PARKS	CITY OF FORT LAUDERDALE		Date Application Received		
RECREALION	SPECIAL EVENT APPLICATION				
City of Fort Lauderdale		Applic	Staff Initials		
DAYS PRIOR TO YOUR EVENT. pages initialed by the application	on, Site Plan, Site Plan Narrative & Application Fee AT LEAST 60 All sections must be completed, application signed and all ant. Incomplete applications will be returned to applicant. After ith your fee you will be contacted to meet with the Special	\$20	c ation Fee (non-refundable) 00 - 90 days before event 0 - 60-89 days before event		
2.	Facility/Location requested Compliance with City ordinances Special permits required	Con	erwalk District Refundable npliance/Security deposit cond time event - \$1,500/day		
4.	Other Charges for City Services	Third/Fo	ourth time event - \$1,000/day ne or more event - \$500/day		
	Security requirements Environmental issues/effects on surrounding areas Maintenance of Traffic Plan		t V: Riverwalk District Outdoor Events)		
PART I: EVENT REQU	EST				
Event Name					
Purpose of event (chec	k one) Fundraiser Awareness Recreatio	n Othe	er		
Image: Strengt					
Expected maximum at	tendance Expected sustained a	ttendar	nce		
Has this event been held before? 🔲 No 🦳 Yes 🛛 List past dates, locations and attendance:					
Detailed Description (Ad	ctivities, Vendors, Entertainment, etc.)				
-					
1					
Location					
Is event located directly	y on the beach? 🔲 No 🔛 Yes *\$500/day fee includir	ng setup c	and breakdown days.		
Date and Time START	DATE END DATE START TIME AM/PM END TIME	- ΔM/P	M ATTENDANCE		
SETUP					
EVENT DAY(S)*	— — — — — — — — — — — — — — — — — — —		-		
BREAKDOWN					
*Supply additional information if event times vary or events are on non-contiguous days:					
:					

