



CITY MANAGER'S OFFICE

CITY MANAGER SIGNATURE REQUEST ROUTING FORM

Rev: 14 | Revision Date: 12/18/2025

SECTION 1 | SUMMARY INFORMATION

Date: 6/3/2026

☒ Commission Agenda Item ☐ Letter to the Commission (LTC) ☐ Letter to External Stakeholder(s) ☐ Other Document

Document Title/Purpose: FLOCKFEST EVENTS INC. - TEMP. BEACH LICENSE & OUTDOOR EVENT AGMT FOR FLOCKFEST 2026 (7/11/2026)

Commission Meeting Date: 6/2/2026 CAM #: 26-0438 Item #: CM-3

CAM attached: ☒ Yes ☐ No Action Summary Attached: ☐ Yes ☐ No CIP FUNDED: ☐ Yes ☐ No

Community Investment Plan (CIP) Project defined as having a life of at least 10 years and a cost of at least \$100,000 and shall mean improvements to real property (land, buildings, or fixtures) that add value and/or extend useful life, including major repairs such as roof replacement. Term "real property" includes land, real estate, realty, or real.

SECTION 2 | REQUESTOR (CHARTER OFFICE/DEPARTMENT)

Charter Office: CAO Router Name: Jennifer Larregui Ext: 5106

Department: _____ Router Name: _____ Ext: _____

Department Approval (Director/Chief): Name _____ Init _____ Date: _____

*Return Document To: Brittany Henry Department: P&R Ext: 4349

**REMINDER: Once review and signature at the last level of government (Federal, State, County) is complete, scan the final record copy and send to the City Clerk's Office.*

Scan Date: _____ Attach Certified Resolution #: N/A Original form route to CAO: ☐ Yes ☒ No

THE FOLLOWING SECTIONS ARE FOR CHARTER OFFICE USE ONLY

SECTION 3 | CITY ATTORNEY'S OFFICE (CAO): CAO signed/routed Required ☒ Yes ☐ No

Is the attached Granicus document final? ☒ Yes ☐ No Number of Originals Attached: 1

Attorney's Name: Gabrielle Bush Approved as to Form: ☒ Yes ☐ No Initials: GB

Route to: Finance (if applicable) Date: _____ Route to: CCO Date: _____

SECTION 4 | CITY CLERK'S OFFICE (CCO)

City Clerk Office Receive and Scan Date: _____ Number of Originals: 1

Route to CMO Date: 06/03/26 Route to Mayor Date: _____

SECTION 5 | CITY MANAGER'S OFFICE (CMO)

LOG #: JUN32 Date Received: 6/4/26 Received From: CLO

To CM/ACM: ☐ R. Williams ☐ C. Cooper ☐ Y. Matthews ☒ Q. Pough ☐ B. Rogers

Approved Init.: [Signature] for continuous routing to Rickelle Williams, City Manager/Executive Director

Disapproved: _____ Comments: _____

CMO Executive Assistant Route to: CCO | HR | OMB | Other: _____ Date: 6/4/26 Initial: AD

CITY OF FORT LAUDERDALE

TEMPORARY BEACH LICENSE

AND

OUTDOOR EVENT AGREEMENT

THIS AGREEMENT is made by and between:

CITY OF FORT LAUDERDALE, a Florida municipal corporation, with its principal address at 101 NE 3rd Avenue, Fort Lauderdale, Florida 33301, (hereinafter referred to as "City"),

and

FLOCKFEST EVENTS INC., a Florida Not For Profit Corporation, with its principal address at 819 NE 23rd Drive, Apt 3, Wilton Manors, Florida 33305 (hereinafter referred to as "Applicant" or "Sponsor").

WHEREAS, the Applicant wishes to hold an outdoor event at the **Fort Lauderdale Beach Park, 1100 Seabreeze Blvd.**, and has submitted a Special Event Application with an Anti-Human Trafficking Affidavit, which are incorporated into this Agreement and identified as "Composite Exhibit A" in compliance with the requirements of Section 15-182 of the Code of Ordinances of the City of Fort Lauderdale, Florida; and Section 787.06, Florida Statutes (2025), as may be amended or revised; and

WHEREAS, the Applicant is willing to obtain the requisite insurance and indemnify and hold harmless the City of Fort Lauderdale for any damage to persons or property that might occur during or as a result of the outdoor event; and

WHEREAS, on June 2, 2026, by Motion, the City Commission of the City of Fort Lauderdale authorized the proper City Officials to execute this Temporary Beach License and Outdoor Event Agreement (hereinafter "Agreement").

NOW, THEREFORE, in consideration of the mutual promises made herein, the parties agree as follows:

1. Recitals and Effective Date.

Parties agree the foregoing recitals are true and correct and incorporated herein by this reference. The Effective Date of this Agreement is the date upon which City Commission approval is granted.

2. Outdoor Event.

The Applicant is permitted to operate or sponsor the outdoor event titled, "**FLOCKFEST 2026**" (hereinafter referred to as the "Event") only on the date(s), time(s), and with any approved road closure(s) and music exemption(s), as set forth in the attached Schedule 1 ("Exhibit B") and at the location particularly described in the attached Event Location Map ("Exhibit C") and Event Site Plan ("Exhibit D") (if applicable), which are attached hereto and made a part of this Agreement.

3. Temporary Beach License General Terms

- a) Pursuant to Section 8-55, City of Fort Lauderdale Code of Ordinances, the City shall grant a Temporary Beach License at such times and in such areas described herein.
- b) Pursuant to Section 8-54, City of Fort Lauderdale Code of Ordinances, Applicant shall be permitted to sell either food, alcoholic beverages, Event merchandise, or all, during such times and in such areas specifically described herein and approved by the City Commission.
- c) The Applicant agrees to pay \$500.00 per day for each Event use of the beach, including set-up and breakdown days.

4. General Requirements.

- a) If the Event includes use of fireworks, in advance of the Event the Applicant shall obtain a fireworks permit from the City's Fire Department. The Applicant shall comply with all applicable state and local laws regarding the use of fireworks.
- b) The Applicant shall provide sanitary facilities of the type and in a sufficient number specified by the requirements established by the City's Development Services Department.
- c) The Applicant shall coordinate with the City's Development Services Department to schedule appropriate City staff to conduct electrical inspections of all electrical facilities whether power is supplied by local utilities or is self-provided by generator systems. Prior to the Event, the Applicant shall permit the City staff to conduct electrical inspections of all electrical facilities.
- d) If the Event includes the sale or distribution of any food or beverages, prior to the Event, the Applicant shall comply with all applicable state, county and City health code requirements. This shall be evidenced by a permit by the appropriate entity.

- e) If the Event includes use of tents, awnings, or canopies, in advance of the Event, the Applicant shall submit current flameproof certificates to the City's Fire Department. The Applicant shall not hold or sponsor the Event until the Fire Department has provided written approval of the use of any tents, awnings, or canopies.
- f) In advance of the Event, the Applicant shall submit a written plan to the City police department that regards crowd control and traffic direction. The Applicant shall not hold or sponsor the Event until the police department has provided written approval of the Applicant's plan. The Applicant shall bear the cost of staff necessary to implement the crowd control and traffic direction plan. Police costs shall be exempt from prior notice requirements.
- g) The Applicant shall pay for the expense of all City services provided as a result of the Event identified by City staff prior to the Event. In advance of the Event, the Applicant shall submit a written plan to the City's Fire Department that regards fire safety and EMS. The Applicant shall not hold or sponsor the Event until the Fire Department has provided written approval of the Applicant's plan. The Applicant shall bear the cost of staff necessary to implement the fire safety and EMS plans. Fire and EMS costs shall be exempt from prior notice requirements.
- h) In advance of the Event, the Applicant shall submit a written plan to the City Manager that indicates the proposed location of any temporary structure, such as a barricade, fence, tent, concession stand, ticket booth, and grandstand. The written plan shall include information about the planned removal of any temporary structure after the Event. The Applicant shall not hold or sponsor the Event or erect any temporary structure until the City Manager or his designee has provided written approval of the Applicant's temporary structure plan. The Applicant shall bear the cost necessary to implement the temporary structure plan.
- i) The sale, possession, or consumption of any alcoholic beverage is prohibited while on or within any public place, or while on or within any vehicle located in a public place, which public place is located within the beach area as defined in Section 5-3 of the Code of Ordinances of the City of Fort Lauderdale, Florida except as authorized by special City permit approved by the City Commission.
- j) If the event includes the sale, possession, or consumption of alcohol within the beach area, the Applicant shall submit:
 - (1) a written plan designating the event dates and hours for sale of alcoholic beverages, and
 - (2) a written plan for enclosing, restricting or controlling access to the special event area, which must be approved by the police, City

Manager or his designee and any other governmental agency that may have jurisdiction;

- k) Pursuant to Section 16-154(1)(b) of the Code of Ordinances of the City of Fort Lauderdale, special event permittees are prohibited from using polystyrene products, or utilizing polystyrene food and beverage packaging while serving or preparing food or beverages or providing polystyrene products to anyone while operating or located on City facilities or City property. The City may revoke the special event permit immediately if this section is violated. This subsection shall not apply to expanded polystyrene food and beverage packaging that was packaged outside of the City and sealed prior to receipt by the special event permittee.

