf of the City must provide Workers' Compensation insurance. Exceptions and exemptions will be allowed by the City's Risk Manager, if they are in accordance with Florida Statute.

Applicant waives, and Applicant shall ensure that Applicant's insurance carrier waives, all subrogation rights against the City, its officials, employees, and volunteers for all losses or damages. The City requires the policy to be endorsed with WC 00 03 13 Waiver of our Right to Recover from Others or equivalent.

Applicant must be in compliance with all applicable State and federal workers' compensation laws.

### Insurance Certificate Requirements

- a. Applicant shall provide the City with valid Certificates of Insurance (binders are unacceptable) no later than ten (10) days prior to the start of work contemplated in this Agreement.
- b. Applicant tractor shall provide to the City a Certificate of Insurance having a thirty (30) day notice of cancellation; ten (10) days' notice if cancellation is for nonpayment of premium.

- c. In the event that the insurer is unable to accommodate the cancellation notice requirement, it shall be the responsibility of Applicant to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested, and addressed to the certificate holder.
- d. In the event the Agreement term or any surviving obligation of Applicant following expiration or early termination of the Agreement goes beyond the expiration date of the insurance policy, Applicant shall provide the City with an updated Certificate of Insurance no later than ten (10) days prior to the expiration of the insurance currently in effect. The City reserves the right to suspend the Agreement until this requirement is met.
- e. The Certificate of Insurance shall indicate whether coverage is provided under a claims-made or occurrence form. If any coverage is provided on a claims-made form, the Certificate of Insurance must show a retroactive date, which shall be the effective date of the initial contract or prior.
- f. The City shall be included as an Additional Insured on all liability policies, with the exception of Workers' Compensation.
- g. The City shall be granted a Waiver of Subrogation on Applicant's Workers' Compensation insurance policy.
- h. The title of the Agreement, Bid/Contract number, or other identifying reference must be listed on the Certificate of Insurance.

The Certificate Holder should read as follows:

City of Fort Lauderdale  
Attn: Parks & Recreation  
401 SE 21<sup>st</sup> Street  
Fort Lauderdale, FL 33316

Applicant has the sole responsibility for all insurance premiums and shall be fully and solely responsible for any costs or expenses as a result of a coverage deductible, co-insurance penalty, or self-insured retention; including any loss not covered because of the application of such deductible, co-insurance penalty, self-insured retention, or coverage exclusion or limitation. Any costs for including the City as an Additional Insured shall be at Applicant's expense.

If Applicant's primary insurance policy/policies do not meet the minimum requirements as set forth in this Agreement, Applicant may provide evidence of an Umbrella/Excess insurance policy to comply with this requirement.

Applicant's insurance coverage shall be primary insurance in respect to the City's interests for this Agreement, its officials, employees, and volunteers. Any insurance or self-insurance maintained by the City shall be non-contributory.

Any exclusion or provision in any insurance policy maintained by Applicant that excludes coverage required in this Agreement shall be deemed unacceptable and shall be considered breach of contract.

All required insurance policies must be maintained until the Agreement work has been accepted by the City, or until this Agreement is terminated, whichever is later. Any lapse in coverage may be considered breach of contract. In addition, Applicant must provide to the City confirmation of coverage renewal via an updated certificate of insurance should any policies expire prior to the expiration of this Agreement. The City reserves the right to review, at any time, coverage forms and limits of Applicant's insurance policies.

Applicant shall provide notice of any and all claims, accidents, and any other occurrences associated with this Agreement to Applicant's insurance company or companies and the City's Risk Management office as soon as practical.

It is Applicant's responsibility to ensure that any and all of Applicant's independent contractors and subcontractors comply with these insurance requirements. All coverages for independent contractors and subcontractors shall be subject to all of the applicable requirements stated herein. Any and all deficiencies are the responsibility of Applicant. The City reserves the right to adjust insurance limits from time to time at its discretion with notice to Applicant.

## **6. Restoration of public property.**

If the Event includes use of public property the Applicant shall be responsible for, and shall maintain, all areas of the public property used. Maintenance means the prompt and complete removal of Event-generated trash or debris and the repair or restoration of any public property that was damaged as a result of the Event. Public property means real and personal property that is not privately owned and includes, but is not limited to, any sidewalk or paved surface, any tree, plant, shrub, bench, light fixture, traffic signal, parking meter, trash barrel or sign.

The City shall inspect the Event site location(s) for damage within twenty-four hours of the conclusion of the Event and the City shall provide the Applicant with a written report of any damage found on public property. The report shall state the cost of repair(s) necessary to restore the public property. Within fourteen days of the Applicant's receipt of this report the Applicant shall pay the cost of repair or challenge the City's report by a writing addressed to the Director of the City's City Manager's Office. Resolution of any such challenge shall be made by the City Manager; the Applicant agrees to abide by the City Manager's decision.

## **7. Reimbursement of expenses.**

Applicant shall reimburse the City for all expenses, including but not limited to, police, fire/EMS, parking, parks and recreation and sanitation services. Should the City incur

expenses as a result of the Event the City shall provide the Applicant with an invoice of all expenses. Within fourteen (14) days of the Applicant's receipt of any invoice, the Applicant shall pay the invoice or challenge the City's invoice by a writing addressed to the Director of the City's City Manager's Office. Resolution of any such challenge shall be made by the City Manager; the Applicant agrees to abide by the City Manager's decision.

## **8. Public Records**

This agreement and any other documents pertinent to this Agreement is subject to the public records disclosure as prescribed in Chapter 119, Florida Statutes (2024), and as may be amended or revised, or as otherwise provided by law. **IF THE APPLICANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES (2024), TO APPLICANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT CITY CLERK'S OFFICE, ONE EAST BROWARD BLVD., SUITE 444, FORT LAUDERDALE, FLORIDA 33301, PHONE: 954-828-5002, EMAIL: [PRRCONTRACT@FORTLAUDERDALE.GOV](mailto:PRRCONTRACT@FORTLAUDERDALE.GOV).**

## **9. Notices.**

- (a) Whenever it is provided herein that notice of default, demand, request or other communication shall or may be given to, or served upon, either of the parties by the other, or either of the parties shall desire to give or serve upon the other any notice of default, demand, request or other communication with respect hereto or with respect to any matter set forth in this Agreement or any Assumption Agreement, each such notice of default, demand, request or other communication shall be in writing and any law or statute to the contrary notwithstanding shall not be effective for any purpose unless the same shall be given by hand delivery, or by a nationally recognized overnight courier, or by mailing the same by registered or certified mail, postage prepaid, return receipt requested, addressed to the party at the address set forth below, or at such other address or addresses and to such other person or firm as Applicant may from time to time designate by notice as herein provided.
- (b) All notices of default, demands, requests or other communications hereunder shall be deemed to have been given or served for all purposes hereunder upon receipt if by hand delivery, or upon one (1) business day after deposit with such overnight courier as required above, or upon two (2) business days after deposit with the United States mail, postage prepaid, in the manner aforesaid, provided, however, that for any distance in excess of

five hundred (500) miles, air mail service or Federal Express or similar carrier shall be utilized, if available.

