

CITY OF FORT LAUDERDALE SPECIAL EVENT APPLICATION

Date Application Received

8/15/23

Staff Initials PBA

Submit **COMPLETED Application, Site Plan, Site Plan Narrative & Application Fee AT LEAST 60 DAYS PRIOR TO YOUR EVENT.** All sections must be completed, application signed and all pages initialed by the applicant. Incomplete applications will be returned to applicant. 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
7. Maintenance of Traffic Plan

Application Fee (non-refundable)

\$200 - 90 days before event
\$1,000 - 60-89 days before event

Riverwalk District Refundable Compliance/Security deposit

First/Second time event - \$1,500/day
Third/Fourth time event - \$1,000/day
Fifth time or more event - \$500/day
(see Part V: Riverwalk District Outdoor Events)

PART I: EVENT REQUEST

Event Name The RINK at WONDELAND

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

Type of Event ☒ Minor Event ☐ Intermediate Event ☐ Major Event ☒ Legacy

Minor Event (Commission approval required) - Sustained attendance of 500 or less with a road closure, music exemption or alcohol.

Administrative Approval - Minor event with sustained attendance of 500 or less with no road closures, music exemptions or alcohol.

Intermediate Event (Commission approval required) - Sustained attendance between 501 & 5,000.

Major event (Commission approval required) - Sustained attendance over 5,000.

Legacy Events - 2+ years in good standing

Expected maximum attendance 150 Expected sustained attendance 150

Has this event been held before? ☒ No ☒ Yes **List past dates, locations and attendance:**

The 3rd annual WONDERLAND, is a multi-faceted, free to the public holiday experience at LOOP. This year we will be incorporating a new component of an Ice Rink, and expand from 4 weekends (Thur - Sun) to 7 full weeks

Detailed Description (Activities, Vendors, Entertainment, etc.)

The RINK at WONDELAND is a 4,000 sq. ft. eco-friendly synthetic ice rink, with a maximum capacity of 70 guests, ages 6+. Each day will have a different element, including Military Night (Mon) Charity Night (Tue), Ladies Night/Adult 21+ Night (Wed & Sat 6-9); Movie Night (Thur) Concerts (Fri) Family Skate with Holiday Characters (Sat/Sun day)

Location Las Olas Oceanside Park, 3000 E. Las Olas Boulevard, Fort Lauderdale 33316

Is event located directly on the beach? ☒ No ☐ Yes *\$500/day fee including setup and breakdown days.

Date and Time	START DATE	END DATE	START TIME	AM/PM	END TIME	AM/PM	ATTENDANCE
SETUP	<u>Nov 6, 2023</u>	<u>Nov 9, 2023</u>	<u>9</u>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<u>7</u>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<u>12</u>
EVENT DAY(S)*	<u>Nov 10, '23</u>	<u>Jan 1, '24</u>	<u>10</u>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<u>10</u>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<u>Max w/staff - 80</u>
BREAKDOWN	<u>Jan 2, '24</u>	<u>Jan 4, '24</u>	<u>9</u>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<u>7</u>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<u>12</u>

*Supply additional information if event times vary or events are on non-contiguous days:

Operating Hours: Monday - Friday hours, 12pm-10pm; Saturday and Sunday 10am -10pm

Last skate time reservation is 9pm nightly to close by 10pm. May open at 10am Mon-Fri based on demand

PART II: APPLICANT

Organization Name A&R Enterprises of So. FL Inc. d/b/a RAV Communications

For-Profit ☒ Non-profit ☐ Private ☐ (as registered in Sunbiz) *Submit your Sunbiz registration.

Name of Authorized Signatory Arianne Glassman Phone 954-205-8754

Federal ID # 02-0637901 Date registered 07/17/2002 State registered in FL

Address 1518 Garfield Street City, State, Zip Hollywood, FL 33020

Email ari@ravcommunications.com

Two Authorizing Officials for the Organization

Name Arianne Glassman Title President Phone 954-205-8754

Name _____ Title _____ Phone _____

Event Coordinator Name Arianne Glassman Will you be on-site? ☒ Yes ☐ No

Title President Phone 954-205-8754 Cell 954-205-8754

E-mail address _____

Additional Contact Name Malcolm Mayo / Jenna Wieland Will you be on-site? ☒ Yes ☐ No

Title Operations Mgr / Marketing Phone Malcom - 954-534-4755 Cell Jenna 954-636-0601