5. Insurance.

As a condition precedent to the effectiveness of this Agreement, during the term of this Agreement and during any renewal or extension term of this Agreement, Applicant, at its sole expense, shall provide insurance of such types and with such terms and limits as noted below. Providing proof of and maintaining adequate insurance coverage are material obligations of Applicant. Applicant shall provide the City a certificate of insurance evidencing such coverage. Applicant's insurance coverage shall be primary insurance for all applicable policies, in respect to the City's interests for this Agreement. The limits of coverage under each policy maintained by Applicant shall not be interpreted as limiting Applicant's liability and obligations under this Agreement. All insurance policies shall be through insurers authorized or eligible to write insurance policies in the State of Florida and possess an A.M. Best rating of A-, VII or better, subject to approval by the City's Risk Manager.

The coverages, limits, and/or endorsements required herein protect the interests of the City, and these coverages, limits, and/or endorsements shall in no way be relied upon by Applicant for assessing the extent or determining appropriate types and limits of coverage to protect Contractor against any loss exposures, whether as a result of this Agreement or otherwise. The requirements contained herein, as well as the City's review or acknowledgement, are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by Applicant under this Agreement.

The following insurance policies and coverages are required:

(Send these requirements to your insurance agent to be sure you can meet the expectations of the Agreement. The City must receive a thorough and accurate Certificate of Insurance upon execution of the Agreement.)

Commercial General Liability

Coverage must be afforded under a Commercial General Liability policy with limits not less than:

- \$1,000,000 each occurrence and \$2,000,000 aggregate for Bodily Injury, Property Damage, and Personal and Advertising Injury
- \$1,000,000 each occurrence and \$2,000,000 aggregate for Products and Completed Operations

Policy must include coverage for contractual liability and independent contractors.

The City, a Florida municipality, its officials, employees, and volunteers are to be included as an additional insured with a CG 20 26 04 13 Additional Insured – Designated Person or Organization Endorsement or similar endorsement providing equal or broader Additional Insured Coverage with respect to liability arising out of activities performed by or on behalf of Applicant. The coverage shall contain no special limitation on the scope of protection afforded to the City, its officials, employees, and volunteers.

Liquor Liability

Applicant shall provide evidence of coverage for liquor liability in an amount not less than \$1,000,000 per occurrence. If the Commercial General Liability policy covers liquor liability (e.g. host or other coverage), Applicant shall provide written documentation to confirm that coverage already applies to this Agreement.

Insurance Certificate Requirements

- a. Applicant shall provide the City with valid Certificates of Insurance (binders are unacceptable) no later than ten (10) days prior to the start of work contemplated in this Agreement.
- b. Applicant shall provide to the City a Certificate of Insurance having a thirty (30) day notice of cancellation; ten (10) days' notice if cancellation is for nonpayment of premium.
- c. In the event that the insurer is unable to accommodate the cancellation notice requirement, it shall be the responsibility of Applicant to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested, and addressed to the certificate holder.
- d. In the event the Agreement term or any surviving obligation of Applicant following expiration or early termination of the Agreement goes beyond the expiration date of the insurance policy, Applicant shall provide the City with an updated Certificate of Insurance no later than ten (10) days prior to the expiration of the insurance currently in effect. The City reserves the right to suspend the Agreement until this requirement is met.
- e. The Certificate of Insurance shall indicate whether coverage is provided under a claims-made or occurrence form. If any coverage is provided on a claims-made form, the Certificate of Insurance must show a retroactive date, which shall be the effective date of the initial contract or prior.

- f. The City shall be included as an Additional Insured on the liability policies.
- g. The title of the Agreement, Bid/Contract number, event dates, or other identifying reference must be listed on the Certificate of Insurance.

The Certificate Holder should read as follows:

City of Fort Lauderdale
Attn: Parks and Recreation
401 SE 21st Street
Fort Lauderdale, FL 33316

Applicant has the sole responsibility for payment of all insurance premiums and shall be fully and solely responsible for any costs or expenses as a result of a coverage deductible, co-insurance penalty, or self-insured retention; including any loss not covered because of the application of such deductible, co-insurance penalty, self-insured retention, or coverage exclusion or limitation. Any costs for including the City as an Additional Insured shall be at Applicant's expense.

If Applicant's primary insurance policy/policies do not meet the minimum requirements as set forth in this Agreement, Applicant may provide evidence of an Umbrella/Excess insurance policy to comply with this requirement.

Applicant's insurance coverage shall be primary insurance as applied to the City's interests for this Agreement, its officials, employees, and volunteers. Any insurance or self-insurance maintained by the City shall be non-contributory.

Any exclusion or provision in any insurance policy maintained by Applicant that excludes coverage required in this Agreement shall be deemed unacceptable and shall be considered breach of contract.

All required insurance policies must be maintained until the contract work has been accepted by the City, or until this Agreement is terminated, whichever is later. Any lapse in coverage shall be considered breach of contract. In addition, Applicant must provide to the City confirmation of coverage renewal via an updated certificate of insurance should any policies expire prior to the expiration of this Agreement. The City reserves the right to review, at any time, coverage forms and limits of Applicant's insurance policies.

Applicant shall provide notice of any and all claims, accidents, and any other occurrences associated with this Agreement to Applicant's insurance company or companies and the City's Risk Management office as soon as practical.

It is Applicant's responsibility to ensure that any and all of Applicant's independent contractors and subcontractors comply with these insurance requirements. All coverages for independent contractors and subcontractors shall be subject to all of the applicable requirements stated herein. Any and all deficiencies are the responsibility of Applicant. The City reserves the right to adjust insurance limits from time to time at its discretion with notice to Applicant.

I understand that I am responsible for the insurance requirements and corresponding due date as documented in this Agreement.

Initial SL Date 5-21-22

6. Restoration of public property.

If the Event includes use of public property the Applicant shall be responsible for, and shall maintain, all areas of the public property used. Maintenance means the prompt and complete removal of Event-generated trash or debris and the repair or restoration of any public property that was damaged as a result of the Event. Public property means real and personal property that is not privately owned and includes, but is not limited to, any sidewalk or paved surface, any tree, plant, shrub, bench, light fixture, traffic signal, parking meter, trash barrel or sign.

The City shall inspect the Event site location(s) for damage within twenty-four hours of the conclusion of the Event and the City shall provide the Applicant with a written report of any damage found on public property. The report shall state the cost of repair(s) necessary to restore the public property. Within fourteen days of the Applicant's receipt of this report the Applicant shall pay the cost of repair or challenge the City's report by a writing addressed to the Director of the City's City Manager's Office. Resolution of any such challenge shall be made by the City Manager; the Applicant agrees to abide by the City Manager's decision.

7. Reimbursement of expenses.

Applicant shall reimburse the City for all expenses, including but not limited to, police, fire/EMS, parking, parks and recreation and sanitation services. Should the City incur expenses as a result of the Event the City shall provide the Applicant with an invoice of all expenses. Within fourteen (14) days of the Applicant's receipt of any invoice, the Applicant shall pay the invoice or challenge the City's invoice by a writing addressed to the Director of the City's City Manager's Office. Resolution of any such challenge shall be made by the City Manager; the Applicant agrees to abide by the City Manager's decision.

8. Public Records

This agreement and any other documents pertinent to this Agreement is subject to the public records disclosure as prescribed in Chapter 119, Florida Statutes (2025), and as may be amended or revised, or as otherwise provided by law.

