

## CITY OF FORT LAUDERDALE OUTDOOR EVENT APPLICATION



\$100 Fee  
must  
accompany  
application

**Application must be filled out completely in DARK ink or type and submitted 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

Before receiving final approval from the City Commission, the applicant (and production company, if applicable) must furnish the City of Fort Lauderdale with an original certificate of liability insurance in the amount of at least one million dollars (\$1,000,000) or greater as deemed satisfactory by the City Risk Manager. *The insurance must name the City of Fort Lauderdale as an additional insured.* If alcohol is being served at the event, a certificate of liquor liability insurance in the amount of \$500,000 naming the City as additionally insured must also be provided.

**PART I: EVENT REQUEST**

Event name:     Rio Vista Holiday Party      
 Purpose of event:     Social Gathering and fund raiser for Rio Vista Civic Association      
 Requested location:     Virginia Young Park      
  
 Estimated daily attendance:     200    

Requested dates and time of event (NOT including set up and tear down)

	DATE	DAY	BEGIN	END
EVENT DAY 1:	<u>12/01/2012</u>	<u>Saturday</u>	<u>5:30</u> PM	<u>10:00</u> PM
EVENT DAY 2:	_____	_____	_____ AM/PM	_____ AM/PM
EVENT DAY 3:	_____	_____	_____ AM/PM	_____ AM/PM

Set up for event will begin on: 11/30/2012 at 1:00 PM  
Date Time

Break down will be completed by: 12/03/2012 at 12:00 PM  
Date Time

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 signage from a traffic sign rental company. A layout of your traffic plan must be attached to this application and must include 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. who may terminate any event taking place without the proper use of barricades. If you need assistance in this area you may contact Gina Rivera at (954) 828-5786.

Will your road closings affect access to parking spaces or parking lots? \_\_\_ Yes \_\_\_ No

**\*\*\*\*PLEASE NOTE\*\*\*\*** According to City policy, 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 will be allowed to take place. For additional details regarding this charge, please call Keela Black at 828-3794.

Has this event been held in the past? XX Yes \_\_\_ No

If yes, please list past dates and locations: 12/3/2011, 12/4/2010, 12/5/2009 & 12/6/2008 Virginia Young Park, 12/15/2007 Abreau Park, 12/6/2006 Virginia Young Park 12/3/2005 Virginia Young Park

**PART II: APPLICANT**

Organization name: RIO VISTA CIVIC ASSOCIATION, INC.  
(as it appears in articles of incorporation)

Address: PO BOX 460386

City, State, Zip Code: FORT LAUDERDALE, FL 33346

Phone: 954-761-9349 Fax: 954-761-9379

Non Profit Organization? XX Yes \_\_\_ No Tax ID #: 59-1683534

Corporation name: RIO VISTA CIVIC ASSOCIATION, INC

Date of incorporation: 8/24/1988 State incorporated in: FL

Federal ID #: 59-1683534

Two authorizing officials for the organization:

President: WARREN STURMAN Phone: 954-735-9200

Treasurer: Mark Snead Phone: 954-761-9349

Event Coordinator: Nancy Messing

Title: VICE PRESIDENT Phone: 954-779-7449

E-mail address: NRMessing@aol.com Fax: \_\_\_\_\_

Additional contact Person: MARK SNEAD

Title: TREASURER Phone: 954-761-9349 Cell: 954-494-5618

E-mail address: rvcatrs@att.biz Fax: 954-761-9379

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

#### Detailed event description:

Social event with food, entertainment and possible silent auction for members of the RVCA. Will have a tent and pot-luck food available.

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 Department 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, who will you be giving it to? \_\_\_\_\_

Are you planning to play or have music?  Yes  No

If yes, please describe in detail (Amplified? Acoustic? Type?) \_\_\_\_\_

Are you planning to have any type of amusement rides?  Yes  No

If yes, name of company: Mega Party Events

What type of rides are you planning? Climbing Wall

(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).

Who will provide clean up services?: RVCA  
(Company name)

Name: Nancy Messing Phone: 954-779-7449

\*Note: All grounds must be cleaned up **immediately** after completion of event.

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: N/A

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

License #: \_\_\_\_\_

All security requirements will be determined by the City of Fort Lauderdale Police Department. EMS is required by City Ordinance to be onsite during all outdoor events.

