

## DOCUMENT ROUTING FORM

*of each agreement* 12/16/12

NAME OF DOCUMENT: Event Agreements with the City of Fort Lauderdale as follows: 1) New Hope Fest; 2) Merrill Lynch Bull Run 5K; 3) Light Up Downtown; 4) Christmas on Las Olas; 5) Memorial Quilt Display; 6) World Aids Day; 7) CCA 5K; 8) Cypress Creek Round Up; 9) Orchid, Garden & Gourmet Food Festival at Bonnet House; 10) LifeNet4Families "We Can Do It" Gala; 11) Skate Las Olas; and 12) Vibe's Second Year Anniversary. *EVENT # 2, 9 + 11 missing*

Approved Comm. Mtg. on November 6, 2012 CAM# 12-2376

ITEM: ☒ M-06 ☐ PH - ☐ O - ☐ CR - ☐ R: 12 DEC 5 PM 12:08

Routing Origin: ☐ CAO ☐ ENG. ☐ COMM. DEV. ☐ OTHER

Also attached: ☐ copy of CAR ☐ copy of document ☐ ACM Form ☐ # originals

By: \_\_\_\_\_ forwarded to: \_\_\_\_\_  
Initials

1.) Approved as to Content: \_\_\_\_\_  
Department Director

Capital Improvements defined as having a life of at least 10 years and a cost of at least \$50,000 and shall mean improvements to real property (land, buildings, fixtures) that add value and/or extend useful life, inc. major repairs such as roof replacement, etc. Term "Real Property" include: land, real estate, realty, real.

Please Check the proper box: CIP FUNDED ☐ YES ☒ NO  
Capital Improvement Projects

2.) Approved as to Funds Available: by \_\_\_\_\_ Date: \_\_\_\_\_  
Finance Director

Amount Required by Contract/Agreement \$ \_\_\_\_\_ Funding Source: \_\_\_\_\_

Dept./Div. \_\_\_\_\_ Index/Sub-object \_\_\_\_\_ Project # \_\_\_\_\_

3.) City Attorney's Office: Approved as to Form: # \_\_\_\_\_ Originals to City Mgr. By: \_\_\_\_\_

Harry A. Stewart	_____	Cole Copertino	<u>X</u>	Robert B. Dunckel	_____
Ginger Wald	_____	D'Wayne Spence	_____	Paul G. Bangel	_____
Carrie Sarver	_____	DJ Williams-Persad	_____		_____

4.) Approved as to content: Assistant City Manager:

By: \_\_\_\_\_ By: \_\_\_\_\_  
Stanley Hawthorne, Assistant City Manager Susanne Torriente, Assistant City Manager

5.) Acting City Manager: Please sign as indicated and forward :# \_\_\_\_\_ originals to Mayor.

6.) Mayor: Please sign as indicated and forward :# \_\_\_\_\_ originals to Clerk.

7.) To City Clerk for attestation and City seal.

### INSTRUCTIONS TO CLERK'S OFFICE

8.) City Clerk: retains one original document and forwards \_\_\_\_\_ original documents to \_\_\_\_\_

☐ Copy of document to \_\_\_\_\_ ☐ Original Route form to \_\_\_\_\_

☐ Attach \_\_\_\_\_ certified copies of Reso. # \_\_\_\_\_ ☐ Fill-in date

RECEIVED  
FL LAUDERDALE  
CITY ATTORNEY'S OFFICE  
2012 NOV -9 AM 8:49  
12/12

**CITY OF FORT LAUDERDALE**

**OUTDOOR EVENT AGREEMENT**

THIS AGREEMENT is made by and between:

CITY OF FORT LAUDERDALE, a municipal corporation of the State of Florida, referred to hereinafter as "City",

and

BONNET HOUSE, INC., a non - profit corporation operating under the laws of Florida, whose principal place of business is 900 N. Birch Road, Fort Lauderdale, Florida 33304-3326 and who is referred to hereinafter as "Applicant" or "Sponsor".