IF THE APPLICANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES (2025), TO APPLICANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT CITY CLERK'S OFFICE, ONE EAST BROWARD BLVD., SUITE 444,

**FORT LAUDERDALE, FLORIDA 33301, PHONE: 954-828-5002, EMAIL:
PRRCONTRACT@FORTLAUDERDALE.GOV.**

9. Notices.

- (a) Whenever it is provided herein that notice of default, demand, request or other communication shall or may be given to, or served upon, either of the parties by the other, or either of the parties shall desire to give or serve upon the other any notice of default, demand, request or other communication with respect hereto or with respect to any matter set forth in this Agreement or any Assumption Agreement, each such notice of default, demand, request or other communication shall be in writing and any law or statute to the contrary notwithstanding shall not be effective for any purpose unless the same shall be given by hand delivery, or by a nationally recognized overnight courier, or by mailing the same by registered or certified mail, postage prepaid, return receipt requested, addressed to the party at the address set forth below, or at such other address or addresses and to such other person or firm as Applicant may from time to time designate by notice as herein provided.
- (b) All notices of default, demands, requests or other communications hereunder shall be deemed to have been given or served for all purposes hereunder upon receipt if by hand delivery, or upon one (1) business day after deposit with such overnight courier as required above, or upon two (2) business days after deposit with the United States mail, postage prepaid, in the manner aforesaid, provided, however, that for any distance in excess of five hundred (500) miles, air mail service or Federal Express or similar carrier shall be utilized, if available.

AS TO CITY: Rickelle Williams
City Manager
City Fort Lauderdale
101 NE 3rd Avenue, Suite 2100
Fort Lauderdale, Florida 33301

With a copy to: Shari L. McCartney
City Attorney
City of Fort Lauderdale
1 East Broward Blvd., Suite 1320
Fort Lauderdale, Florida 33301

AS TO APPLICANT: FlockFest Events Inc.
Attn: Steven B. Crawford
P.O. Box 70384
Oakland Park, FL 33307

10. Authority of the City of Fort Lauderdale City Manager.

The City of Fort Lauderdale City Manager or his/her designee, shall have the authority to suspend all or any part of the Event when the City Manager or his/her designee determines that the Event, or its attendees, or its spectators, pose(s) a threat to the public health, safety, or welfare. The City Manager also reserves the right to immediately revoke permission, suspend, modify or terminate the event or any portion upon his/her written determination or in the event any of the elements of the agreement are violated.

11. Compliance with laws.

- a) The Applicant shall at all times comply with all federal and state laws or statutes, and with the rules, regulations, and ordinances of City and any other governmental agency having jurisdiction including, but not limited to, those relating to noise, building, zoning, gambling, fire protection, liquor regulation, and hours of operation. The Applicant shall further take all precautions and use extreme care to conduct its operations in a safe and prudent manner with respect to its agents, employees and visitors to its Event.
- b) The Applicant shall comply with the applicable sections of the Americans with Disabilities Act of 1990 (42 U.S.C. 126), which prohibits discrimination of handicapped individuals by denying them the right to participate in or benefit from the services provided at the Event. The Applicant understands that it is responsible for compliance with this Act. The Applicant guarantees that individuals with disabilities will be able to attend, enter, and use all the facilities at the Event.
- c) The Applicant agrees to secure and pay for all licenses and permits required by any governmental agency having jurisdiction, including City. If the Event includes the use of any item that is or that may be protected from infringement, such as but not limited to copyrights, patents and trademarks, the Applicant shall, in advance of the Event, provide City with documentation that shows that the Applicant has obtained the applicable license, permit or permission and that all associated all fees have been paid in full. The provisions of this paragraph apply specifically, but not exclusively, to ASCAP, BMI, SESAC, and any other similar organization that may require written permission and payment of a fee for use of protected material.

12. Indemnification

Applicant shall protect and defend at Applicant's expense, counsel being subject to the City's approval, and indemnify and hold harmless the City and the City's officers, employees, volunteers, and agents from and against any and all losses, penalties, fines, damages, settlements, judgments, claims, costs, charges, expenses, or liabilities,

including any award of attorney fees and any award of costs, in connection with this Event or arising directly or indirectly out of any act or omission by the Applicant or by any officer, employee, agent, invitee, subcontractor, or sublicensee of the Applicant. The provisions and obligations of this section shall survive the expiration or earlier termination of this Agreement.

13. Limitation of Liability

- a) The City desires to enter into this Agreement only if in so doing the City can place a limit on the City's liability for any cause of action for money damages due to an alleged breach by the City of this Agreement, so that its liability for any such breach never exceeds the sum of \$100.00. Applicant hereby expresses its willingness to enter into this Agreement with Applicant's recovery from the City for any damage action for breach of contract or for any action or claim arising from this Agreement to be limited to a maximum amount of \$100.00.
- b) Accordingly, and notwithstanding any other term or condition of this Agreement, Applicant hereby agrees that the City shall not be liable to Applicant for damages in an amount in excess of \$100.00, for any action for breach of contract or for any action or claim arising out of this Agreement. Nothing contained in this paragraph or elsewhere in this Agreement is in any way intended to be a waiver of the limitation placed upon City's liability as set forth in Article 768.28, Florida Statutes (2025).

14. Transfer of Rights.

To the extent this Agreement creates rights that vest in the Applicant, the Applicant shall not transfer any rights to any other individual or entity.

15. Venue.

This Agreement shall be interpreted and construed in accordance with the laws of the State of Florida and shall inure to and be binding upon the parties, their successors and assigns. Venue for any action brought in state court shall be in Broward County, Florida. Venue for any action brought in Federal Court shall be in the Southern District of Florida, Fort Lauderdale Division. The parties consent to the personal jurisdiction of the aforementioned courts and irrevocably waive any objections to said jurisdiction.

16. Incorporation.

This Temporary Beach License and Outdoor Event Agreement, together with the attached Schedule One and Outdoor Event Site Plan constitute the whole of the Agreement between the parties. The written approvals issued by the various City departments or staff members and the various documents submitted by the Applicant, including the

application, are supplemental to this Agreement. In the event of a conflict, the terms of this Agreement control.

17. Anti-Human Trafficking.

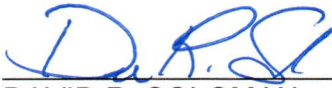
As a condition precedent to the effectiveness of this Agreement, the Applicant shall provide the City with an affidavit on a form approved by the City and signed by an officer or a representative of the Applicant under penalty or perjury attesting that the Applicant does not use coercion for labor or services as defined in Section 787.06, Florida Statutes (2025), as may be amended or revised.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties hereto have set their hands and seals as of the date first above written.

ATTEST:

CITY OF FORT LAUDERDALE, a Florida
municipal corporation.



DAVID R. SOLOMAN
City Clerk



BY:



RICHELLE WILLIAMS
City Manager

Approved as to form and correctness:



GABRIELLE BUSH
Assistant City Attorney

I HAVE READ AND FULLY UNDERSTAND THE ABOVE TEMPORARY BEACH
LICENSE AND OUTDOOR EVENT AGREEMENT.

APPLICANT/SPONSOR

WITNESSES:

FLOCKFEST EVENTS INC., a Florida
Not For Profit Corporation

Carly Felix
Witness Signature

Carly Felix
Print Name

STEVEN B. CRAWFORD
President

Andrew Watson
Witness Signature

Andrew Watson
Print Name

(CORPORATE SEAL)

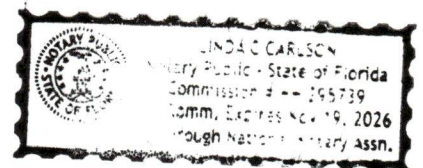
STATE OF FLORIDA:
COUNTY OF BROWARD :

The foregoing instrument was acknowledged before me by means of ☒ physical
presence or ☐ online notarization, this 24 day of MAY, 2026, by **STEVEN
B. CRAWFORD**, as **PRESIDENT** for **FLOCKFEST EVENTS INC.**, a Florida Not For Profit
Corporation.

