



# 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

**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

## PART I: EVENT REQUEST

Event name: Paddle Up on the Himmarshee Canal

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

Requested location: Himmarshee Canal from All Saints Church (New River entrance) to SE 8<sup>th</sup> Ave. Two bridge closures: Las Olas Blvd and SE 8<sup>th</sup> Ave bridge.

Estimated daily attendance: limited to 100 water vessels, approximately 200 pedestrians

Requested dates and time of event:

	DATE	DAY	BEGIN	END
EVENT DAY 1:	<u>May 10<sup>th</sup>, 2015</u>	<u>Sunday</u>	<u>2:00</u> /PM	<u>5:00</u> /PM
EVENT DAY 2:	<u>x</u>			
EVENT DAY 3:	<u>x</u>			
SETUP:			<u>12</u> /PM	
BREAKDOWN:				<u>5:00-7:00</u> /PM

Has this event been held in the past?  Yes  No

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

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

A water-based cultural event that will accentuate environment, history and culture. Participants on man-powered watercraft are invited (no engines), Kayaks, Canoes and Paddleboards. Pre-registered craft only, and limited to 100 vessels on the canal. Canal will be closed by Coast Guard for duration of event. The Trading Post concept will be re-enacted along the banks of the Himmarshee Canal but interactive stations will be on the bridges. Live music and cultural exhibits will be on docks and shore areas. Invited vendors on the bridge will include traditional Seminole pumpkin frybread (baked off location), sparkling water, Starbucks Fair Trade coffee, music CD's from tribal members.

**PART II: APPLICANT**

Organization name: Christian Cultural Development Foundation (501c3) doing business as: Upper Room Art Gallery

Address: 300 SW 1<sup>st</sup> Ave, unit 123, City, State, Zip: Fort Lauderdale, FL 33301  
Phone: 954-592-6021 Fax: none

Corporation name: Christian Cultural Development Foundation

(as it appears in articles of incorporation)

Date of incorporation: 2008 State incorporated in: FL Federal ID #: 13-4224704

Two authorizing officials for the organization:

President: Mark C Merrill Phone: 954-480-7796

Secretary: Tyler Newbolt Phone: 561-389-2750

Event Coordinator: Robin Merrill Will you be on-site?  Yes  No

Title: Artist & Exec. Director Cell: 954-592-6021

E-mail address: robin@upperroomartgallery.com Fax: none

Additional Contact: Mark Merrill Will you be on-site?  Yes  No

Title: Artist & Director Cell: 954-480-7796

E-mail address: markm@ccaeagles.org Fax: none

Event production company (if other than applicant): none

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? \$25 only for participants. Viewing is free

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?                   x                    
(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):

                  Acoustic                  

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

                  Microphones and speakers                  

Will you use any type of soundproofing equipment?  Yes  No

List the days and times music will be played:           Sunday May 3, 2015 2pm-5pm.          

How close is the event to the nearest residence?           Surrounded by residential.           This event is in partnership with Beverly Heights Homeowners Association and Las Olas Village Association and with their approval and participation.

Will your event require road closings?  Yes  No *gzm (no road closures) no bridge closures gzm*  
If yes, list requested streets and times in detail:           East Las Olas bridge over the Himmarshee Canal, from SE 11<sup>th</sup> Ave to SE 12<sup>th</sup> Ave. Traffic can be routed down SE 13<sup>th</sup> Ave. SE 2<sup>nd</sup> CT bridge over Himmarshee Canal. Traffic can still access the Villagio condominium entrance and exit. Road block needed at SE 12<sup>th</sup> Ave          

**\*\*\*\*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?           Volunteers at Trash 2 Treasure          

Contact Name:           Robin Merrill           Phone:           954-592-6021          

**\*\*\*\*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: \_\_\_\_\_ x \_\_\_\_\_ License #: \_\_\_\_\_

Name of electrician: \_\_\_\_\_ x \_\_\_\_\_ 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.

Robin Merrill  
Name of applicant

Artist & Executive Director  
Title

Feb. 23, 2015  
Date

Please **email completed application** at least 60 days ahead of your planned event to:  
**[jmeehan@fortlauderdale.gov](mailto:jmeehan@fortlauderdale.gov)**

Please mail the 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.**



**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 x Previous \_\_\_\_\_

If yes, Previous date(s)? \_\_\_\_\_

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.)

Volunteers

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

If yes, who is your Police department contact?

\_\_\_\_\_

5. Any notable entertainers or special circumstances scheduled for your event?  
Yes x No \_\_\_\_\_

Who/What? Musicians from the local tribes, to be performing on the cement patio area of Villagio Condomium along the canal.

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? E. Las Olas Blvd on the bridge between SE 11<sup>th</sup> Ave- SE 12<sup>th</sup> Ave, SE 2<sup>nd</sup> Ct bridge between SE 12<sup>th</sup> Ave and the Villagio Condomium entrance ramp.

\_\_\_\_\_

8. What is your estimated attendance? 300

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.

Robin Merrill \_\_\_\_\_  
Name

\_\_\_\_\_ Feb. 23, 2015 \_\_\_\_\_  
Date