WHEREAS, the Applicant wishes to hold an outdoor event and has submitted an application pursuant to the requirements of Section 15-182 of the Code of Ordinances of the City of Fort Lauderdale, Florida; and

WHEREAS, the Applicant is willing to obtain the requisite insurance, and is willing to 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 November 6, 2012, by Motion, the City Commission of the City of Fort Lauderdale authorized the proper City officials to execute this Agreement.

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

The foregoing recitals are true and correct, and:

**1. Effective Date.**

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 "Orchid, Garden & Gourmet Food Festival at Bonnet House" (referred to hereinafter as the "Event") outdoors only at the location(s) and time(s) set forth in the attached Outdoor Event Agreement Schedule One, which is attached hereto and made a part hereof.

### **3. General Requirements.**

- (1) 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 laws regarding the use of fireworks.
- (2) The Applicant shall provide sanitary facilities of the type and in a sufficient number specified by the requirements established by the City's department of sustainable development.
- (3) The Applicant shall coordinate with the City's department of sustainable development who will 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. The Applicant shall permit the City staff to conduct electrical inspections of all electrical facilities.
- (4) If the Event includes the sale or distribution of any food or beverages, the Applicant shall comply with all applicable state, county and City health code requirements.
- (5) 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.
- (6) 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.
- (7) 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.
- (8) Unless the Applicant meets the requirements for exception found in Section 15-184 of the Code of Ordinances of the City of Fort Lauderdale, Florida, in

advance of the Event the Applicant shall provide a certificate of insurance satisfactory to the City's Risk Manager. The certificate shall show that the Applicant has obtained comprehensive general liability insurance with a policy limit of not less than one million dollars (\$1,000,000.00) combined single limit coverage, which shall include property damage, bodily injury, and death. The "City of Fort Lauderdale" shall be named as an additional insured. If the Event includes the dispensing, serving, sale, or distribution of any alcoholic beverage, the Applicant shall in addition provide liquor liability insurance with a policy limit of not less than of five hundred thousand dollars (\$500,000.00). The Applicant shall not hold or sponsor the Event until the City's Risk Manager has provided written approval of the Applicant's certificate of insurance or insurance policy.

- (9) The Applicant shall indemnify and hold harmless the city for any damage to person or property that occurs during or as a result of the operation of the Event.
- (10) In advance of the Event the Applicant shall submit a written plan to the City's parks and recreation department that indicates the proposed location of any temporary structure, such as a barricade, fence, tent, concession stand, ticket booth, 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's parks and recreation department has provided written approval of the Applicant's temporary structure plan. The Applicant shall bear the cost necessary to implement the temporary structure plan.
- (11) 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(a) of the Code of Ordinances of the City of Fort Lauderdale, Florida except as authorized as a City-approved special event.
- (12) 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, parks and recreation departments and any other governmental agency that may have jurisdiction;

#### **4. 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 parks and recreation department. Resolution of any such challenge shall be made by the City Manager; the Applicant agrees to abide by the City Manager's decision.

#### **5. Reimbursement of expenses.**

Should the City incur expenses as a result of the Event the City shall provide the Applicant with an invoice of expenses. Within fourteen 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 parks and recreation department. Resolution of any such challenge shall be made by the City Manager; the Applicant agrees to abide by the City Manager's decision.

#### **6. Authority of the City of Fort Lauderdale City Manager.**

The City of Fort Lauderdale City Manager and his designee, the Director of the City of Fort Lauderdale parks and recreation department (referred to hereinafter as "the Director") shall have the authority to suspend all or any part of the Event when the City Manager or the Director 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 and to suspend or terminate the event or any portion of it if any of the elements of the agreement are violated.

#### **7. Compliance with laws.**

- (1) 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.

- (2) 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.
- (3) 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

#### **8. 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.

#### **9. Venue.**

Venue to enforce the provisions of this agreement shall be Broward County, Florida.

#### **10. Incorporation.**

This Outdoor Event Agreement, together with the attached Schedule One 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.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this the 5<sup>th</sup> day of December, 2012.