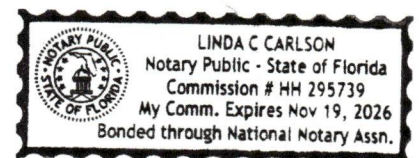
Linda C Carlson
(Signature of Notary Public- State of Florida)

[NOTARY SEAL]

Linda C Carlson
(Print, Type, or Stamp Commissioned Name of Notary Public)



Personally known X OR Produced Identification _____
Type of Identification Produced _____



COMPOSITE EXHIBIT A

CITY OF FORT LAUDERDALE SPECIAL EVENT APPLICATION

Part 1: Event Request

Event Name: FlockFest 2026

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

Expected maximum attendance: 800 Expected sustained attendance: 500

Has this event been held in the past? ☒ Yes ☐ No

If Yes, please list past dates, locations and attendance: July 2021-2025 - Fort Lauderdale Beach

Detailed Description: See attached detailed document

Location: Fort Lauderdale Beach

Address: 1100 Seabreeze Blvd, Fort Lauderdale, FL, 33316, USA

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

Setup:

Date:	Time Setup will start:	Time Setup will end:	Setup Duration (Hours):	Set Up Attendance:
Friday July 10, 2026	10:00 AM	3:00 PM	5	12

Total Setup Duration (Hours): 5

Event Days:

Date:	Time Event will start:	Time Event will end:	Event Duration (Hours):	Event Attendance:
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Saturday July 11, 2026	11:00 AM	4:00 PM	5	800
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Total Event Duration (Hours): 5

Breakdown

Date:	Time Breakdown will start:	Time Breakdown will end:	Breakdown Duration (Hours):	Breakdown Attendance:
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Saturday July 11, 2026	4:00 PM	8:00 PM	4	35
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Total Breakdown Duration (Hours): 4

Location Map



Part 2: Applicant Information

Organization

Organization Name:	FlockFest Events INC.
Organization Type:	Florida Not for Profit Corporation
Name of Authorized Signatory:	Steven Crawford
Address:	819 NE 23rd Dr, Apt 3 , Wilton Manors, FL, 33305, USA
Date of registration:	July 13, ~~2017~~ 2018
State registered in:	Florida
Federal ID #:	83-1416702
Email Address:	admin@flockfestevents.org
Phone #:	(214) 773-9098

Two Authorizing Officials for the Organization

First Official Title:	☒ President ☐ Vice-President ☐ CEO ☐ COO ☐ Other
First Official Name:	Steven Crawford
First Official Phone #:	(214) 773-9098
First Official Email:	admin@flockfestevents.org
Second Official Title:	☐ President ☐ Vice-President ☐ CEO ☐ COO ☒ Other <u>Secretary</u>
Second Official Name:	Dan Johnson
Second Official Phone #:	(503) 490-9624
Second Official Email:	dan@flockfestevents.org

Event Coordinator

Name:	Kevin Clevenger
Will Event Coordinator be on-site?	Yes
Title:	Director of Development
Event Coordinator Phone #:	(954) 529-4392
Event Coordinator Cell Phone #:	(954) 529-4392
Event Coordinator E-mail Address:	kevin@flockfestevents.org
Do you want to provide additional contact?	No
Name:	N/A
Will contact be on-site?	N/A
Title:	N/A
Additional Contact Phone #:	N/A
Additional Contact Cell Phone #:	N/A
Additional Contact E-mail Address:	N/A

Event Production Company

Same as Applicant?	Yes
Company name:	
Address:	
Contact name:	Steven Crawford
Title:	President
Contact Phone # (Day):	N/A
Contact Phone # (Night):	N/A
Contact Cell Phone #:	
Contact E-mail Address:	

Part 3: Event Information

Admission/Registration

<i>Admission/Registration?</i>	<i>How much?</i>
Yes Does admission vary? ☒ Yes ☐ No	Lowest: \$ 35 Highest: \$ 100 Description: General Admission and VIP ticket

Advertising/Promotion

<i>Advertising/Promotion?</i>	<i>How?</i>
Yes	Social Media and Local Magazines

Alcohol

<i>Alcohol for sale?</i>	<i>If Yes, how will the beverages be controlled and served? (Draft truck, bar tender, beer tub, etc.)</i>
No	N/A
<i>Alcohol for free?</i>	<i>If Yes, how will the beverages be controlled and served? (Draft truck, bar tender, beer tub, etc.)</i>
Yes	Served by Sponsor Bartenders

*Provide State of Florida alcohol licenses and \$500,000 of Liquor Liability Insurance 30 days before event.

Amusement Rides

<i>Amusement Rides?</i>	<i>Name and contact of company:</i>	<i>What type of rides are you planning?</i>
No	N/A	N/A

*Florida Bureau of Fair Rides, Ron Jacobs (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.

Bounce House

Bounce House?

☐ Yes ☒ No

Electricity

Electricity?	Company:	License #:	Name of electrician:	Phone #:
No	N/A	N/A	N/A	N/A

* Events requiring electricity must be permitted. eventpower@fortlauderdale.gov

Generators

Generators?	What size(s)?
Yes	Air compressor 25W

*Generators above a certain size must be permitted.

Entertainment

Entertainment?	What type of entertainment will be there? Any notable performers?
Yes	DJ Local

Fencing or Barricades

Fencing or Barricades?	Name & Contact of Company
Yes	Infinite Event - Vade 305-890-8781

* Include proposed fences in your Site Plan & Narrative

Fireworks & Flame Effects

Fireworks & Flame Effects?	Name & Contact of Company conducting the show:
No	N/A

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

Food

Food Vendors?	Food Trucks?	Cooking on Site?
No	Yes	No

* State Health Dept. Tara Palmer at (954) 397-9366 must be notified 10 days prior to event. All Food Vendors must be inspected by the Fire Rescue Department, Capt. Bruce Strandhagen at (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

Music?	What music format(s) will be used? (amplified, acoustic, recorded, live, MC, DJ, etc.):	List the type of equipment you will use (speakers, amplifier, drums, etc):
Yes	DJ	Speakers - Mixer Amplifier, microphone

List date/s with start and end times Music will be played:

Date:	Time music will start:	Time music will end:	Music Duration (Hours):
Saturday July 11, 2026	11:00 AM	4:00 PM	5

Total Music Duration:

5

How close is the event to the nearest residence?

B Ocean Hotel

Soundproofing equipment?

No

Parking Impact

Parking Impact?	Lot location(s)?
Yes	5 parking spots (July 10, 2026 and 35 Parking spots (July 11, 2026)

List date/s and start and end times of Parking Closures:

Friday July 10, 2026 (10:00am - 3:00pm)

5

Date:	Time parking closure will start:	Time parking closure will end:	Parking Closure Duration (Hours):
Saturday July 11, 2026	06:00 AM	6:00 PM	12

Parking Closure Total Duration:

17-12

*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, call 954-828-3771.

Road Closings

Road Closings?	Define closure(s):
No	N/A

List date/s with start and end times of Road Closures:

Total Road Closure Duration (Hours):

N/A

Company Name:	Contact:	Contact Phone #:
N/A	N/A	N/A

*Closing roads requires submitting an approved Maintenance of Traffic plan to the Special Events Director for each agency affected BEFORE the Commission will vote on it. To expedite the process you may want to select a preapproved MOT plan.

Bridge Closings

Bridge Closings?	Bridge location(s):
No	N/A

List date/s with start and end times of Bridge Closings:

Total Duration of Bridge Closure (Hours):

N/A

*Closing a bridge requires submitting the United States Coast Guard issued Bridge Closure Approval Letter with the application to the Special Events Director for each agency affected BEFORE the Commission will vote on it.

Sanitation & Waste

<i>Company Name:</i>	<i>Contact Name:</i>	<i>Phone #:</i>
SNL Events	Will	(786) 290-5228

*All grounds must be cleaned up immediately after completion of event or you will be subject to fees. You are responsible for securing recycling services.

Security/Police

<i>Police?</i>	<i>Who is your Police contact for officers and security planning?</i>	<i>Phone #:</i>
Yes	Sgt Monica Ferrer	(954) 448-9574

<i>Security?</i>	<i>Security Company:</i>	<i>Contact Name:</i>	<i>Phone #:</i>
No	N/A	N/A	N/A

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

Tents or Canopies

Tents or Canopies?

Yes

*No penetration of ground spike is allowed. All structures must be water-weighted.

<i>Quantity and size of each?</i>	<i>Company Name:</i>	<i>Contact Name:</i>	<i>Phone #:</i>
(80)10x10, (1) 40x50, (1) 30x30	Infinite Events	Vade	(305) 890-8781

*A detailed Site Plan showing the locations and size of each canopy or tent is required. 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).

Toilets

Toilets?

No

*All toilets must be removed within 24 hours. Portable Toilets are regulated by Broward County. Please contact the Environmental Manager at 954-467-4700 ext 4223.