AS TO CITY: Rickelle Williams  
City Manager  
City Fort Lauderdale  
101 NE 3<sup>rd</sup> Avenue, Suite 2100  
Fort Lauderdale, Florida 33301

With a copy to: D'Wayne M. Spence  
Interim City Attorney  
City of Fort Lauderdale  
1 East Broward Blvd., Suite 1320  
Fort Lauderdale, Florida 33301

AS TO APPLICANT: FLOCKFEST EVENTS INC.  
ATTN: Steven Crawford  
113 NE 20<sup>th</sup> Court  
Wilton Manors, FL 33305

#### **10. Authority of the City of Fort Lauderdale City Manager.**

The City of Fort Lauderdale City Manager or his/her designee, shall have the authority to suspend all or any part of the Event when the City Manager or his/her designee determines that the Event, or its attendees, or its spectators, pose(s) a threat to the public health, safety, or welfare. The City Manager also reserves the right to immediately revoke permission, suspend, modify or terminate the event or any portion upon his/her written determination or in the event any of the elements of the agreement are violated.

#### **11. Compliance with laws.**

- (a) The Applicant shall at all times comply with all federal and state laws or statutes, and with the rules, regulations, and ordinances of City and any other governmental agency having jurisdiction including, but not limited to, those relating to noise, building, zoning, gambling, fire protection, liquor regulation, and hours of operation. The Applicant shall further take all precautions and use extreme care to conduct its operations in a safe and prudent manner with respect to its agents, employees and visitors to its Event.
- (b) The Applicant shall comply with the applicable sections of the Americans with Disabilities Act of 1990 (42 U.S.C. 126), which prohibits discrimination of handicapped individuals by denying them the right to participate in or benefit from the services provided at the Event. The Applicant understands that it is responsible for compliance with this Act. The Applicant guarantees

that individuals with disabilities will be able to attend, enter, and use all the facilities at the Event.

- (c) The Applicant agrees to secure and pay for all licenses and permits required by any governmental agency having jurisdiction, including City. If the Event includes the use of any item that is or that may be protected from infringement, such as but not limited to copyrights, patents and trademarks, the Applicant shall, in advance of the Event, provide City with documentation that shows that the Applicant has obtained the applicable license, permit or permission and that all associated all fees have been paid in full. The provisions of this paragraph apply specifically, but not exclusively, to ASCAP, BMI, SESAC, and any other similar organization that may require written permission and payment of a fee for use of protected material.

## **12. Indemnification**

Applicant shall protect and defend at Applicant's expense, counsel being subject to the City's approval, and indemnify and hold harmless the City and the City's officers, employees, volunteers, and agents from and against any and all losses, penalties, fines, damages, settlements, judgments, claims, costs, charges, expenses, or liabilities, including any award of attorney fees and any award of costs, in connection with this Event or arising directly or indirectly out of any act or omission by the Applicant or by any officer, employee, agent, invitee, subcontractor, or sublicensee of the Applicant. The provisions and obligations of this section shall survive the expiration or earlier termination of this Agreement.

## **13. Limitation of Liability**

- (a) The City desires to enter into this Agreement only if in so doing the City can place a limit on the City's liability for any cause of action for money damages due to an alleged breach by the City of this Agreement, so that its liability for any such breach never exceeds the sum of \$100.00. Applicant hereby expresses its willingness to enter into this Agreement with Applicant's recovery from the City for any damage action for breach of contract or for any action or claim arising from this Agreement to be limited to a maximum amount of \$100.00.
- (b) Accordingly, and notwithstanding any other term or condition of this Agreement, Applicant hereby agrees that the City shall not be liable to Applicant for damages in an amount in excess of \$100.00, for any action for breach of contract or for any action or claim arising out of this Agreement. Nothing contained in this paragraph or elsewhere in this Agreement is in any way intended to be a waiver of the limitation placed upon City's liability as set forth in Article 768.28, Florida Statutes (2024).

#### **14. Transfer of Rights.**

To the extent this Agreement creates rights that vest in the Applicant, the Applicant shall not transfer any rights to any other individual or entity.

#### **15. Venue.**

This Agreement shall be interpreted and construed in accordance with the laws of the State of Florida and shall inure to and be binding upon the parties, their successors and assigns. Venue for any action brought in state court shall be in Broward County, Florida. Venue for any action brought in Federal Court shall be in the Southern District of Florida, Fort Lauderdale Division. The parties consent to the personal jurisdiction of the aforementioned courts and irrevocably waive any objections to said jurisdiction.

#### **16. Incorporation.**

This Temporary Beach License and Outdoor Event Agreement, together with the attached Schedule One and Outdoor Event Site Plan constitute the whole of the Agreement between the parties. The written approvals issued by the various City departments or staff members and the various documents submitted by the Applicant, including the application, are supplemental to this Agreement. In the event of a conflict, the terms of this Agreement control.

#### **17. Anti-Human Trafficking.**

As a condition precedent to the effectiveness of this Agreement, the Applicant shall provide the City with an affidavit on a form approved by the City and signed by an officer or a representative of the Applicant under penalty or perjury attesting that the Applicant does not use coercion for labor or services as defined in Section 787.06, Florida Statutes (2024), as may be amended or revised.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals as of the date first above written.

ATTEST:

**CITY OF FORT LAUDERDALE**, a Florida  
municipal corporation.

\_\_\_\_\_  
DAVID R. SOLOMAN  
City Clerk

BY: \_\_\_\_\_  
RICKELLE WILLIAMS  
City Manager

Approved as to form and correctness:  
D'WAYNE M. SPENCE, Interim City Attorney

\_\_\_\_\_  
PATRICIA SAINTVIL-JOSEPH  
Assistant City Attorney



APPLICANT/SPONSOR

WITNESS

FLOCKFEST EVENTS INC., a Florida  
not for profit corporation.

[Signature]  
Signature

[Signature]  
STEVEN B. CRAWFORD, President

Jonathan H. Arton  
Print Name

[Signature]  
Signature

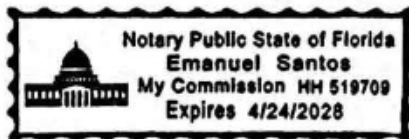
Scott Berg  
Print Name

[CORPORATE SEAL]

STATE OF Florida :  
COUNTY OF Broward

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 21st day of April, 2025, by **STEVEN B. CRAWFORD**, as President of **FLOCKFEST EVENTS INC.**, a Florida not for profit corporation.

