



# CITY OF FORT LAUDERDALE SPECIAL EVENT APPLICATION

Submit a **COMPLETED APPLICATION**, SITE PLAN and SITE PLAN NARRATIVE by email **60 days** before your planned event. Events Planned for July or August must be submitted by **May 1<sup>st</sup>**.

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

**Fee must accompany application**

At least 60 days prior to event  
**\$200.00**

59 to 30 days prior to event  
**\$400.00**

Less than 30 days prior to event  
**Denied unless approved by City Manager or designee**

**PART I: EVENT REQUEST**

**Event Name** Light up Downtown

Purpose of event (check one):  Fundraiser     Awareness     Recreation     Other \_\_\_\_\_  
 Expected maximum attendance 450                      Expected sustained attendance 300  
 Has this event been held in the past?  Yes     No  
 If yes, please list past dates, locations and attendance \_\_\_\_\_

Annually since 2002 in same location. Attendance 200-450.

**Detailed Description** (Activities, Vendors, Entertainment, etc.)  
Family event including music, entertainment, games, carnival rides and other activities. Food & beverage provided by YOLO.

**Location** Stiles Plaza/YOLO 333 East Las Olas Blvd. Fort Lauderdale FL

Date and Time	DATE	DAY	BEGIN	END	Attendance
SETUP:	<u>12/1/15</u>	<u>Tuesday</u>	<u>10:00</u> AM/PM	<u>5:00</u> AM/PM	_____
EVENT DAY 1:	<u>12/1/15</u>	<u>Tuesday</u>	<u>5:00</u> AM/PM	<u>9:00</u> AM/PM	_____
EVENT DAY 2:	_____	_____	_____ AM/PM	_____ AM/PM	_____
EVENT DAY 3:	_____	_____	_____ AM/PM	_____ AM/PM	_____
BREAKDOWN:	<u>12/1/15</u>	<u>Tuesday</u>	<u>8:00</u> AM/PM	<u>10:00</u> AM/PM	_____

\*events scheduled for more than 3 days will be subject to special council approval

**PART II: APPLICANT**

**Organization Name** Jack and Jill children's center, Inc. Phone: 954-463-8772  
 For-Profit     Non-profit     Private                       (as registered)

Address: 1315 W. Broward Blvd. City, State, Zip:  Ft. Lauderdale, FL 33312

Date of registration: 1954 State registered in: FL Federal ID #: 59-0637870

Email Address: jswerecheck@jackandjillcenter.org Fax: 954.463.8773

**Two Authorizing Officials for the Organization**

President: Dr. Patrick A Taylor, MD MBA Phone: 954.958.4837

Secretary: Alice Lucia Jackson Phone: 954.760.4838

**Event Coordinator** Name Jennifer Swerecheck Will you be on-site?  Yes  No

Title: Development Manager Phone: 954.463.8772 x206 Cell: 724.272.7891

E-mail address: jswerecheck@jackandjillcenter.org Fax: 954.463.8773

**Additional Contact** Name Maria Mayer Will you be on-site?  Yes  No

Title: Director of Development Phone: 954.463.8772 x203 Cell: 954.520.2800

E-mail address: mmayer@jackandjillcenter.org Fax: 954.463.8773

**Event Production Company** (if other than applicant): N/A

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

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

**PART III: EVENT INFORMATION**

All City permits must be obtained through the City's Department of Sustainable Development Building Services Division using the Building Permit Form - Apply and pay for the permits at least 30 days before the event. Contact the DSD Building Services Division (954) 828-5191 with any questions.

**Admission**  Yes  No If yes, how much? \$ 35  
\* All events that are hosted by a for profit will be subject to a fee equal to 20% of their gross profits from the event within 30 days of the conclusion of the event.

**Alcohol For Sale**  Yes  No **Alcohol For Free**  Yes  No  
If yes, how will the beverages be controlled and served? (Draft truck, bar tender, beer tub, etc.)

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

**Amusement Rides**  Yes  No If yes, name and contact of company: All Star Events

What type of rides are you planning? small children's carnival rides

\*Florida Bureau of Fair Rides, Ron Jacobs (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**

Yes  No

\* Events requiring electricity must be permitted. [eventpower@fortlauderdale.gov](mailto:eventpower@fortlauderdale.gov)

Company: Stiles License #: \_\_\_\_\_

Name of electrician: \_\_\_\_\_ Phone: \_\_\_\_\_

**Entertainment**

Yes  No

If yes, what type of entertainment will be there? Any notable performers?