Transportation Plan

Transportation Plan Required?

No

Any events larger than 5,000 people must have an approved Transportation Plan. Call 954-828-3771 if you have a question.

Part 4: 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. The hourly rate and costs for services will be quoted on the "Cost Estimate" worksheet developed at the meeting and provided to the organizer. The cost may change after the 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.

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 Department of Sustainable Development (DSD) indicate all the permits and inspections you need and immediately pay DSD directly. All other payments for services will be invoiced to the event coordinator and must be paid within thirty (30) days. For questions call the Fire Marshal at (954) 828-6370.

On-site Contact Name:

Kevin Clevenger

Phone #:

(954) 529-4392

Part 5: Riverwalk District Outdoor Events

Riverwalk Fort Lauderdale, Inc. will oversee all outdoor events held within the Riverwalk District. This includes use of Esplanade Park, Huizenga Park, Peter Feldman Park, Hardy Park, Sistrunk Park, Stranahan Park, Smoker Park and Laura Ward Plaza. The Riverwalk District is outlined below.

After your application submission, please contact the Riverwalk Director of Operations at 954-468-1541 x205.

Part 6: Submission of Plans

All Events - Event Site Plan & Narrative*

FlockFest Event Overview and site map Draft 2026.docx.pdf

Sunbiz Document

FlockFest Events.pdf

Anti-human trafficking affidavit*

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

\$200 (non-refundable) Fee must accompany completed application. Late applications must be approved by City Manager or designee and pay \$1,000 fee (Less than 90 days from event).

Mail application fee (payable to City of Fort Lauderdale) to:

Brittany Henry, Special Events Coordinator

701 S. Andrews Fort Lauderdale, FL 33316

Part 7: 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 as deemed satisfactory by the City Risk Manager, and an original certificate of liquor liability insurance in the amount of one million dollars (\$1,000,000) 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.

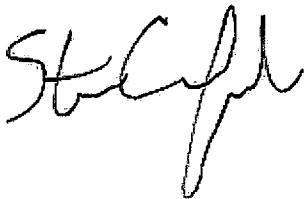
I understand that I may be required to provide a deposit based on historical performance or lack thereof.

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.

Acknowledgement

☒ I hereby acknowledge that I have read and understand this policy.

Event coordinators signature:



Submission Date: February 4, 2026



CITY OF FORT LAUDERDALE - PARKS AND RECREATION DEPARTMENT

ANTI-HUMAN TRAFFICKING AFFIDAVIT

Rev Date: 12/31/2025

The undersigned, on behalf of FLOCKFEST EVENTS INC.

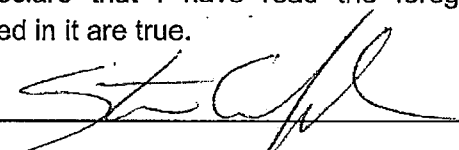
(Print entity's complete legal name as registered with suffix: INC, LLC, LTD, LP, PA, etc.)

a Florida nongovernmental entity ("Nongovernmental Entity"), under penalty of perjury,
(State entity is registered)

hereby deposes and says:

1. My name is Steven B. Crawford.
(Print complete name of corporate officer/authorized representative)
2. I am an X officer or authorized representative (Select one) of the Nongovernmental Entity. My title is: President.
(Print title of corporate officer/authorized representative)
3. I attest that the Nongovernmental Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes (2025), as may be amended or revised.

Under penalties of perjury, I declare that I have read the foregoing Anti-Human Trafficking Affidavit and that the facts stated in it are true.

Signature of Officer or Representative: 

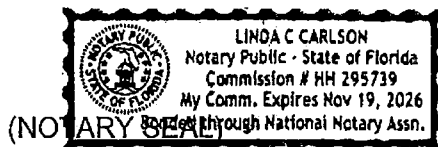
Office Address: 819 NE 23rd Drive, Apt 3, Wilton Manors, FL 33305

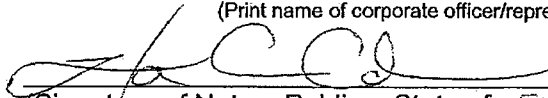
Email Address: Admin@flockfestevents.org

Main Phone Number: (214)773-9098 FEIN No.: 83-1416702

STATE OF FLORIDA
COUNTY OF BROWARD

Sworn to and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 22 day of MAY, 2026, by STEVEN CRAWFORD.
(Print name of corporate officer/representative)




(Signature of Notary Public – State of FL)

LINDA C CARLSON
Print, Type or Stamp Commissioned Name of Notary Public)

Personally Known X OR Produced Identification

Type of Identification Produced

EXHIBIT B
Schedule – 1

Applicant:	FlockFest Events Inc.
Event Name:	FlockFest 2026
Date/Time:	Saturday, July 11, 2026 (11:00 am – 4:00 pm)
Location:	Fort Lauderdale Beach 1100 Seabreeze Blvd, Fort Lauderdale, FL, 33316
Set Up Date/Time:	Friday, July 10, 2026 (10:00 am – 3:00 pm)
Breakdown Date/Time:	Saturday, July 11, 2026 (4:00 pm – 8:00 pm)
Road Closure:	No
Alcohol:	Yes
Amplified Music:	Saturday, July 11, 2026 (11:00 am – 4:00 pm)
Special Permission:	No
Insurance Required:	Yes
Banners:	No
Pending Code Violations:	No
Application Fee:	\$200.00
Beach Fee:	\$1,000 (\$500/day x 2 days)