[NOTARY SEAL]



[Signature]  
(Signature of Notary Public- State of Florida)

Emanuel Santos  
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally known ☒ OR Produced Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_



EXHIBIT A  
CITY OF FORT LAUDERDALE  
SPECIAL EVENT APPLICATION

Date Application Received  
**02.06.25**  
Staff Initials **PBH**

Submit **COMPLETED Application, Site Plan, Site Plan Narrative & Application Fee AT LEAST 60 DAYS PRIOR TO YOUR EVENT.** All sections must be completed, application signed and all pages initialed by the applicant. Incomplete applications will be returned to applicant. After you submit the application **with your fee** you will be contacted to meet with the Special Events team to review:

1. Facility/Location requested
2. Compliance with City ordinances
3. Special permits required
4. Other Charges for City Services
5. Security requirements
6. Environmental issues/effects on surrounding areas
7. Maintenance of Traffic Plan

**Application Fee (non-refundable)**

\$200 - 90 days before event  
\$1,000 - 60-89 days before event

**Riverwalk District Refundable  
Compliance/Security deposit**

First/Second time event - \$1,500/day  
Third/Fourth time event - \$1,000/day  
Fifth time or more event - \$500/day  
(see Part V: Riverwalk District Outdoor Events)

**PART I: EVENT REQUEST**

**Event Name** FlockFest 2025

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

**Type of Event** ☐ Minor Event ☒ Intermediate Event ☐ Major Event ☐ Legacy

**Minor Event** (Commission approval required) - Sustained attendance of 500 or less with a road closure, music exemption or alcohol.

**Administrative Approval** - Minor event with sustained attendance of 500 or less with no road closures, music exemptions or alcohol.

**Intermediate Event** (Commission approval required) - Sustained attendance between 501 & 5,000.

**Major event** (Commission approval required) - Sustained attendance over 5,000.

**Legacy Events** - 2+ years in good standing

Expected maximum attendance 800 Expected sustained attendance 500

Has this event been held before? ☐ No ☒ Yes **List past dates, locations and attendance:**

July 2021-2024

**Detailed Description** (Activities, Vendors, Entertainment, etc.)

see detailed event document

Fort Lauderdale Beach Park

**Location** 1100 Seabreeze Blvd Fort Lauderdale FL 33316 Between lifeguard station 2 and 3 (behind public restrooms)

Is event located directly on the beach? ☐ No ☒ Yes \*\$500/day fee including setup and breakdown days.

Date and Time	START DATE	END DATE	START TIME	AM/PM	END TIME	AM/PM	ATTENDANCE
SETUP	<u>7/11/2025</u>	<u>7/11/2025</u>	<u>8:00</u>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<u>5:00</u>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<u>35</u>
EVENT DAY(S)*	<u>7/12/2025</u>	<u>7/12/2025</u>	<u>11:00</u>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<u>4:00</u>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<u>800</u>
BREAKDOWN	<u>7/12/2025</u>	<u>7/12/2025</u>	<u>4:00</u>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<u>8:00</u>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<u>35</u>

\*Supply additional information if event times vary or events are on non-contiguous days:

**PART II: APPLICANT****Organization Name** FlockFest Events Inc.For-Profit ☐ Non-profit ☒ Private ☐ (as registered in Sunbiz) \*Submit your Sunbiz registration.Name of Authorized Signatory Steven Crawford Phone 214-773-9098Federal ID # 83-1416702 Date registered 07/2017 State registered in FloridaAddress 113 NE 20th Court City, State, Zip 7/13/2018 Wilton Manors 33305Email admin@flockfestevents.org**Two Authorizing Officials for the Organization**Name Steven Crawford Title President Phone 214-773-9098Name Dan Johnson Title Secretary Phone 503-490-9624**Event Coordinator** Name Kevin Clevenger Will you be on-site? ☒ Yes ☐ NoTitle Director of Developer Phone 954-529-4392 Cell \_\_\_\_\_E-mail address kevin@flockfestevents.org**Additional Contact** Name Cory Ziman Will you be on-site? ☒ Yes ☐ NoTitle Logistics Director Phone 203-915-1643 Cell \_\_\_\_\_E-mail address cory@flockfestevents.org**Event Production Company** \*If other than applicant \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

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

**PART III: EVENT INFORMATION****Admission/Registration** ☐ No ☒ Yes How Much? \$115.00**Advertising/Promotion** ☐ No ☒ Yes How? Social Media/Local Magazine**Alcohol for Sale** ☒ No ☐ Yes **Alcohol for Free** ☐ No ☒ Yes

How will the beverages be controlled &amp; served? (Draft truck, bar tender, beer tub, etc.)

Served by sponsor bartenders \_\_\_\_\_

\*Provide State of Florida alcohol licenses and \$500,000 of Liquor Liability Insurance 30 days before event.

**Amusement Rides** ☒ No ☐ Yes **Bounce Houses** ☒ No ☐ Yes What type of rides are you planning?  
\_\_\_\_\_  
\_\_\_\_\_

Name and contact of company \_\_\_\_\_

\*Florida Bureau of Fair Rides (850) 921-1530 must be contacted 30 days before the event to schedule inspections and final approval of all vendors and rides prior to use.



**Electricity** ☒ No ☐ Yes **Generators** ☐ No ☒ Yes What size? 25W  
\*Generators above a certain size must be permitted.

Company: M&M Services License #: 786-351-0374

Name of electrician: Marcos Sanchez Phone: \_\_\_\_\_

**Entertainment** ☐ No ☒ Yes What type of entertainment will be there? Any notable performers?  
DJ

**Fencing & Barricades** ☐ No ☒ Yes Name & contact of company:  
Infinite Rental - Vade 305-890-8781

\* Include proposed fences in your Site Plan & Narrative along with egress and ingress points. An architectural design may be required for maximum occupancy.

**Fireworks & Flame Effects** ☒ No ☐ Yes Name & contact of company:

\*A permit and Fire Watch is required for all pyrotechnics displays. Contact [firemarshal@fortlauderdale.gov](mailto:firemarshal@fortlauderdale.gov) or [FireSpecialEvents@fortlauderdale.gov](mailto:FireSpecialEvents@fortlauderdale.gov)

**Food Vendors** ☒ No ☐ Yes **Food Trucks** ☐ No ☒ Yes **Cooking On Site** ☒ No ☐ Yes  
\* State Health Department at (954) 397-9366 must be notified 10 days prior to event. All Food Vendors must be inspected by the Fire Rescue Department at (954) 828-5080 to ensure compliance prior to serving food. 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. Inspections during non-working hours cost will cost \$75 per hour.

**Music** ☐ No ☒ Yes **Soundproofing equipment?** ☐ No ☐ Yes  
What music format(s) will be used? (amplified, acoustic, recorded, live, MC, DJ, etc.)  
DJ

\*Amplified music is required to end by 9:00pm (Sunday - Thursday) and 10:00pm on Friday and Saturday

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

Speaker- mixer Amplifier

Days & times music will be played: Saturday 11am-4pm July 12, 2025 (11:00am-4:00pm)

How close is the event to the nearest residence? Less than 1/4 mile

\*It is the responsibility of the event coordinators/promoter to reach out to businesses within proximity of the event.