WITNESSES:

CITY OF FORT LAUDERDALE

Jeanette A. Johnson  
Jeanette A. Johnson  
[Witness print/type name]

[Signature]  
[Witness print/type name]

[Signature]  
Mayor

[Signature]  
City Manager

ATTEST:

[Signature]  
City Clerk

Approved as to form:

[Signature]  
Assistant City Attorney

WITNESSES:

BONNET HOUSE, INC.

Patrick Shawlaskie

Patrick Shawlaskie

[Witness print/type name]

Karen D. Beard

Karen Beard

[Witness print/type name]

By Arthur Crispino

ARTHUR CRISPINO, PRESIDENT

[Print/type name and title]

ATTEST:

Stavina L. Swagui  
Secretary

(CORPORATE SEAL)

STATE OF FLORIDA:  
COUNTY OF BROWARD:

The foregoing instrument was acknowledged before me this 30 day of October, 2012, by ARTHUR CRISPINO, as PRESIDENT of the BONNET HOUSE, INC. He/She is personally known to me or has produced \_\_\_\_\_ as identification.

(SEAL)



Dianne Ennis

Notary Public, State of Florida (Signature of  
Notary Taking Acknowledgment)

DIANNE ENNIS

Name of Notary Typed, Printed or Stamped

My Commission Expires:

1-31-16

Commission Number



# Memorandum

To: Harry Stewart, City Attorney  
From: Jeff Meehan, Outdoor Event Coordinator  
Date: October 10, 2012  
Re: Request for Event Agreement

Orchid, Garden & Gourmet Food Festival at Bonnet House Please ask your staff to prepare an event agreement for the above named event. Attached to this memo is the application, proof of corporate identification and Schedule 1, which should be attached to the agreement as an exhibit. In addition, the following City Departments have reviewed and approved the plans:

ZM City Police Department has reviewed the application and requires/does not require the applicant to pay for security personnel for crowd control and traffic direction purposes.

Pending and [signature] City Fire Department has reviewed the application and approved the proposed safety staffing plan.

[signature] City Risk Manager has reviewed and approved the Certificate of Insurance. Y comprehensive general liability insurance, one million dollars (\$1,000,000). Y liquor liability insurance, five hundred thousand dollars (\$500,000).

[signature] City Building Department has reviewed and approved the proposed use of temporary structures and electrical facilities.

J.M. City Parks and Recreation Department has reviewed and approved the proposed set-up, clean-up plan.

[signature] Other City Department: Art has reviewed and approved the proposed plan.

Please contact me at (954) 828-6075 if you have any questions. Thank you.

# Memorandum

To: Harry Stewart, City Attorney  
From: Jeff Meehan, Outdoor Event Coordinator  
Date: October 31, 2012  
Re: Request for Event Agreement

Orchid, Garden & Gourmet Food Festival at Bonnet House Please ask your staff to prepare an event agreement for the above named event. Attached to this memo is the application, proof of corporate identification and Schedule 1, which should be attached to the agreement as an exhibit. In addition, the following City Departments have reviewed and approved the plans:

\_\_\_\_\_ City Police Department has reviewed the application and requires/does not require the applicant to pay for security personnel for crowd control and traffic direction purposes.

WD \_\_\_\_\_ City Fire Department has reviewed the application and approved the proposed safety and staffing plan (contingent upon compliance with the Florida Fire Prevention Code and passing any required inspections) .

\_\_\_\_\_ City Risk Manager has reviewed and approved the Certificate of Insurance.  
\_\_\_\_\_ comprehensive general liability insurance, one million dollars (\$1,000,000).  
\_\_\_\_\_ liquor liability insurance, five hundred thousand dollars (\$500,000).

\_\_\_\_\_ City Building Department has reviewed and approved the proposed use of temporary structures and electrical facilities.


\_\_\_\_\_ City Parks and Recreation Department has reviewed and approved the proposed set-up, clean-up plan.

\_\_\_\_\_ Other City Department: \_\_\_\_\_ has reviewed and approved the proposed plan.

Please contact me at (954) 828-6075 if you have any questions. Thank you.