EXHIBIT C

FlockFest 2026

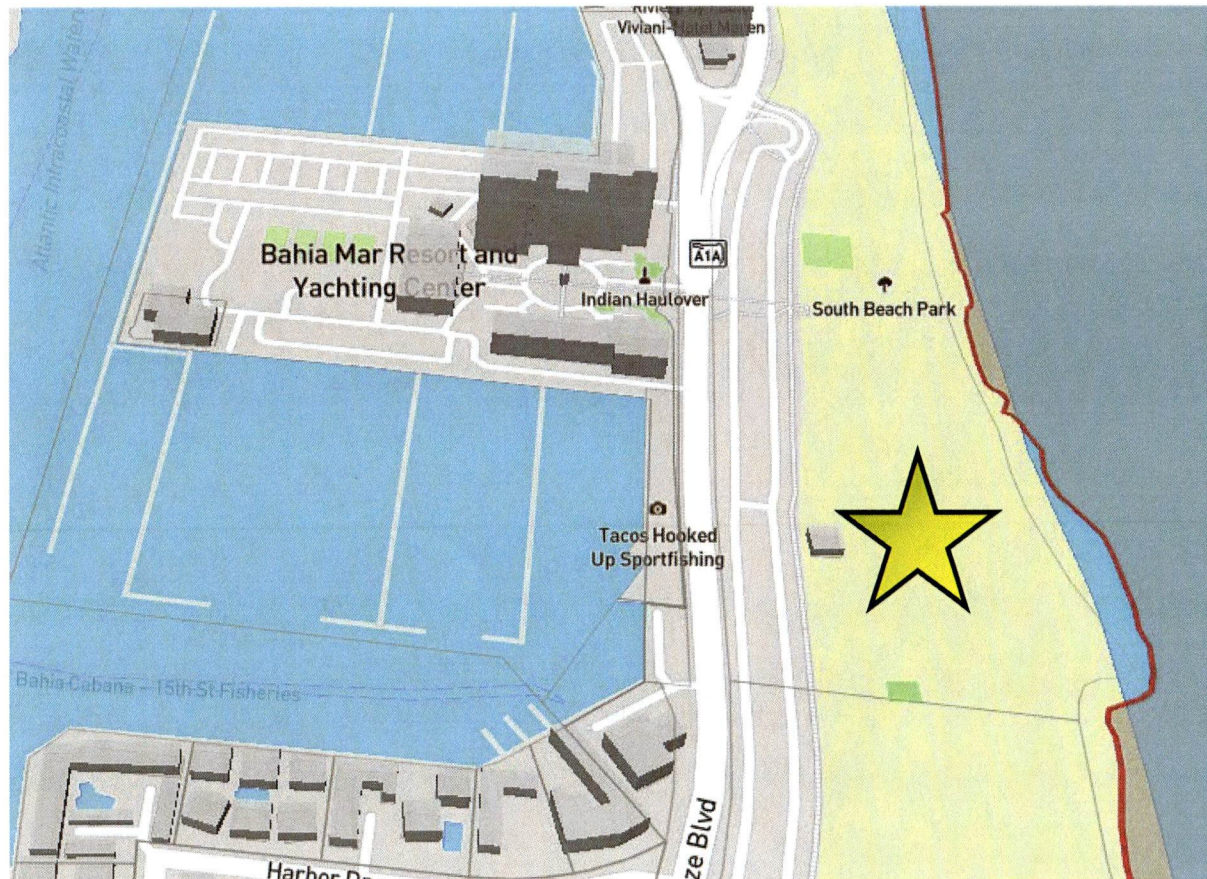


EXHIBIT D - FlockFest 2026

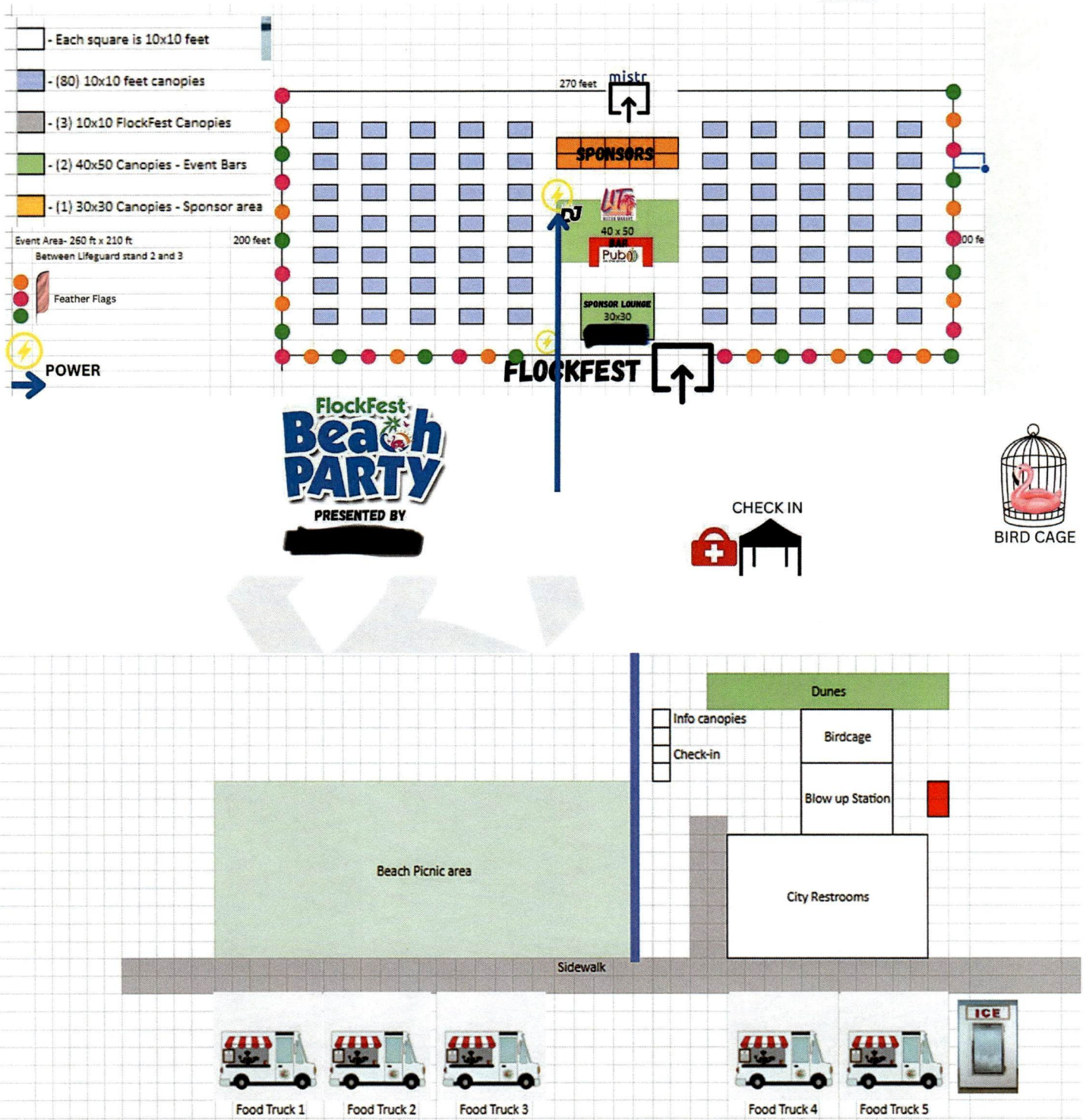
Event aerial Site Map

1100 Seabreeze Blvd, Fort Lauderdale FL 33316



1. Detailed Event Site Map

The event is located on South Beach of Fort Lauderdale – Between Lifeguard stations 2 & 3 (Near the public beach bathrooms)





July 10-11, 2026

Fort Lauderdale Beach, Florida

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Event Contacts

Name	Position	Phone Number
Steven Crawford	Event Coordinator	214-773-9098
Kevin Clevenger	Onsite Event Coordinator	954-529-4392
Cory Ziman	Logistics Coordinator	203-915-1643
Andrew Cox	Turtle Safety/Food Vendor Coordinator	336-692-3344

Website/Social Sites

Platform	Name
Website	www.flockfestevents.org
Facebook	@flockfestevents
Instagram	@flockfestevents
TikTok	@flockfestevents

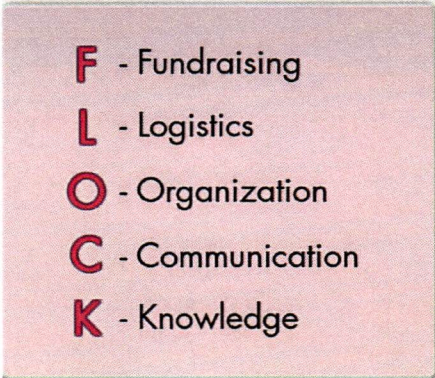
FlockFest Events Mission

FlockFest is a strategic non-profit fundraising foundation that partners with other non-profits for transformational change. FlockFest plans, manages, and implements events that achieve fundraising goals and mission impact. FlockFest Events raises money and awareness for local non-profit organizations including the LGBTQ+ community.

Vision/Goals

- Charitable Giving
- Sponsor Support
- Appreciate Volunteers
- Community Partnership

FlockFest Principles



F - Fundraising
L - Logistics
O - Organization
C - Communication
K - Knowledge

Charitable Giving

FlockFest promotes other non-profit organizations to build and support community partnerships through direct financial and in-kind donations.

Financial Donations

FlockFest Events have a specific percentage or dollar amount donated to a designated beneficiary.

- Sponsorships Support
- Check Donations

In-Kind Donations

FlockFest Events provides organizational expertise in planning and conducting events for our non-profit partners. These initiatives include, but not limited to:

- Event Management
- Event Planning
- Event Tickets
- Event Promotions/Marketing
- Event Staffing/Volunteering

FlockFest Committee Leadership

Position * (see appendix for Role Descriptions)	Name
Sponsorship/Fundraising/Deliverables	Kevin Clevenger
Pre-Check In Events	John Santos
Check-In Station	Eman Santos
Inflatable Station	Gregg Granger
Logistics	Cory Ziman
Volunteer Coordinator	Bud Beehler
VIP Area Coordinator	Brian Smiley
VIP Area Assistant	Jeff Hudson
FlockFest Bar Manager	George Garcia
Website/Social Media/Marketing Manager	Steven Crawford
Safety and Security Director	Cory Ziman
Entertainment Tent Coordinator	Dan Johnson
Food Vendor Coordinator	Andrew Cox
Insurance or Release of Liability Director	Melba De Leon
Turtle Safety Coordinator	Andrew Cox
Cabana Social Director	Ryan Young
Community Events Coordinator	Eddie Willis-Blunt

Event Date/Time/Location

	Date	Times	Venue	Location
<i>Pre-CheckIn Party</i>	July 6, 2026	6pm - 9pm	TBD	Wilton Drive
<i>Pre-CheckIn Party</i>	July 7, 2026	6pm-9pm	TBD	Wilton Drive
<i>Pre-CheckIn Party</i>	July 8, 2026	6pm-9pm	TBD	Wilton Drive
<i>Leather & Feathers</i>	July 9, 2026	9pm - 2am	Eagle Bar	Fort Lauderdale
<i>Flock the Block</i>	July 10, 2026	2pm - 10pm	Hunters Nightclub	Wilton Drive
<i>FlockFest Beach Party</i>	July 11, 2026	11am - 4pm	Fort Lauderdale South Beach 1100 Seabreeze Blvd 333316	Fort Lauderdale, Florida
<i>Flamingo - Splash Pool Party</i>	July 12, 2026	12Noon-5pm	Seminole Hard Rock Casino	Wilton Drive