**Parking Impact** ☐ No ☒ Yes List parking lots/spaces impacted with dates & times:

\*Snyder Park Fees Parking spaces at Snyder Park will be billed at \$30.00/day per space equaling \$14,100.00 per day.

July 11, 2025 - 5 parking spots

July 12, 2025 - 35 parking spots

\*All Parking Spaces that are impacted by an event will be billed to the event organizer through the Transportation & Mobility Dept. and must be paid in full before the event. If you have any parking questions 954-828-3763.

**Road Closings** ☒ No ☐ Yes List roads to be closed with dates & times of closures: \*Road Closures require a Maintenance of Traffic (MOT) Plan through Transportation & Mobility Dept. Contact 954-828-4997 or MOT@fortlauderdale.gov.

Company Name \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_

**Bridge Closings**☒

No

☐

Yes

Bridge location(s)?

Date(s) of Closure?

Time(s) of Closure?

\*Events that impact Andrews Avenue and 3rd Avenue must be approved by Broward County Highway Construction and Engineering Division. For more information call 954-577-4571. Closing a bridge requires submitting the United States Coast Guard issued Bridge Closure Approval Letter with the application for each bridge affected.

**Sanitation & Waste**

\*Recycling must be provided at all City events, facilities & parks. All dumpsters must be removed at the end of the event.

Company Name **SNL Events**Contact **Will**Phone **786-290-5228**

\*All grounds must be cleaned up immediately after completion of event or you will be subject to fees. This includes emptying and re-lining all garbage receptacles. All garbage must be removed from the event site completely. You are responsible for securing recycling services.

**Security/Police**☐

No

☒

Yes

Who is your Police contact for officers &amp; security planning?

Name **Sgt Monica Ferrer**Phone **954-448-9574**

\*Security companies and their plans must be approved and you may still be required to hire City Police. See Part IV below.

Security Company

Contact

Phone

**Tents or Canopies**☐

No

☒

Yes

Quantity &amp; size of each?

\*The Site Plan must show the locations and sizes of each canopy or tent. No penetration of ground spike is allowed. All structures must be waterweighted.

Infinite Events - Vade

Tents larger than 10 x 10 require a permit. Tent permits are obtained through the Development Services Department (DSD) Building Services Division. Contact (954) 828-6520 with any questions. A permit and final inspection is required if there are multiple canopies, if they are going to be used for cooking or if there are Tents with walls.

Company Name **Infinite Events - Vade**Contact **Vade**Phone **305-890-8781****Toilets**☒

No

☐

Yes

\*All toilets must be removed within 24 hours. Portable Toilets are regulated by Broward County. Contact the Broward County Environmental Manager at 954-412-7334.

**Transportation Plan**☐

No

☒

Yes

\*Events larger than 5,000 people must have an approved Transportation Plan. If you have any questions contact 954-828-3763.

**PART IV: SECURITY AND EMERGENCY SERVICES**

Your Event may require Security and Emergency Services which will be determined using this application, your Site Plan and Narrative, MOT, transportation plan and any additional information requested during your Special Events meeting.

If Fire Rescue or Police staff are scheduled for the event then a minimum of four (4) hours for each Fire Rescue staff and a minimum of three (3) hours for each Police staff will be charged. Fire Rescue also charges 45 minutes to set up and 45 minutes to break down for each event. If the event is canceled then an event representative must call each department at least 24 hours before the event is expected to begin or the organization will be charged.

The hourly rate and costs for services are invoiced to the Event Coordinator by individual departments (must be paid within 30 days) except for major events where the City will require an escrow. The cost may change after the meeting.

On-site Contact Name **Kevin Clevenger**Phone **954-529-4392****Fire Prevention and Emergency Medical Services**

Fire Rescue may need to inspect your event or provide services based on your Building Permit, expected attendance and other risk factors such as alcohol, time, day, location, event type or weather. When you complete your Building Permit Form with Development Services Department (DSD) indicate all the permits and inspections you need and immediately pay DSD directly. For questions call the Fire Marshal at (954) 828-6370.



## Police

Your event may require security services based on expected attendance and other risk factors such as alcohol, time, day, location, event type or weather. Depending on your event it may be possible to supplement some of the City Police services with a private third-party security company if their security plan is approved by the City Police department. If you want to use a private security company, their proposed security plan must be presented along with their business license and contact information with this event application. The Police will review the plan and inform you if it meets City requirements.

If a Fort Lauderdale Police vehicle is required then a Hold-Harmless Agreement must be signed and Liability coverage of a minimum of one million dollars (\$1,000,000) must be provided.

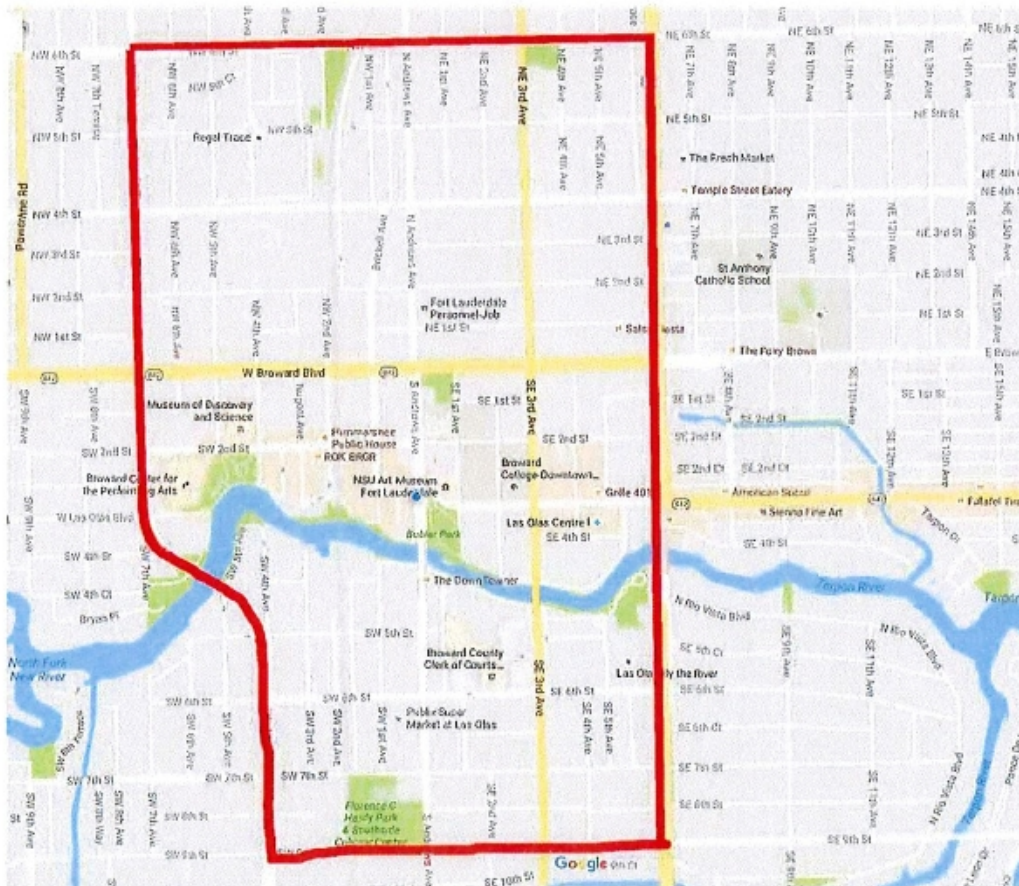
## PART V: RIVERWALK DISTRICT OUTDOOR EVENTS