2012 NOV -2 PM 1:54

RECEIVED  
FT. LAUDERDALE  
CITY ATTORNEY'S OFFICE

<b>FLORIDA DEPARTMENT OF STATE DIVISION OF CORPORATIONS</b>					
<a href="#">Home</a>	<a href="#">Contact Us</a>	<a href="#">E-Filing Services</a>	<a href="#">Document Searches</a>	<a href="#">Forms</a>	<a href="#">Help</a>
<a href="#">Previous on List</a> <a href="#">Next on List</a> <a href="#">Return To List</a>			<input type="text" value="Entity Name Search"/>		
<a href="#">Events</a> <a href="#">No Name History</a>			<input type="button" value="Submit"/>		
<b><u>Detail by Entity Name</u></b>					
<b><u>Florida Non Profit Corporation</u></b>					
BONNET HOUSE, INC.					
<b><u>Filing Information</u></b>					
Document Number	N34110				
FEI/EIN Number	650161955				
Date Filed	09/07/1989				
State	FL				
Status	ACTIVE				
Last Event	AMENDMENT				
Event Date Filed	08/19/1991				
Event Effective Date	NONE				
<b><u>Principal Address</u></b>					
900 N BIRCH ROAD FT LAUDERDALE FL 33304-3326 US Changed 02/13/1995					
<b><u>Mailing Address</u></b>					
900 N BIRCH ROAD FT LAUDERDALE FL 33304-3326 US Changed 01/16/2009					
<b><u>Registered Agent Name &amp; Address</u></b>					
BEARD, KAREN L 900 N BIRCH RD FT LAUDERDALE FL 33304 US Name Changed: 02/13/2012 Address Changed: 02/13/1995					
<b><u>Officer/Director Detail</u></b>					
<b><u>Name &amp; Address</u></b>					
Title T					
GUIDA, KATHY 1100 EAST LAS OLAS BLVD. FORT LAUDERDALE FL FL 33301					
Title P					
STANTON, WILLIAM 777 BAYSHORE DRIVE #1003 FORT LAUDERDALE FL 33304					
Title S					
BROCK, HEATHER 1200 EAST LAS OLAS BLVD. STE 400 FT LAUDERDALE FL 33301					
Title VP					
CRISPINO, ARTHUR 2301 NE 13TH STREET FORT LAUDERDALE FL 33304					

## Title D

IMHOF, KIRK  
11690 NW 105TH STREET  
MIAMI FL 33178 11

## Title D

SILVAGNI, DIANNA  
936 INTRACOASTAL DRIVE  
FORT LAUDERDALE FL 33304

**Annual Reports****Report Year Filed Date**

2010 01/06/2010  
2011 01/05/2011  
2012 02/13/2012

**Document Images**

02/13/2012 -- ANNUAL REPORT [View image in PDF format](#)  
01/05/2011 -- ANNUAL REPORT [View image in PDF format](#)  
01/06/2010 -- ANNUAL REPORT [View image in PDF format](#)  
01/16/2009 -- ANNUAL REPORT [View image in PDF format](#)  
05/07/2008 -- ANNUAL REPORT [View image in PDF format](#)  
01/11/2008 -- ANNUAL REPORT [View image in PDF format](#)  
01/04/2007 -- ANNUAL REPORT [View image in PDF format](#)  
01/06/2006 -- ANNUAL REPORT [View image in PDF format](#)  
01/04/2005 -- ANNUAL REPORT [View image in PDF format](#)  
01/07/2004 -- ANNUAL REPORT [View image in PDF format](#)  
01/22/2003 -- ANNUAL REPORT [View image in PDF format](#)  
01/17/2002 -- ANNUAL REPORT [View image in PDF format](#)  
01/16/2001 -- ANNUAL REPORT [View image in PDF format](#)  
01/12/2000 -- ANNUAL REPORT [View image in PDF format](#)  
02/22/1999 -- ANNUAL REPORT [View image in PDF format](#)  
02/12/1998 -- ANNUAL REPORT [View image in PDF format](#)  
01/27/1997 -- ANNUAL REPORT [View image in PDF format](#)  
01/26/1996 -- ANNUAL REPORT [View image in PDF format](#)  
02/13/1995 -- ANNUAL REPORT [View image in PDF format](#)

