



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

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: Las Olas Sunday Market

Purpose of event (check one): Fundraiser Awareness Recreation Other Farmer's Market

Requested location: 333 East Las Olas Blvd and SE 4th Ave.

Estimated daily attendance: 500

Requested dates and time of event:

DATE	DAY	BEGIN	END
EVENT DAY 1: <u>April, May, June</u>	<u>Sundays</u>	<u>9</u> AM	<u>3</u> PM
EVENT DAY 2: _____	_____	_____ AM/PM	_____ AM/PM
EVENT DAY 3: _____	_____	_____ AM/PM	_____ AM/PM
SETUP: _____	_____	_____ AM/PM	
BREAKDOWN: _____	_____		_____ AM/PM

Has this event been held in the past? Yes No

If yes, please list past dates and locations: Sundays for the past 12 months

Detailed event description (include activities, entertainment, vendors, etc.): 30 to 40, 10X10 tents with vendors selling produce, flowers, baked goods, spices, olive oils, olives, pickles, chocolates, pasta, pet supplies, health and beauty aids and more

PART II: APPLICANT

Organization name: The Green Market Management company and The Downtown Fort Lauderdale Civic Association

Address: 2760 NE 52 Street /411 N New River Dr. # 2304 City, State, Zip: Lighthouse Pt.33064/ Ft. Lauderdale, Fl. 33301

Phone: 954/426/8436 / 513-607-1274 Fax: _____

Corporation name: ROS Enterprises /The Downtown Ft. Lauderdale Civic Association

(as it appears in articles of incorporation)

Date of incorporation: Oct. 09 (ROS) /July 06 (Civic) State incorporated in Florida Federal ID #: 26-4811818 (ROS) 205276374 (Civic Ass.)

Two authorizing officials for the organization:

President: Rachel O'Neill /Stan Eichelbaum Phone: 954-214-9933 (ROS) 513-607-1274 (Civic Ass)

Secretary Melina Bowker (Civic Ass.) Phone: 954-604-5069

Event Coordinator: Rachel O'Neill (The Green Market Management Company) Will you be on-site? Yes

Title: President Phone: Cell 954-214-9933

E-mail address: racheloneill@bellsouth.net Fax: _____

Additional Contact: Stan Eichelbaum Will you be on-site? Yes, some of the time

Title: President of Ft. L Civic Ass. Cell: 513-607-1274

E-mail address: eichelbaum@marketingdevelopments.com Fax: _____

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

Are you planning to charge admission? X No
If yes, how much? \$ _____

Are you requesting to fence the event? X No

Are you planning on having any type of concession? X 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? 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? No
If yes, to whom will it be given? _____

Are you planning to have any type of amusement rides? No
If yes, name of company: _____

What type of rides are you planning? _____
(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? No
If yes, what music format(s) will be used? (amplified, acoustic, recorded, live, disc jockey, etc):

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

Will you use any type of soundproofing equipment? No

List the days and times music will be played: _____

How close is the event to the nearest residence? _____

Will your event require road closings? No
If yes, list requested streets and times in **detail**: _____

******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 X 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? 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? Rachel O'Neill

Contact Name: _____ Phone: _____

******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 or (954) 828-5956.

FIRE DEPARTMENT QUESTIONNAIRE

PREVENTION

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

How many and what sizes? 30 to 40 10X10

Name of Company:
NA

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? ___ No

How many and what sizes? _____

Name of Company:
NA

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? ___ 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? ___ 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? NO _____

2. What is your estimated sustained attendance?

3. On-site contact? NAME Rachel O'Neill PHONE 954-214-9933

A minimum of 4 hours will be charged for all special event details. 45 minutes will be added to the pre and post event times (totaling 1.5 hours), allowing for travel and preparation for the event.

POLICE DEPARTMENT QUESTIONNAIRE

1. Does your event require use of police vehicles? 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 X_____

If yes, Previous date(s)? March 24th 2013

3. Any established security, traffic, or other appropriate plan. 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? No_____

If yes, who is your Police department contact?

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

Who/What?_____

6. Is there alcohol being sold or given away? No_____

7. Are there any road closures required? No_____

If so what roads/intersections?_____

8. What is your estimated attendance? 500

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