1. Date:

- July 10-11, 2026

2. Location:

- 1100 Seabreeze Blvd, Fort Lauderdale, FL 33316 (South Fort Lauderdale Beach - Behind public restrooms)

3. Times:

- Setup Time:
 - Friday, July 10, 2026 8am-6pm
 - Only tent frames
- Event Time:
 - Saturday, July 11, 2026 11am-4pm
- Breakdown Time:
 - Saturday, July 11, 2026 4pm-8pm

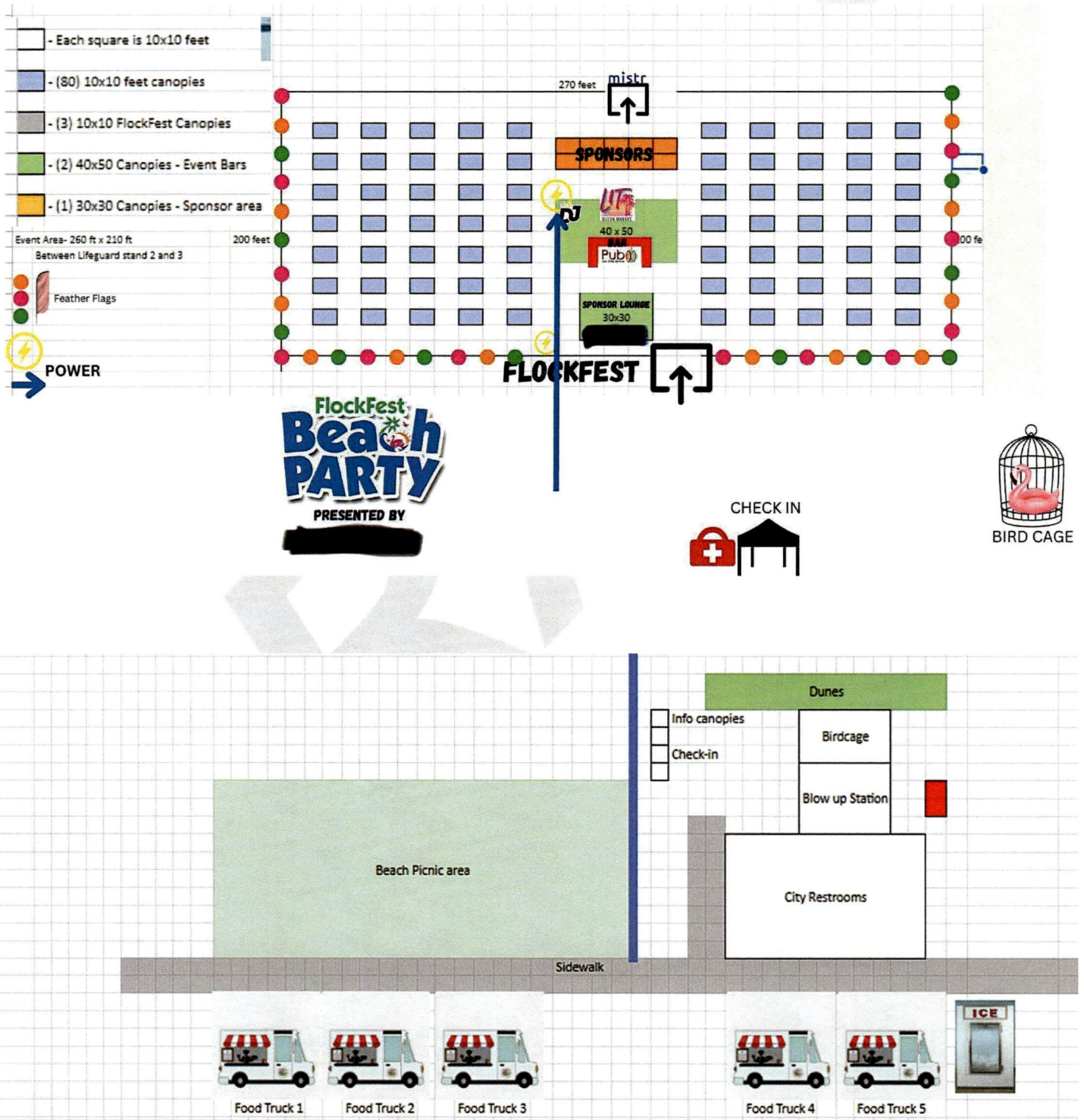
Event aerial Site Map

1100 Seabreeze Blvd, Fort Lauderdale FL 33316



1. Detailed Event Site Map

The event is located on South Beach of Fort Lauderdale – Between Lifeguard stations 2 & 3 (Near the public beach bathrooms)



Parking

35 parking spaces for the dumpster for event trash, Icebox, 2 event truck parking, and 5 food vendors.

Transportation

Encourage attendees to use ride-shares such as Uber, Lyft, Sun Trolly, Water Taxi, and taxi services. Beach parking and Beach garage parking will be available for those who drive.

Beach Evacuation Plan

- The onsite Event Coordinator will work with lifeguards to communicate with all Staff members
- Announcements will be addressed by the DJ/Event Coordinator over the event sound system.
- An e-blast message will be sent out to all event ticket holders
- Message in both English and Spanish

Medical Canopy

- Onsite medical tent during event hours open 11am-4pm.
- Medical canopy staffed by:
 - Contact info:

Lifeguard Safety

- Request to hire 2 additional lifeguards to walk the beach during the event.
- Hours 1pm-4pm

Turtle Safety

- AM Turtle sweep is around 6am. Our location is their first stop.
- Andrew Cox is a FlockFest Board Member. He previously worked for South Florida Wildlife and assisted with Past turtle beach sweeps. He will work with NOVA and STOP (Sea Turtle Oversight Patrol) to sweep the beach before set-up.
- All turtle nests will be roped off for protection.
- A social media blast will be sent to all attendees before the event – to be aware of possible turtle nests.
- EPA Permit - completed (Attached)

Crowd Management Control Training

- All FlockFest Board members are required to take the online Crowd Management Control Course.

Beach Cleaning

SNL Event Cleaning Company

Contact: Will (786) 290-5228

Description of service:

- 20 trash cans (not counting city trash cans)
- Dumpster for Event trash
 - Located in the Parking lot
- Trash/Recycle bins during the event
- Stock and maintain the public restrooms on-site. (per recommendation from City)
- Beach crew to walk the beach and clean up for after the event

Canopy Provider

Infinite Event Rental & Services

Contact info: Vade (305) 890-8781

Description of service:

- Setup/Breakdown of rental Canopies
 - 1 30x40
 - 1 40x50
 - 80 10x10
- Canopy Permit (Pending city Permit)
- Exit signs and Fire extinguishers in each canopy larger 10x10

Food Truck Provider

Food Truck Provider Name

Contact info

Description of service:

Ice Provider

Fort Lauderdale Ice

Contact info: Shirley 954-587-8277

Description of service:

- Drop off the Ice Cooler in a reserved parking spot
- Pick-up Ice cooler at the end of the event after 4pm

Barricade Provider

Infinite Event Rental & Services

Contact info: Vade (305) 890-8781

Description of service:

- o Setup/Breakdown of rental barricades
- o 100 metal barricades

Insurance Provider

We Insure

Contact info: Alejandro 954-903-7519

Insurance in Both the City of Fort Lauderdale and FlockFest name

Food and Alcohol

- Provided by local bar sponsors
 - o Liquor License (Pending City Permit)
 - o Liquor Liability Insurance (Pending City Permit)