**Note:** This is not official record. See documents if question or conflict.

[Previous on List](#)   [Next on List](#)   [Return To List](#)

**Entity Name Search**

[Events](#)

**No Name History**

[Submit](#)

[Home](#) | [Contact us](#) | [Document Searches](#) | [E-Filing Services](#) | [Forms](#) | [Help](#)

Copyright © and Privacy Policies  
State of Florida, Department of State

BONNET HOUSE, INC.  
BOARD OF DIRECTOR'S MEETING  
MINUTES  
June 14, 2012

The regularly scheduled meeting of the Bonnet House Board of Directors was held on Thursday, June 14, 2012 in the Bonnet House Studio, 900 North Birch Road, Fort Lauderdale, Florida.

Board members present (Present-Absent): Arthur Crispino (7-2), Ralph Rau (6-3), Dianna Silvagni (8-1), Pat Smith (9-0), Heather Brock (9-0), Ken Farley (7-2), Geri Manning (7-2), Kirk Imhof (9-0), Barbara Castell (7-2).

Board members present via phone (Present-Absent): Bill Stanton (9-0), Sharon Zamojski (6-3), Kathy Guida (7-2).

Board members absent (Present-Absent): Stephanie Toothaker (6-3), Paige Brody (8-1), Lois Schmatz (3-6), Rick Gonzalez (5-4), Tim Hernandez (5-4). Scott LaMont (6-3), Harry Moon (2-7), Greg Coble (1-8).

Staff present: Karen Beard – CEO, Patrick Shavloske – Director of Development, Monica Estevez – Marketing Manager.

I. CALL TO ORDER

Arthur Crispino, Vice Chair, called the meeting to order at 4:32pm

II. ROLL CALL

A roll call was taken.

III. APPROVAL OF CONSENT AGENDA

A motion was made by Ralph Rau seconded by Geri Manning to approve the Consent Agenda. MOTION PASSED.

IV. TREASURER'S REPORT – Kathy Guida  
See Financial Statements for May 2012.

a. Financial Statements for May 2012

Kathy Guida reported that on a cash flow basis, year-to-date revenue exceeded expenses by \$66,646.36. Of the \$710,241.97 in the BHI Reserve account \$597,570.85 is unrestricted and available for use. A motion was made by Dianna Silvagni, seconded by Ken Farley to approve the Treasurer's Report. MOTION PASSED.

## V. COMMITTEE REPORTS

### a. Governance – Pat Smith

Pat reported that the Governance Committee was bringing three motions to the board for the election of directors and officers:

1. To elect Gale Butler, Greg Coble and Joey Epstein to the board of Bonnet House, Inc. for two year terms to begin July 1, 2012. A motion was made by Pat Smith seconded by Kirk Imhof to approve. MOTION PASSED.
2. To re-elect Barbara Castell, Arthur Crispino, Kathy Guida, Tim Hernandez, Scott LaMont, Lois Schmatz, and Pat Smith to the board of Bonnet House, Inc. for two year terms to begin July 1, 2012. A motion was made by Pat Smith seconded by Ralph Rau to approve. MOTION PASSED.
3. To elect Arthur Crispino as Chair, Pat Smith as Vice-Chair, Kathy Guida as Treasurer and Dianna Silvagni as Secretary of the board of Bonnet House, Inc. for one year terms beginning July 1, 2012. A motion was made by Pat Smith seconded by Geri Manning to approve. MOTION PASSED.

Bill Stanton will be resigning from the board as of June 30<sup>th</sup> to begin working as Interim Director at the Museum of Art. Heather Brock will be stepping down as Secretary but will remain on the board. Ralph Rau will be stepping down as well as Geri Manning and Stephanie Toothaker as their 6 six year term limit has been met. Stephanie will stay on as pro bono counsel. Arthur acknowledged the service of each of these retiring board members and thanked them for all their work on behalf of Bonnet House.