Riverwalk Fort Lauderdale, Inc. oversees all outdoor events within the Riverwalk District (outlined below) held on public land, public right-of-way and at all City parks including the Riverwalk Park, Esplanade Park, Peter Feldman Park, Hardy Park, Sistrunk Park, Stranahan Park, Smoker Park and Laura Ward Plaza.

### Riverwalk Event Requirements:

1. Refundable Security/Compliance deposit (outlined on page 1) made payable to Riverwalk Fort Lauderdale
2. Site Visit
3. Certificate of Insurance for Riverwalk Fort Lauderdale
4. Riverwalk Event Checklist
5. Riverwalk Event Rules & Regulations
6. Other documents as determined based on your application and City requirements

After your application is submitted, contact the Riverwalk Parks Operation Manager at 954-468-1541 x 205.



## PART VI : APPLICANT'S ACCEPTANCE

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

If I have not submitted my application with the necessary plans, within the deadline and according to the rules outlined in the Special Events Manual it may be denied.

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 or two million dollars (\$2,000,000) if bounce houses are part of the event, or as deemed satisfactory by the City Risk Manager, and an original certificate of liquor liability insurance in the amount of five hundred thousand dollars (\$500,000) if alcohol is being served. Other liability insurance and fees may also be required up to thirty (30) days in advance of the event.

I understand that City of Fort Lauderdale Parks and Recreation sponsored activities have precedence over the event requested above 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 the City of Fort Lauderdale Fire Rescue department will determine all fire and Emergency Medical Services requirements.

I understand that any cancelations for City scheduled services must be made by phone to each department representative at least 24 hours before the scheduled event time or the organizer will be liable for any associated fees.

I understand that I may be required to provide a deposit based on historical performance or lack thereof.

I understand that the City has a noise ordinance that my event must follow. 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. 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.

Event Applicants signature

02/06/2025

Date

## PART VII: SUBMISSION

**Email** application and plans to: [bhenry@fortlauderdale.gov](mailto:bhenry@fortlauderdale.gov)

**Include** these plans with application for:

1. ALL events - **Event Site Plan & Narrative** – show stages, restrooms, fencing, tents etc.
2. Closed Roads - **Maintenance of Traffic Plan** – show barricades, directions, cones, etc.
3. 5000+ people - **Transportation Plan** – show transportation options for attendees.
4. Security needs – **Security Plan** – detail how event coordinator will manage security.
5. Riverwalk District Events – **Refundable Security/Compliance Deposit** and other documents outlined in Part V: Riverwalk District Outdoor Events.

**Mail** application fee (payable to **City of Fort Lauderdale**) to:

Brittany Henry, Special Events Coordinator  
701 S. Andrews Fort Lauderdale, FL 33316

For assistance or questions about the outdoor event process please contact 954-828-4349 or 954-828-5349.





CITY OF FORT LAUDERDALE

# ANTI-HUMAN TRAFFICKING AFFIDAVIT

Rev Date: 02/04/2025

The undersigned, on behalf of FLOCKFEST EVENTS INC.,  
(Print entity's complete legal name as registered with suffix: INC, LLC, LTD, LP, PA, etc.)

a Florida nongovernmental entity ("Nongovernmental Entity"), under penalty of perjury,  
(State entity is registered)  
hereby deposes and says:

1. My name is Emanuel P. Santos.  
(Print complete name of corporate officer/authorized representative)
2. I am an X officer or      authorized representative (Select one) of the Nongovernmental Entity. My title is: Treasurer (T).  
(Print title of corporate officer/authorized representative)
3. I attest that the Nongovernmental Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes (2024), as may be amended or revised.

Under penalties of perjury, I declare that I have read the foregoing Anti-Human Trafficking Affidavit and that the facts stated in it are true.

Signature of Officer or Representative: *Emanuel P. Santos*

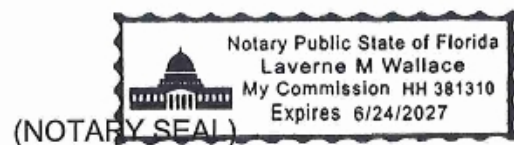
Office Address: 113 NE 20th Court, Wilton Manors, FL 33305

Email Address: Eman@Flockfestevents.org

Main Phone Number: 214-773-9098 FEIN No.: 83-1416702

STATE OF Florida  
COUNTY OF Broward

Sworn to and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 26<sup>th</sup> day of March, 2025, by Emanuel Santos.  
(Print name of corporate officer/representative)



*Laverne M. Wallace*  
(Signature of Notary Public – State of Florida)

Laverne M. Wallace  
Print, Type or Stamp Commissioned Name of Notary Public)