E-mail address malcolm@theloopflb.com / jenna@theloopflb.com

Event Production Company *If other than applicant _____

Contact Name _____ Phone _____ Cell _____

E-mail address _____

PART III: EVENT INFORMATION

Admission/Registration ☐ No ☒ Yes How Much? \$12 - \$25

Advertising/Promotion ☐ No ☒ Yes How? Print, TV, Online, Radio

Alcohol for Sale ☒ No ☐ Yes **Alcohol for Free** ☒ No ☐ Yes

How will the beverages be controlled & 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 ☐ No ☒ Yes **Bounce Houses** ☐ No ☒ Yes What type of rides are you planning?

We may add a snow maze or some activity for children under 6 who can not skate to participate in

Name and contact of company TBD

*Florida Bureau of Fair Rides (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 ☐ No ☒ Yes **Generators** ☒ No ☐ Yes What size? _____

*Generators above a certain size must be permitted.

Company: Park Electricity / Minimal for Lights 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:

Decorative short fencing for around the rink border

*Include proposed fences in your Site Plan & Narrative along with egress and ingress points. An architectural design may be required for maximum occupancy.

Fireworks & Flame Effects ☒ No ☐ Yes Name & contact of company:

*A permit and Fire Watch is required for all pyrotechnics displays. Contact firemarshal@fortlauderdale.gov or FireSpecialEvents@fortlauderdale.gov

Food Vendors ☐ No ☒ Yes **Food Trucks** ☒ No ☐ Yes **Cooking On Site** ☒ No ☒ Yes

*State Health Department at (954) 397-9366 must be notified 10 days prior to event. All Food Vendors must be inspected by the Fire Rescue Department of (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 ☐ No ☒ Yes **Soundproofing equipment?** ☒ No ☐ Yes

What music format(s) will be used? (amplified, acoustic, recorded, live, MC, DJ, etc.)

Ambient music for the rink - similar to Pixar Putt

*Amplified music is required to end by 9:00pm (Sunday - Thursday) and 10:00pm on Friday and Saturday

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

Friday, November 10, 2023 – Monday, January 1, 2024

- Monday – Friday (12:00pm – 10:00pm)
 - May start at 10:00am based on demand.
- Saturday – Sunday (10:00am – 10:00pm)

Speakers only

Days & times music will be played: Daily du in goperatin ghous

How close is the event to the nearest residence? .2 miles

*It is the responsibility of the event coordinators/promoter to reach out to businesses within proximity of the event.

Parking Impact ☒ No ☐ Yes List parking lots/spaces impacted with dates & times:

*Snyder Park Fees Parking spaces at Snyder Park will be billed at \$30.00/day per space equaling \$14,100.00 per day.

*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. If you have any parking questions 954-828-3763.

Road Closings ☒ No ☐ Yes List roads to be closed with dates & times of closures: *Road Closures require a Maintenance of Traffic (MOT) Plan Through Transportation & Mobility Dept. Contact 954-828-4997 or MOT@fortlauderdale.gov.

Company Name _____ Contact _____ Phone _____

Bridge Closings ☒ No ☐ Yes **Bridge location(s)?** _____

Date(s) of Closure? _____ Time(s) of Closure? _____

*Events that impact Andrews Avenue and 3rd Avenue must be approved by Broward County Highway Construction and Engineering Division. For more information call 954-577-4571. Closing a bridge requires submitting the United States Coast Guard issued Bridge Closure Approval Letter with the application for each bridge affected.

Sanitation & Waste

*Recycling must be provided at all City events, facilities & parks. All dumpsters must be removed at the end of the event.

Company Name Self Contact _____ Phone _____

*All grounds must be cleaned up immediately after completion of event or you will be subject to fees. This includes emptying and re-lining all garbage receptacles. All garbage must be removed from the event site completely. You are responsible for securing recycling services.

Security/Police ☐ No ☒ Yes **Who is your Police contact for officers & security planning?**

Name Sgt. Monica Ferrer Phone _____

*Security companies and their plans must be approved and you may still be required to hire City Police. See Part IV below.

Overnight Security Company TRD Protection Services Contact Eric Nelson Phone 305-323-0826

Tents or Canopies ☐ No ☒ Yes **Quantity & size of each?** *The Site Plan must show the locations and sizes of each canopy or tent. No penetration of ground spike is allowed. All structures must be water-weighted.