### b. Alliance – Ken Farley

Ken reported that he had meetings with Royal Caribbean to discuss passenger tours through Bonnet House and with Metlife regarding possible sponsorship of Alliance and other Bonnet House events. Both are still in the works.

### c. Florida Trust – Rick Gonzalez

Rick reports that the transition from consulting staff to permanent staff with Anne Perry went very smooth. Also the conference in Gainesville was small yet an educational and financial success.

Anne is working on familiarizing herself with the FTHP, reaching out to all board members getting the Tallahassee house in order and preparing for our annual retreat the first week of August.

### d. Ad Hoc Beach Use Committee – Patrick Shavloske

Patrick reported that the city would like us to update the survey, and he has contacted McLaughlin to do so. The agreement and ordinances have been updated by city legal staff, and Patrick is hopeful that within two months it will go through.

### e. Long Range Planning Committee – Bill Stanton

No updates.

## VI. NEW BUSINESS – Monica Estevez

Monica stated that Paige Brody had asked that the board be informed that she has

begun soliciting sponsors and vendors for the upcoming December 1 & 2 Orchid Festival and would like board members to contact her with any possible sponsors.

VII. ADJOURNMENT

The meeting adjourned at 4:55pm



## CITY OF FORT LAUDERDALE OUTDOOR EVENT APPLICATION

\$100 Fee  
must  
accompany  
application

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: Orchid, Garden & Gourmet Food Festival at Bonnet House

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

Requested location: Bonnet House, 900 N. Birch Rd.  
Ft. Lauderdale, FL 33304

Estimated daily attendance: 750

Requested dates and time of event:

	DATE	DAY	BEGIN	END
EVENT DAY 1:	<u>12/1/12</u>	<u>Sat</u>	<u>9 AM</u> AM/PM	<u>4:30PM</u> AM/PM
EVENT DAY 2:	<u>12/2/12</u>	<u>Sun</u>	<u>9:30AM</u> AM/PM	<u>4:30PM</u> AM/PM
EVENT DAY 3:	_____	_____	_____AM/PM	_____AM/PM
SETUP:	<u>11/30/12</u>	<u>Fri</u>	<u>12:00PM</u> AM/PM	
BREAKDOWN:	<u>12/2/12</u>	<u>Sun</u>		<u>6:00PM</u> AM/PM

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

If yes, please list past dates and locations: 12/3-4/2011; 12/4-5/2010; 12/5-6/2009;  
12/6-7/2008; 12/1-2/2007 at Bonnet House

**Detailed** event description (include activities, entertainment, vendors, etc.): Two-day festival on Bonnet  
House grounds (west) to raise public knowledge about orchid cultivation;  
provide outdoor recreation for residents and raise funds for Bonnet House.



**PART II: APPLICANT**

Organization name: Bonnet House Museum & Gardens

Address: 900 N. Birch Rd. City, State, Zip: Ft. Lauderdale, FL 33304

Phone: (954) 563-5393 Fax: (954) 561-4174

Corporation name: Bonnet House, Inc.  
(as it appears in articles of Incorporation)

Date of Incorporation: 9/7/1989 State Incorporated In: FL Federal ID #: 65-0161955

Two authorizing officials for the organization:  
President: Arthur Crispino Phone: (954) 563-5393

Secretary: Dianna Silvagni Phone: (954) 563-5393

Event Coordinator: Nicholle Maudlin Will you be on-site? ☒ Yes ☐ No

Title: Events Manager Phone: (954) 703-2608 Cell: (305) 632-2228

E-mail address: nichollemaudlin@bonnethouse.org Fax: (954) 653-1536

Additional Contact: Patrick Shavloske Will you be on-site? ☒ Yes ☐ No

Title: Dir. of Development Phone: (954) 703-2603 Cell: (954) 551-5521

E-mail address: patrickshavloske@bonnethouse.org Fax: (954) 653-1533

Event production company (if other than applicant): N/A

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? ☒ Yes ☐ No  
If yes, how much? \$ 10.00

Are you requesting to fence the event? ☐ Yes ☒ No

Are you planning on having any type of concession? ☒ Yes ☐ No  
If yes, State Health Dept. must be notified 10 days prior to event. Call John Litscher at 954-632-8094.