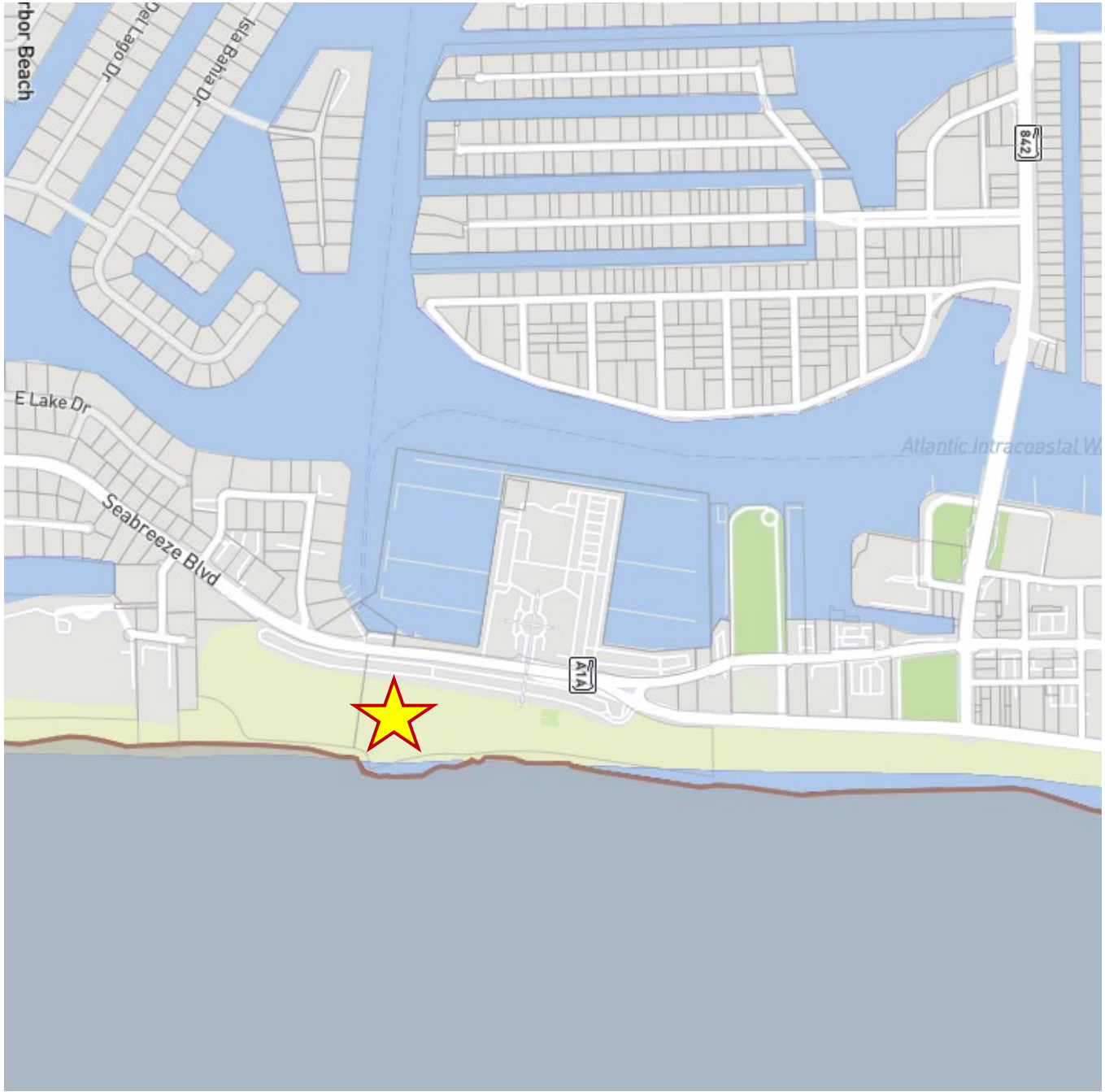
Personally Known ☒ OR Produced Identification ☐

Type of Identification Produced



## Schedule - 1

<b>Applicant:</b>	FlockFest Events Inc.
<b>Event Name:</b>	FlockFest 2025
<b>Date/Time:</b>	July 12, 2025 (11:00am – 4:00pm)
<b>Location:</b>	Fort Lauderdale Beach Park 1100 Seabreeze Blvd, Fort Lauderdale, FL 33316
<b>Set Up Date/Time:</b>	July 11, 2025 (8:00am – 5:00pm)
<b>Breakdown Date/Time:</b>	July 12, 2025 (4:00pm – 8:00pm)
<b>Road Closing:</b>	No
<b>Alcohol:</b>	Yes
<b>Amplified Music:</b>	July 12, 2025 (11:00am – 4:00pm)
<b>Special Permission:</b>	No
<b>Insurance Required:</b>	Yes
<b>Banners:</b>	No
<b>Pending Code Violations:</b>	No
<b>Application Fee:</b>	\$200
<b>Beach Fee:</b>	\$1000 (\$500/Day x 2 days)





July 11-12, 2025

Fort Lauderdale Beach, Florida

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## Event Contacts

Name	Position	Phone Number
Steven Crawford	Event Coordinator	214-773-9098
Kevin Clevenger	Onsite Event Coordinator	954-529-4392
Cory Ziman	Logistics Coordinator	203-915-1643
Andrew Cox	Turtle Safety/Food Vendor Coordinator	336-692-3344

## Website/Social Sites

Platform	Name
Website	<a href="http://www.flockfestevents.org">www.flockfestevents.org</a>
Facebook	@flockfestevents
Instagram	@flockfestevents
TikTok	@flockfestevents



# FlockFest Events Mission

FlockFest is a strategic non-profit fundraising foundation that partners with other non-profits for transformational change. FlockFest plans, manages, and implements events that achieve fundraising goals and mission impact. FlockFest Events raises money and awareness for local non-profit organizations including the LGBTQ+ community.

## Vision/Goals

- Charitable Giving
- Sponsor Support
- Appreciate Volunteers
- Community Partnership

## FlockFest Principles



**F** - Fundraising  
**L** - Logistics  
**O** - Organization  
**C** - Communication  
**K** - Knowledge

## Charitable Giving

FlockFest promotes other non-profit organizations to build and support community partnerships through direct financial and in-kind donations.

### Financial Donations

FlockFest Events have a specific percentage or dollar amount donated to a designated beneficiary.

- Sponsorships Support
- Check Donations

### In-Kind Donations

FlockFest Events provides organizational expertise in planning and conducting events for our non-profit partners. These initiatives include, but not limited to:

- Event Management
- Event Planning
- Event Tickets
- Event Promotions/Marketing
- Event Staffing/Volunteering



## FlockFest Committee Leadership

<b>Position * (see appendix for Role Descriptions)</b>	<b>Name</b>
Sponsorship/Fundraising/Deliverables	Kevin Clevenger
Pre-Check In Events	John Santos
Check-In Station	Eman Santos
Inflatable Station	Gregg Granger
Logistics	Cory Ziman
Volunteer Coordinator	Bud Beehler
VIP Area Coordinator	Brian Smiley
VIP Area Assistant	Jeff Hudson
FlockFest Bar Manager	George Garcia
Website/Social Media/Marketing Manager	Steven Crawford
Safety and Security Director	Cory Ziman
Entertainment Tent Coordinator	Dan Johnson
Food Vendor Coordinator	Andrew Cox
Insurance or Release of Liability Director	Melba De Leon
Turtle Safety Coordinator	Andrew Cox
Cabana Social Director	Ryan Young
Community Events Coordinator	Eddie Willis-Blunt

## Event Date/Time/Location

	Date	Times	Venue	Location
<i>Pre-CheckIn Party</i>	July 7, 2025	6pm - 9pm	TBD	Wilton Drive
<i>Pre-CheckIn Party</i>	July 8, 2025	6pm-9pm	TBD	Wilton Drive
<i>Pre-CheckIn Party</i>	July 9, 2025	6pm-9pm	TBD	Wilton Drive
<i>Leather &amp; Feathers</i>	July 10, 2025	9pm - 2am	Eagle Bar	Fort Lauderdale
<i>Flock the Block</i>	July 11, 2025	2pm - 10pm	Hunters Nightclub	Wilton Drive
<i>FlockFest Beach Party</i>	July 12, 2025	11am - 4pm	Fort Lauderdale South Beach 1100 Seabreeze Blvd 333316	Fort Lauderdale, Florida
<i>Flamingo - Splash Pool Party</i>	July 13, 2025	12Noon-5pm	Seminole Hard Rock Casino	Wilton Drive