**Please attach a copy of your proposed event site plan including stage(s), other types of entertainment, activities, booths, restrooms, dumpsters, fencing, etc.**

**SINGLE 30 x 40 Tent with 30 Tables and 150 chairs.**

The information I have provided on this application is true and complete to the best of my knowledge. If this application is approved, I understand that **I must furnish an original certificate of General Liability insurance naming the City of Fort Lauderdale as additionally insured, and an original certificate of liquor liability insurance 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.

**In addition, when approval for the event is given by the City Commission, that approval is contingent upon review and approval of the event agreement by the City Attorney's Office.**

MARK SNEAD \_\_\_\_\_ TREASURER  
Signature of applicant Title

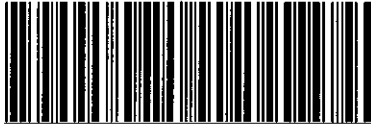
10/15/2012  
Date

Please return completed application at least 90 days ahead of your planned event, along with \$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**

E-mail address: [smolnar@fortlauderdale.gov](mailto:smolnar@fortlauderdale.gov)  
Phone: (954) 828-5362 Fax: (954) 828-5650

**FIRE DEPARTMENT QUESTIONNAIRE**



1. Are you planning to have canopies (no sides) for this event?  Yes  No

How many and what sizes? 1 30' X 60'

Name of Company: All Dade Equipment Rental

2. Are you planning to have tents (have sides) for this event?  Yes  No

How many and what sizes? \_\_\_\_\_

Name of Company: \_\_\_\_\_

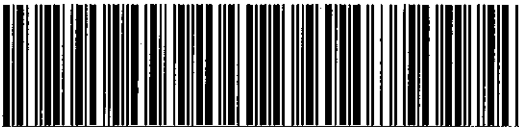
**In addition to a building permit, exit signs, emergency lights, fire extinguishers, and "No Smoking" signs are required for tents. A fire watch at overtime rate may apply. Please contact Lt. Jeff Lucas at 954-828-5892.**

3. Are you planning to have fireworks?  Yes  No

Name of company conducting the show: \_\_\_\_\_  
**A Fireworks permit is required for all pyrotechnics displays. Please contact Lt. D'Agostino at 954-828-5884.**

4. Are you having food vendors?  Yes  No

How many and what kind? \_\_\_\_\_  
**A fire extinguisher is required for each food booth. If a propane tank is used for a fuel source, it must be secured on the outside of the booth. A Fire inspection is required for all food booths. If the inspection is during non-working hours the cost will be \$50 - \$60 per hour.**



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 plus people in attendance (sustained attendance)
- \* One command person if two or more rescue units/carts. One more rescue unit/cart per 5,000 additional people.

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 X \_\_\_\_\_

2. What is your estimated sustained attendance? 200 \_\_\_\_\_

3. On-site contact?

NAME NANCY MESSING PHONE (954) 270-4380

A minimum of 4 hours will be charged for all special event details. 30 minutes will be added to the pre and post event times (totaling 1 hour), allowing for travel and preparation for the event.

**POLICE DEPARTMENT QUESTIONNAIRE**

1. Does your event require use of police vehicles? Yes \_\_\_\_\_ No XX

If yes, you must provide a certificate of liability insurance that includes automobile comprehensive and collision, and worker's compensation, for damage or incidents that occur in non-police action while in our employment, in addition to the required \$1,000,000 general liability naming the City as additional insured as required for all events

2. Is this a new or previously held event? New \_\_\_\_\_ Previous XX

Previous date(s)? 12/3/2011, 12/4/2010, 12/5/2009, 12/6/2008, 12/15/2007, 12/02/2006 AND 12/03/2005

3. Any established security, traffic, or other appropriate plan(s)? Yes XX No \_\_\_\_\_

If yes, besides Fort Lauderdale Police, who will you be using for this plan? (private security company, volunteers, etc.)

Q-35 Detail, FLPD

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

If yes, who is your Police department contact?

Sgt. Steven Scelfo

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

Who/What? \_\_\_\_\_

I understand the off duty rate for Police personnel for ALL special events is calculated at a 3-hour minimum rate. 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.

MARK K. SNEAD  
Signature

10/15/2012  
Date