



# CITY OF FORT LAUDERDALE OUTDOOR EVENT APPLICATION

\$100 Fee  
must  
accompany  
application

**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: Fort Lauderdale St. Patrick's Day Parade & Festival

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

Requested location: Las Olas Boulevard from SE 6 Ave westbound to Las Olas Riverfront on March 9; Las Olas Blvd. from SE 1 Ave. to Andrews Avenue on March 9 for striping event.

Estimated daily attendance: 15,000

Requested dates and time of event:

|              | DATE           | DAY             | BEGIN                | END                 |
|--------------|----------------|-----------------|----------------------|---------------------|
| EVENT DAY 1: | <u>3/8/13</u>  | <u>Friday</u>   | <u>12:00PM</u> AM/PM | <u>1:00PM</u> AM/PM |
| EVENT DAY 2: | <u>3/9/13</u>  | <u>Saturday</u> | <u>11:30</u> AM/PM   | <u>7:00PM</u> AM/PM |
| EVENT DAY 3: | _____          | _____           | _____ AM/PM          | _____ AM/PM         |
| SETUP:       | <u>3/9/13</u>  | <u>Friday</u>   | <u>12:00PM</u> AM/PM |                     |
| BREAKDOWN:   | <u>3/10/13</u> | <u>Saturday</u> |                      | <u>7:00PM</u> AM/PM |

Has this event been held in the past?  Yes  No

If yes, please list past dates and locations: March 13, 2010, March 12, 2011, March 10, 2012 along Las Olas from SE 8 Ave to Huizenga Plaza

**Detailed** event description (include activities, entertainment, vendors, etc.): Friday, March 8, 2013 will be the parade stripe kick-off event. Saturday, March 9, 2013 is the parade and festival, with bands, floats, children's activities, Irish crafts, food, and beverage vendors.

**PART II: APPLICANT**

Organization name: Fort Lauderdale St. Patrick's Day Parade & Festival, Inc.

Address: 305 S. Andrews Avenue Suite 301 City, State, Zip: Fort Lauderdale, FL 33301

Phone: 954-463-6574 Fax: 954-463-8412

Non-Profit Organization?  Yes  No Tax ID #: 27-1150497

Corporation name: Fort Lauderdale St. Patrick's Day Parade & Festival, Inc.  
(as it appears in articles of incorporation)

Date of incorporation: 1/14/10 State incorporated in: FL Federal ID #: 27-1150497

Two authorizing officials for the organization:

President: Chris Wren Phone: 954-463-6574

Secretary: Kate Sheffield Phone: 954-463-6574

Event Coordinator: Kate Sheffield Will you be on-site?  Yes  No

Title: Vice President Phone: 954-463-6574 Cell: 954-240-3819

E-mail address: kate@ddaftl.org Fax: 954-463-8412

Additional Contact: Tim McGovern Will you be on-site?  Yes  No

Title: Treasurer Phone: 954-828-4340 Cell: \_\_\_\_\_

E-mail address: tmcgovern@fortlauderdale.gov Fax: 954-828-5650

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.)  
Draft truck

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: All Star Bounce  
What type of rides are you planning? Trackless train, inflatables, pony rides  
(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](mailto: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, live bands

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

Will you use any type of soundproofing equipment?  Yes  No

List the days and times music will be played: Saturday, March 9, 2013 12pm-7pm

How close is the event to the nearest residence? approximately 100 feet

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 closures affect any of the following: power, parking garages, or public utilities?  Yes  No

Will any parking lot or garage be used during your event?  Yes  No

If yes, which one(s)? \_\_\_\_\_

How many people will be attending the event? \_\_\_\_\_  
All attendees must be properly screened and all attendees must have a valid form of identification. All attendees must be properly screened and all attendees must have a valid form of identification. All attendees must be properly screened and all attendees must have a valid form of identification.

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: City of Ft. Lauderdale License #: \_\_\_\_\_

Name of electrician: Douglas Kurtok 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?  Weed-A-Way

Contact Name:  Oktogbo  Phone:  786-663-5802

***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](mailto: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.

Kate Sheffield   
Applicant Name

Vice President   
Title

1/12/2012   
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? 30 10x10 tents, 2 20 x 20

Name of Company: City of Fort Lauderdale Parks & Recreation

*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? 8, Irish pubs, civic groups

**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? 15,000

3. On-site contact? NAME Marcae Carolan PHONE 954-816-9149

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 X 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 X

If yes, Previous date(s)? 3/13/2010, 3/12/2011, 3/10/12

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.)

\_\_\_\_\_

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

If yes, who is your Police department contact?

Sgt. William Schultz

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 X No       

If so what roads/intersections? Las Olas Blvd from SE 10 Terrace to Andrews Avenue

\_\_\_\_\_

8. What is your estimated attendance? 22,000

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I understand the off duty rate for Police personnel for ALL special events is calculated at a 3-hour minimum rate. I also understand there is a 24 hour cancellation requirement to avoid the 3 hour minimum payment per officer. The hourly rate and costs to be incurred by the event organizer will be quoted on the City of Ft. Lauderdale Special Events "Cost Estimate" worksheet developed at the Special Events logistics meeting and provided to the organizer. All payments will be paid within two (2) weeks of the payroll being submitted.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

# 2013 Fort Lauderdale St. Patrick's Day Event Map