### 1. Date:

- July 11-12, 2025

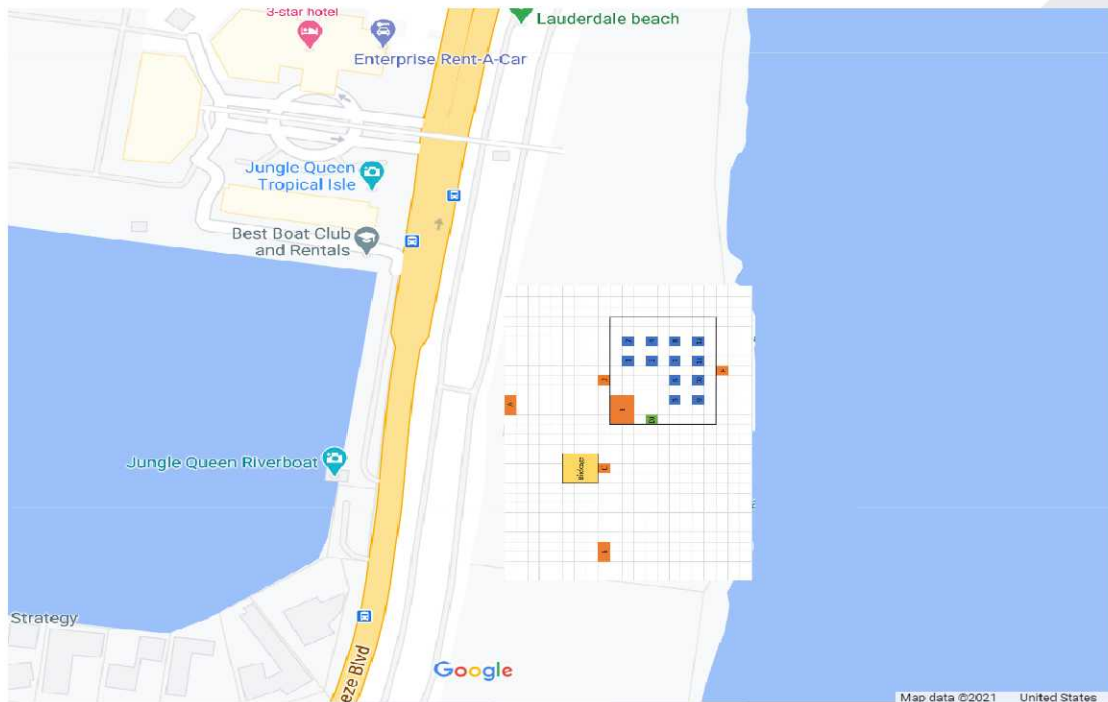
### 2. Location:

- 1100 Seabreeze Blvd, Fort Lauderdale, FL 33316 (South Fort Lauderdale Beach - Behind public restrooms)

### 3. Times:

- Setup Time:
  - Friday, July 11, 2025 8am-6pm
  - Only tent frames
- Event Time:
  - Saturday, July 12, 2025 11am-4pm
- Breakdown Time:
  - Saturday, July 12, 2025 4pm-8pm

## Event aerial Site Map



The event is located on South Beach of Fort Lauderdale – Between Lifeguard stations 2 & 3 (Near the public beach bathrooms)



## Parking

35 parking spaces for the dumpster for event trash, Icebox, 2 event truck parking, and 5 food vendors.

## Transportation

Encourage attendees to use ride-shares such as Uber, Lyft, Sun Trolly, Water Taxi, and taxi services. Beach parking and Beach garage parking will be available for those who drive.

## Beach Evacuation Plan

- The onsite Event Coordinator will work with lifeguards to communicate with all Staff members
- Announcements will be addressed by the DJ/Event Coordinator over the event sound system.
- An e-blast message will be sent out to all event ticket holders
- Message in both English and Spanish

## Medical Canopy

- Onsite medical tent during event hours open 11am-4pm.
- Medical canopy staffed by:
  - Contact info:

## Lifeguard Safety

- Request to hire 2 additional lifeguards to walk the beach during the event.
- Hours 1pm-4pm

## Turtle Safety

- AM Turtle sweep is around 6am. Our location is their first stop.
- Andrew Cox is a FlockFest Board Member. He previously worked for South Florida Wildlife and assisted with Past turtle beach sweeps. He will work with NOVA and STOP (Sea Turtle Oversight Patrol) to sweep the beach before set-up.
- All turtle nests will be roped off for protection.
- A social media blast will be sent to all attendees before the event – to be aware of possible turtle nests.
- EPA Permit - completed (Attached)

## Crowd Management Control Training

- All FlockFest Board members are required to take the online Crowd Management Control Course.



## Beach Cleaning

### SNL Event Cleaning Company

Contact: Will (786) 290-5228

Description of service:

- 20 trash cans (not counting city trash cans)
- Dumpster for Event trash
  - Located in the Parking lot
- Trash/Recycle bins during the event
- Stock and maintain the public restrooms on-site. (per recommendation from City)
- Beach crew to walk the beach and clean up for after the event

## Canopy Provider

### Infinite Event Rental & Services

Contact info: Vade (305) 890-8781

Description of service:

- Setup/Breakdown of rental Canopies
  - 1 30x40
  - 1 40x50
  - 80 10x10
- Canopy Permit (Pending city Permit)
- Exit signs and Fire extinguishers in each canopy larger 10x10

## Food Truck Provider

### Food Truck Provider Name

Contact info

Description of service:

## Ice Provider

### Fort Lauderdale Ice

Contact info: Shirley 954-587-8277

Description of service:

- Drop off the Ice Cooler in a reserved parking spot
- Pick-up Ice cooler at the end of the event after 4pm

## Barricade Provider

### Infinite Event Rental & Services

Contact info: Vade (305) 890-8781

Description of service:

- o Setup/Breakdown of rental barricades
- o 100 metal barricades

## Insurance Provider

### We Insure

Contact info: Alejandro 954-903-7519

Insurance in Both the City of Fort Lauderdale and FlockFest name

## Food and Alcohol

- Provided by local bar sponsors
  - o Liquor License (Pending City Permit)
  - o Liquor Liability Insurance (Pending City Permit)