TBD - may use a shipping container; otherwise (1) 20 x 20 or (1) 10 x 40 for skate distribution

Tents larger than 10 x 10 require a permit. Tent permits are obtained through the Development Services Department (DSD) Building Services Division. Contact (954) 828-6520 with any questions. 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.

Company Name _____ Contact _____ Phone _____

Toilets ☒ No ☐ Yes *All toilets must be removed within 24 hours. Portable Toilets are regulated by Broward County. Contact the Broward County Environmental Manager at 954-412-7334.

Transportation Plan ☒ No ☐ Yes

*Events larger than 5,000 people must have an approved Transportation Plan. If you have any questions contact 954-828-3763.

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, 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 Arianne Glassman Phone 954-205-8754

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.

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 if 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.

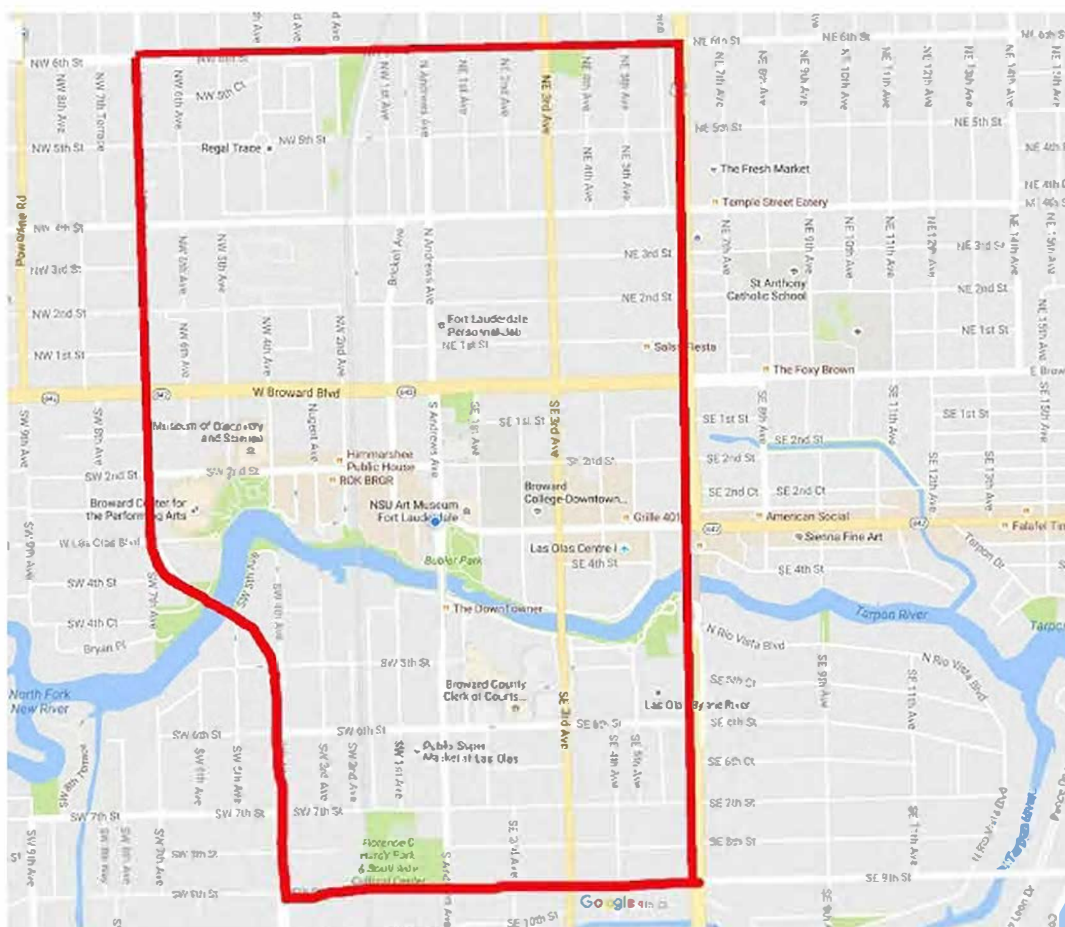
PART V: RIVERWALK DISTRICT OUTDOOR EVENTS

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.

Arianne Glassman
Event Applicant's signature

August 15, 2023
Date

PART VII: SUBMISSION

Email application and plans to: bhenry@fortlauderdale.gov

Include these 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.