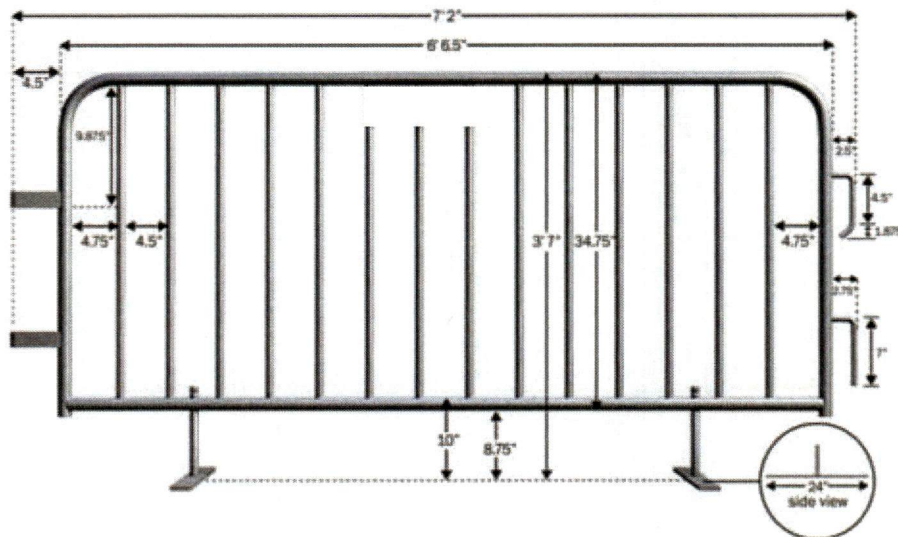
Event Setup Plans

1. VIP area

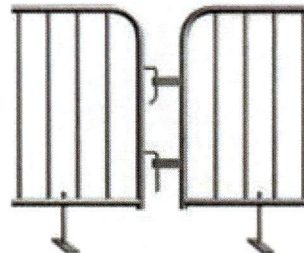
This area is reserved for VIP event attendees. This area will be barricaded and only event VIPs can access this area. Guests will be required to wear event bracelets to identify them as VIP guests. This area is 120 feet x 150 feet.

Barricades

VIP area will be secure with 490 feet of barricades



Interlocking hook & sleeve system for security and safety



Canopies

Below is the list of canopies in the VIP area. (barricaded area)

VIP Reserved Canopy

- 60 – 10x10 canopies set up close to water. 4 Rows of 8 canopies – each canopy space 10 feet apart. (Canopies provided by Infinite Rentals & Services)

Food /Drink Canopy

- 2 – 30x30 Canopy setup back of VIP area. This will be for Food/Drinks. (Canopies provided by Infinite Rentals & Services)
- 4 – Folding Table
- 4 – FlockFest Event Tablecloth
- 2 fans (one in each canopy)

Entertainment Canopy (Sponsored by LIT Bar)

- 1 – 40x50 Canopy setup in the middle of the event area. This will be for the DJ and small stage for the Swimsuit fashion show- Hosted by Andrew Christian
- 1 - small stage
- 4-5 pub tables (with tablecloths)
- DJ Table with FlockFest Tablecloth
- Sponsor banners
- 2 fans

Medical Canopy

- 1 – 10x10 Canopy setup back of the event area.
- 2 – Folding Table
- 4 – FlockFest Event Tablecloth
- 1 - Cot
- 1 - fan

Volunteer Canopy

- 1 – 10x10 Canopy setup back of the event area.
- 2 – Folding Table
- 2 – FlockFest Event Tablecloth
- 6 - Folding chairs
- 1 - fan

Sponsor Canopy

- 1 – 20x30 setup near the entrance of the barricaded event area.
- 1 table with tablecloth
- living room-style seating
- 20x30 astroturf
- 2 fans
- Sponsor banners

2. "Birdcage"

The "Birdcage" is a space where we store the VIP flamingo floats. This is constructed using PVC pipes and bird netting. Need a volunteer to hand floats to VIP guests.

Canopy

- 1 – 10x10 canopy setup to provide shade for the volunteer. This is the FlockFest Flamingo canopy

Other items

- 1 – Folding chair

3. Check-in Area

This area is where guests will check-in for event.

Canopies

- (2) 10x10 canopy will be used to provide shade for volunteers to work check-in details. These 2 canopies are owned by FlockFest. (Remember to us sand weights)

Other items

- 1 – Small pub high-top Table
- 1 – 2 folding chairs

4. Pump Station

This area is an air pump station. Guests can make donations to charity (not required) and use an air pump to inflate their floats.

Canopy

- 10x20 canopy will be used to provide shade while guests inflate floats. (This canopy is provided by Infinite Rentals & Services)

Other items

- 1 – Small pub high-top Table
- 1 – 2 folding chairs

5. Parking Lot

This area will be used for Food vendors, Ice trailer, and event trash dumpster. 20 front parking spots will be reserved for these items (not Handicap spots) See Detailed Event Site Map for reserved spots.

Food Vendors

- Name
- Name
- Name
- Name
- Name

Trash Dumpster

- Dumpster for all event waste. This is **provided/removed** by Emerald Cleaning Services

Ice Trailer

- Event Ice trailer **provided by** vendor for all ice needs.

6. Signage

- more details soon
-

Breakdown Plans

1. VIP area

- The Canopy vend breakdown all the canopies starting at 4pm
- 3 FlockFest canopies need to be loaded into a moving truck.
- Barricade vendor will remove all barricades from beach starting at 4pm

2. Food/Drinks Canopy

- The Canopy vend breakdown all the canopies starting at 4pm
- Return all unused event cups to moving truck
- All Trash to event dumpster located in parking lot

3. DJ Canopy

- 1 FlockFest canopy needs to be loaded into a moving truck.
- 1 Folding Table/Tablecloth
- All Sound system/cables need to be loaded into moving truck

4. Birdcage

- Deflate all floats and store them for reuse
- Detach PVC pipes and zip tie them together.
- Load in U-Haul vehicle
- Return to storage

5. Pump Station

- The Canopy vendor will breakdown all the canopies starting at 4pm
- Return folding table and chairs to moving truck

6. Check-in Station

- 2 FlockFest canopies need to be loaded into a moving truck.
- 4 Folding Table/Tablecloth
- All unused check-in supplies boxed up

7. Parking Lot

- Food Trucks will clean-up and leave
- Emerald Cleaning will remove trash dumpster
- Ice Vendor will remove Ice trailer

8. Beach Cleaning

- Emerald Cleaning will have a beach cleaning crew
- Any available volunteer help sweep/clean beach

9. Final Walk-through

- Emerald Cleaning owner will do a final beach sweep
- All FlockFest Board members will assist with final clean-up inspection

Volunteers

1. Setup

TBD (25 Volunteers)

2. Event

TBD (25 Volunteers)

3. Breakdown

TBD (50 Volunteers)

4. Appreciation Brunch

- All volunteers are invited to the Appreciation Lunch (location and time TBD)

Attachments

1. Broward County Uniform Building Permit Application
2. Event Insurance – We Insure
3. Liquor Liability Insurance
4. Event Sponsors
5. Liquor License Info

Appendix



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/06/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME: Event Helper Customer Service	
	Gaslamp Insurance Services	PHONE (A/C No. Ext): (855) 493-8368	FAX (A/C No.):
	DBA Event Helper Insurance Services	E-MAIL ADDRESS: info@theeventhelper.com	
	PO Box 1549 Grass Valley CA 95945		
INSURED		INSURER(S) AFFORDING COVERAGE	
FlockFest Events, Inc c/o Steven Crawford PO Box 70384 Fort Lauderdale FL 33307		INSURER A: Evanston Insurance Company	NAIC # 35378
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY	Y	N	3DS5477-M4946780	07/10/2026 12:01 AM	07/12/2026 12:01 AM	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (other than fire) \$ 1,000,000
	☒ Host Liquor Liability						MED EXP (Any one person) \$ 5,000
	☐ Retail Liquor Liability						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	☒ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						Deductible \$ 1,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
	☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	☐ EXCESS LIAB						AGGREGATE \$
	☐ DED ☐ RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE ☐ OTH-ER ☐
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N ☐ N/A						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder listed below is named as additional insured per attached MEGL 2217 01 19. Coverage Date(s): 07/10/2026-07/11/2026. Attendance: 800, Event Type: Charity Benefit.

CERTIFICATE HOLDER**CANCELLATION**

City of Fort Lauderdale Attn: Parks and Recreation 401 SE 21st Street Fort Lauderdale FL 33316	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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EVANSTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

City of Fort Lauderdale
Attn: Parks and Recreation
401 SE 21st Street
Fort Lauderdale FL 33316

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule of this endorsement, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the acts or omissions of any insured listed under Paragraph 1. or 2. of Section II – Who Is An Insured:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms and conditions remain unchanged.