

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: Over the Edge For Gilda's

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

Requested location: Event will take place at the B Ocean Fort Lauderdale. Rappellers will be on north side of building

Estimated daily attendance: 100-150

Requested dates and time of event:

	DATE	DAY	BEGIN	END
EVENT DAY 1:	<u>4/26/13</u>	<u>Friday</u>	<u>1</u> AM/PM	<u>5</u> AM/PM
EVENT DAY 2:	<u>4/27/13</u>	<u>Saturday</u>	<u>8</u> AM/PM	<u>4</u> AM/PM
EVENT DAY 3:	_____	_____	_____ AM/PM	_____ AM/PM
SETUP:	<u>4/26/13</u>	<u>Friday</u>	<u>8</u> AM/PM	
BREAKDOWN:	<u>4/27/13</u>	<u>Saturday</u>		<u>5</u> AM/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.): Rappelling event from the Roof of the B Ocean Fort Lauderdale. @ people per hour will be rappelling and friends and

Organization name: Gilda's Club South Florida
Address: 119 Rose Drive City, State, Zip: Fort Lauderdale, FL 33316
Phone: 954-763-6776 Fax: 954-763-6761
Corporation name: Gilda's Club of South Florida, Inc.
(as it appears in articles of incorporation)
Date of incorporation: 7/6/94 State incorporated in: FL Federal ID #: 65-0528626

Two authorizing officials for the organization:
President: Shelley Goren, CEO Phone: 954-763-6776
Secretary: Chris Lloyd, Board Chair Phone: 954-524-6812

Event Coordinator: Kim Kohl Will you be on-site? Yes No
Title: Event Coordinator Phone: 954-763-6776 Cell: 954-599-8850
E-mail address: Kim@gildasclubssouthflorida.org Fax: 954-763-6761

Additional Contact: Shelley Goren Will you be on-site? Yes No
Title: CEO Phone: 954-763-6776 Cell: 954-614-9573
E-mail address: Shelley2@gildasclubssouthflorida.org Fax: 954-763-6761

Event production company (if other than applicant): Over the Edge USA
Address: 121 Hubley Mill Road City, State, Zip: Upper Tantallon, NS B3Z 1E8
Contact person: Kelley Maguire Title: Account Manager
Phone: (day) 866-434-8776 (night) N/A (cell) N/A
E-mail address: Kmaguire@overtheedgeusa.com Fax: 902-826-7230

PART III: EVENT INFORMATION

Are you planning to charge admission? Yes No
If yes, how much? \$ 1,000

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.

Company: _____ License #: _____

Name of electrician: _____ 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.

Shelley Goren
Name of applicant

CEO
Title

1/17/13
Date

Please **email** completed application at least 96 days ahead of your planned event to:
jmeehan@fortlauderdale.gov

Please mail the \$100.00 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,**

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

How many and what sizes? _____

Name of Company: _____

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 Department of Sustainable Development Building Services Division 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? _____

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? 200-250

3. On-site contact? NAME Kim Kohl PHONE 954-763-6776

1. Does your event require use of police vehicles?

Yes _____

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 _____

If yes, Previous date(s)? _____

3. Any established security, traffic, or other appropriate plan(s)?

Yes _____

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 _____

No

If yes, who is your Police department contact?

5. Any notable entertainers or special circumstances scheduled for your event?

Yes

No _____

Who What? Participants will be rappelling down side of B Ocean

6. Is there alcohol being sold or given away? -only at VIP reception

Yes

No _____

7. Are there any road closures required?

Yes _____

No

If so what roads/intersections? _____

8. What is your estimated attendance? 200-250

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 _____