PART II: APPLICANT

Organization Name			
For-Profit Non-profit	Private (as reg	istered in Sunbi	Z) *Submit your Sunbiz registration.
Name of Authorized Signate	ory		Phone
Federal ID #	Date regi	istered	State registered in
Address	City, State, Zip		
Email			
Two Authorizing Officials for	the Organization		
Name	Titl	e	Phone
Name	Titl	e	Phone
Event Coordinator Name			Will you be on-site? Yes No
			Cell
E-mail address			
			Will you be on-site? Yes No
Title	Phone		Cell
E-mail address			
Event Production Company	*If other than applicant		
Contact Name		Phone	Cell
E-mail address			
PART III: EVENT INFORM	IATION		
Admission/Registration		Auch?	
		2-	
Advertising/Promotion	No Yes How?		
Alcohol for Sale No How will the beverages be a	Yes Alcohol for Fr controlled & served? (D		Yes ender, beer tub, etc.)
*Drouide State of Florida alashal li			20 days before event
*Provide State of Florida alcohol lic Amusement Rides	Yes Bounce House		Yes What type of rides are you planning?
Name and contact of com	pany		
*Florida Bureau of Fair Rides (850) of all vendors and rides prior to use	921-1530 must be contacted	30 days before the	event to schedule inspections and final approval
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Electricity No No *Generators above a certain size	Yes Generators No Yes What size?
	License #:
Name of electrician:	Phone:
Entertainment No	Yes What type of entertainment will be there? Any notable performers?
Fencing & Barricades	No Yes Name & contact of company:
* Include proposed fences in yo for maximum occupancy.	ur Site Plan & Narrative along with egress and ingress points. An architectural design may be required
Fireworks & Flame Effects	No Yes Name & contact of company:
*A permit and Fire Watch is requ FireSpecialEvents@fortlauderda	vired for all pyrotechnics displays. Contact <u>firemarshal@fortlauderdale.gov</u> or <u>e.gov</u>
* State Health Department at (9 Rescue Department at (954) 828	Yes Food Trucks No Yes Cooking On Site No Yes Cooking On Site No Yes 54) 397-9366 must be notified 10 days prior to event. All Food Vendors must be inspected by the Fire 5080 to ensure compliance prior to serving food. A fire extinguisher is required for each food for a fuel source, it must be secured on the outside of the booth. Inspections during non-working
	es Soundproofing equipment? No Yes be used? (amplified, acoustic, recorded, live, MC, DJ, etc.)
	nd by 9:00pm (Sunday - Thursday) and 10:00pm on Friday and Saturday t you will use : (speakers, amplifier, drums, etc)
Days & times music will b	e played:
How close is the event to	the nearest residence?
	nt coordinators/promoter to reach out to businesses within proximity of the event.
Parking Impact No *Snyder Park Fees Parking space	Yes List parking lots/spaces impacted with dates & times: es at Snyder Park will be billed at \$30.00/day per space equaling \$14,100.00 per day.
*All Parking Spaces that are imp	acted by an event will be billed to the event organizer through the Transportation & Mobility Dept.
and must be paid in full before	he event. If you have any parking questions 954-828-3763.
Road Closings No a Maintenance of Traffic (MOT)	Yes List roads to be closed with dates & times of closures: *Road Closures require Plan through Transportation & Mobility Dept. Contact 954-828-4997 or MOT@fortlauderdale.gov.
Company Name	Contact Phone
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Bridge Closings [] _{NO} []	Yes Bridgelocation(\$)?	
*Events that impact Andrews Avenue	-577-4571. Closing a bridge requires submitting	ord County Highway Construction and Engineering g the Unites States Coast Guard issued Bridge
Sanitation & Waste *Recycling must be provided at all City	v events, focilities & porks. All dumpsters must	be removed of the end of the event.
Company Name	Contact	Phone
		be subject to fees. This includes emptying and completely. You ore responsible for securing
Security/Police No	Yes Who is your Police contact f	or officers & security planning?
Name	Phone	
*Security companies and their plans mu	ust be approved and you may still be require	d to hire City Police. See Part IV below.
Security Company	Contact	Phone
Tents or Canopies] NO	Yes Quantity & size of each?	The Site Plan must show the locations and sizes of be waterweighted.
	20 with ony questions. A permit and final insp	evelopment Services Deportment (DSD) Building pection is required if there are multiple canopies,
Company Name	Contact	Phone
	*All toilets must be removed within 24 hours. F	Portable Toilets are regulated by Broward County.
Transportation Plan No *Events larger than 5,000 people must t	Yes nave an approved Transportation Plon. If you	hove any questions contact 954-828-3763.
PART IV: SECURITY AND EM	ERGENCY 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	Phone
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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.

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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 <u>if</u> 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.

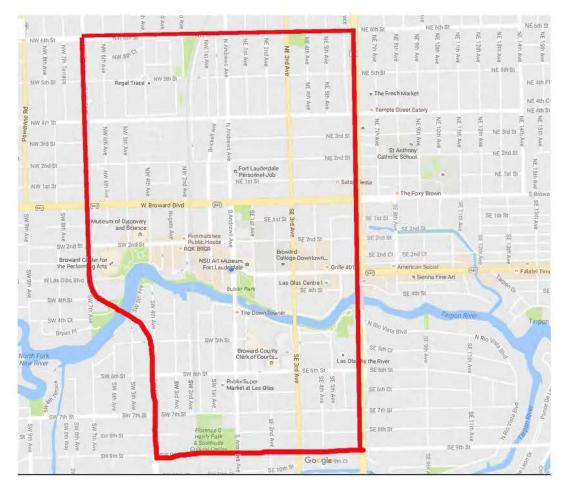
PART V: RIVERWALK DISTRICT OUTDOOR EVENTS

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

Date

PART VII: SUBMISSION

Email application and plans to: <u>bhenry@fortlauderdale.gov</u>

Include theses 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.