DJ

**Fencing or Barricades**

Yes  No

\* Include proposed fences in your Site Plan & Narrative

**Fireworks & Flame Effects**

Yes  No

Name & Contact of Company conducting the show: \_\_\_\_\_

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

**Food Vendors**

Yes  No

\* State Health Dept. John Litscher at (954) 632-8094 must be notified 10 days prior to event. All Food Vendors must be inspected by the Fire Rescue Department, Capt. Bruce Strandhagen 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**

Yes  No

If yes, what music format(s) will be used? (amplified, acoustic, recorded, live, MC, DJ, etc):

amplified, live or recorded music

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

speakers and an amplifier

Days and times music will be played: 12/1/15 5:00-9:00

How close is the event to the nearest residence? 100 yards

Soundproofing equipment?  Yes  No

**Parking Impact**

Yes  No

\* 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. [eventtam@fortlauderdale.gov](mailto:eventtam@fortlauderdale.gov)

**Road Closings**

Yes  No

\* Closing roads requires submitting an approved Maintenance of Traffic plan to the Special Events Director for each agency affected BEFORE the Commission will vote on it. Some Forms and instructions can be found in the Special Events manual Appendix. To expedite the process you may want to select a pre-approved MOT plan.

**Sanitation & Waste**

Will the event encourage Recycling and Sustainability?

Yes  No

\* The Green Checklist in the Events Manual Appendix can help you. Portable Toilets are regulated by Broward County.

Service Provider: TBD Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

All grounds must be cleaned up **immediately** after completion of event or you will be subject to fees. Recycling must be provided at all City events, facilities and parks. You are responsible for securing recycling services.

**Tents or Canopies**

Yes  No

Quantity and size of each? \_\_\_\_\_

Name & Contact of Company: \_\_\_\_\_

\*A detailed Site Plan showing the locations and size of each canopy or tent is required. 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).

**Toilets**

Yes  No

\*All toilets must be removed within 24 hours. Broward County requires a copy of your contract or invoice to be faxed to (954) 467-4898 to ensure compliance with minimum standards.

**Transportation Plan**

Yes  No

\* Any events larger than 5,000 people must have an approved Transportation Plan. [eventfam@fortlauderdale.gov](mailto:eventfam@fortlauderdale.gov)

**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, your MOT, your transportation plan and any additional information requested during your Special Events meeting. The hourly rate and costs to be incurred by the event organizer will be quoted on the "Cost Estimate" worksheet developed at the meeting and provided to the organizer. The cost may change if any of your event details change after the meeting. You may be required to provide a deposit based on historical performance or lack thereof. The Appendix of the Special Events Manual has a description of most City services and their associated fees.

**Fire Prevention and Emergency Medical Services**

Fire Rescue will most likely need to inspect your event based on your Building Permit, expected attendance and other risk factors such as alcohol, time or day, location, event type or weather. When you complete your Building Permit Form with DSD you should indicate all the permits and inspections you need to avoid delays. See the Special Events Manual Appendix for estimated fees. For any inspections conducted by the Fire-Rescue department before the event, fees must be paid in advance through the Department of Sustainable Development. A minimum of four hours for each Fire Rescue staff member will be charged for all special event details unless the department receives a cancelation. Any cancelations need to be made by phone at least 24 hours before an event is expected to begin or you will be charged for the services. All payments will be invoiced to the Event Organizer and must be paid within thirty (30) days. For questions contact the Fire Marshal at (954) 828-6370

**On-site Contact** Name \_\_\_\_\_ Phone \_\_\_\_\_

**Police**

Your event may require Security. 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 you or the security company must present the proposed security plan along with the businesses business license and contact information with the events application. The Police will review the plan and let you know if it will meet 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 must be provided.

**Security Plan**

Yes  No

**Security Company**

Yes  No

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

**PART V: 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 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 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 30 days in advance of the event.

I understand that a City of Fort Lauderdale Parks and Recreation sponsored activity has 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 Emergency Medical Services is required by City Ordinance to be onsite during all special events.

Any cancelations need to be made by phone to each department representative providing services at least 24 hours before the scheduled event time or the organizer will be liable for any associated fees.

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.

Jennifer Suercheck

Name of applicant

Jenif Suerch

Title

9/10/15

Date

Email completed application at least 60 days ahead of your planned event to:

events@fortlauderdale.gov

Please mail the application fee (payable to the City of Fort Lauderdale) to:

Jeff Meehan, Special Events Coordinator  
1350 W. Broward Boulevard, Fort Lauderdale, FL 33312  
Phone: (954) 828-6075 Fax: (954) 828-5650

Please include the following with the application if necessary:

\* Event Site Plan & Narrative – including stage(s), other entertainment locations, activities, booths, restrooms, canopies, dumpsters, fencing, generators, etc,

\* Maintenance of Traffic 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.