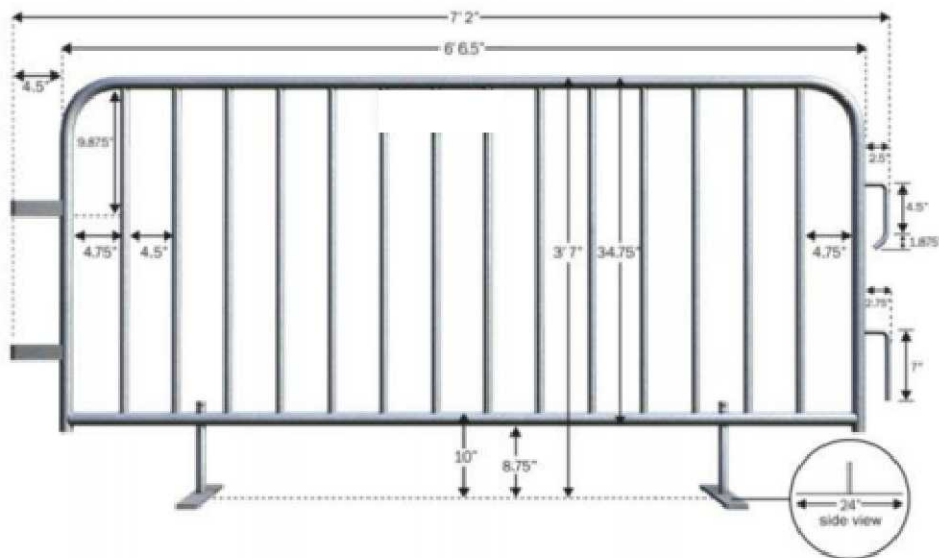
## Event Setup Plans

### 1. VIP area

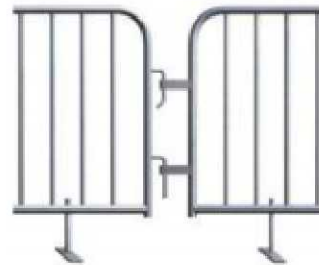
This area is reserved for VIP event attendees. This area will be barricaded and only event VIPs can access this area. Guests will be required to wear event bracelets to identify them as VIP guests. This area is \_120\_ feet x \_150\_ feet.

#### Barricades

VIP area will be secure with 490 feet of barricades



Interlocking hook & sleeve system for security and safety



#### Canopies

Below is the list of canopies in the VIP area. (barricaded area)

##### *VIP Reserved Canopy*

- 60 – 10x10 canopies set up close to water. 4 Rows of 8 canopies – each canopy space 10 feet apart. (Canopies provided by Infinite Rentals & Services)



#### *Food /Drink Canopy*

- 2 – 30x30 Canopy setup back of VIP area. This will be for Food/Drinks. (Canopies provided by Infinite Rentals & Services)
- 4 – Folding Table
- 4 – FlockFest Event Tablecloth
- 2 fans (one in each canopy)

#### *Entertainment Canopy (Sponsored by LIT Bar)*

- 1 – 40x50 Canopy setup in the middle of the event area. This will be for the DJ and small stage for the Swimsuit fashion show- Hosted by Andrew Christian
- 1 - small stage
- 4-5 pub tables (with tablecloths)
- DJ Table with FlockFest Tablecloth
- Sponsor banners
- 2 fans

#### *Medical Canopy*

- 1 – 10x10 Canopy setup back of the event area.
- 2 – Folding Table
- 4 – FlockFest Event Tablecloth
- 1 - Cot
- 1- fan

#### *Volunteer Canopy*

- 1 – 10x10 Canopy setup back of the event area.
- 2 – Folding Table
- 2 – FlockFest Event Tablecloth
- 6 - Folding chairs
- 1 - fan

#### *Sponsor Canopy*

- 1 – 20x30 setup near the entrance of the barricaded event area.
- 1 table with tablecloth
- living room-style seating
- 20x30 astroturf
- 2 fans
- Sponsor banners

## 2. “Birdcage”

The “Birdcage” is a space where we store the VIP flamingo floats. This is constructed using PVC pipes and bird netting. Need a volunteer to hand floats to VIP guests.

### Canopy

- 1 – 10x10 canopy setup to provide shade for the volunteer. This is the FlockFest Flamingo canopy

### Other items

- 1 – Folding chair

## 3. Check-in Area

This area is where guests will check-in for event.

### Canopies

- (2) 10x10 canopy will be used to provide shade for volunteers to work check-in details. These 2 canopies are owned by FlockFest. (Remember to us sand weights)

### Other items

- 1 – Small pub high-top Table
- 1 – 2 folding chairs

## 4. Pump Station

This area is an air pump station. Guests can make donations to charity (not required) and use an air pump to inflate their floats.

### Canopy

- 10x20 canopy will be used to provide shade while guests inflate floats. (This canopy is provided by Infinite Rentals & Services)

### Other items

- 1 – Small pub high-top Table
- 1 – 2 folding chairs

## 5. Parking Lot

This area will be used for Food vendors, Ice trailer, and event trash dumpster. 20 front parking spots will be reserved for these items (not Handicap spots) See Detailed Event Site Map for reserved spots.

### Food Vendors

- Name
- Name
- Name
- Name
- Name

### Trash Dumpster

- Dumpster for all event waste. This is provided/removed by Emerald Cleaning Services

### Ice Trailer

- Event Ice trailer provided by vendor for all ice needs.

## 6. Signage

- more details soon
- 

## Breakdown Plans

### 1. VIP area

- The Canopy vend breakdown all the canopies starting at 4pm
- 3 FlockFest canopies need to be loaded into a moving truck.
- Barricade vendor will remove all barricades from beach starting at 4pm

### 2. Food/Drinks Canopy

- The Canopy vend breakdown all the canopies starting at 4pm
- Return all unused event cups to moving truck
- All Trash to event dumpster located in parking lot

### 3. DJ Canopy

- 1 FlockFest canopy needs to be loaded into a moving truck.
- 1 Folding Table/Tablecloth
- All Sound system/cables need to be loaded into moving truck

#### 4. Birdcage

- Deflate all floats and store them for reuse
- Detach PVC pipes and zip tie them together.
- Load in U-Haul vehicle
- Return to storage

#### 5. Pump Station

- The Canopy vendor will breakdown all the canopies starting at 4pm
- Return folding table and chairs to moving truck

#### 6. Check-in Station

- 2 FlockFest canopies need to be loaded into a moving truck.
- 4 Folding Table/Tablecloth
- All unused check-in supplies boxed up

#### 7. Parking Lot

- Food Trucks will clean-up and leave
- Emerald Cleaning will remove trash dumpster
- Ice Vendor will remove Ice trailer

#### 8. Beach Cleaning

- Emerald Cleaning will have a beach cleaning crew
- Any available volunteer help sweep/clean beach

#### 9. Final Walk-through

- Emerald Cleaning owner will do a final beach sweep
- All FlockFest Board members will assist with final clean-up inspection

### Volunteers

#### 1. Setup

TBD (25 Volunteers)

#### 2. Event

TBD (25 Volunteers)

#### 3. Breakdown

TBD (50 Volunteers)

#### 4. Appreciation Brunch

- All volunteers are invited to the Appreciation Lunch (location and time TBD)

### Attachments

1. Broward County Uniform Building Permit Application
2. Event Insurance – We Insure
3. Liquor Liability Insurance
4. Event Sponsors
5. Liquor License Info

### Appendix