Are you planning on selling alcoholic beverages? ☒ Yes ☐ No  
If yes, how will the beverages be served? (Draft truck, cold plate, mini-bar, beer tub, table service, etc.)  
wine by the glass; beer by the bottle; bloody mary by the glass

Are you planning on serving free alcoholic beverages? ☐ Yes ☒ No  
If yes, to whom will it be given? \_\_\_\_\_

Are you planning to have any type of amusement rides? ☐ Yes ☒ 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? ☐ Yes ☒ No  
If yes, what music format(s) will be used? (amplified, acoustic, recorded, live, disc jockey, etc):  
Classical 89.7 will have a booth and play classical recordings

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

Two PA-type portable speakers

Will you use any type of soundproofing equipment? ☐ Yes ☒ No

List the days and times music will be played: Sat. & Sun. 10am to 4pm

How close is the event to the nearest residence? \_\_\_\_\_

Will your event require road closings? ☐ Yes ☒ 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 ☒ 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 Keela Black at 828-3794.

Will any recyclable materials be utilized at this event? ☒ Yes ☐ 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? Waste Management

Contact Name: Hollie Watson Phone: (239) 633-0396

**\*\*\*\*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](mailto:jtownsend@fortlauderdale.gov) or (954) 828-5956.

Will you require electricity? Yes X No

Events requiring electricity are the responsibility of the applicant. All permits must be obtained through the City's Department of Sustainable Development Building Services Division at (954) 828-5191 before setting up.

Company: \_\_\_\_\_ License #: \_\_\_\_\_

Name of electrician: \_\_\_\_\_ Phone: \_\_\_\_\_

#### PART IV: APPLICANT'S ACCEPTANCE

The information I have provided on this application is true and complete to the best of my knowledge.

Before receiving final approval from the City Commission, I understand that I (and the production company, if applicable) must furnish an original certificate of General Liability Insurance naming the City of Fort Lauderdale as additionally insured in the amount of at least one million dollars (\$1,000,000) or greater as deemed satisfactory by the City Risk Manager, and an original certificate of liquor liability insurance in the amount of \$500,000 if alcohol is being served.

I understand that a Parks and Recreation sponsored activity has precedence over the above schedule and I will be notified if any conflicts arise.

I understand that the City of Fort Lauderdale Police Department will determine all security requirements and that EMS is required by City Ordinance to be onsite during all outdoor events.

I understand that the City has a noise ordinance. If at any time during the event it is determined by law enforcement personnel, code enforcement personnel, parks and recreation personnel, or any other city representative that the entertainment or music is causing a noise disturbance, I will be directed to lower the volume to an acceptable level as determined by City staff. If a second noise disturbance arises during the event, I may be directed to shut down the music or entertainment for the remainder of the event. I agree to abide by all provisions of the noise control ordinance and understand that my failure to do so may result in a civil citation, a physical arrest, or the shutting down of the event.

Bonnet House, Inc.  
Patrick Shavloske

Director of Development

\_\_\_\_\_  
Name of applicant

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

~~Please email completed application~~ at least 96 days ahead of your planned event to:

[jmeehan@fortlauderdale.gov](mailto:jmeehan@fortlauderdale.gov)

Please mail the \$100.00 application fee (payable to the City of Fort Lauderdale) to:

Jeff Meehan, Outdoor Event Coordinator  
1350 W. Broward Boulevard, Fort Lauderdale, FL 33312  
Phone: (954) 828-6075 Fax: (954) 828-5650

**Please include the following with the application:**

- \* **Event site plan** – Including stage(s), other entertainment locations, activities, booths, restrooms, canopies, dumpsters, fencing, generators, etc.
- \* **Traffic/detour plan** - Including the placement and number of barricades, signs, directional arrows, cones, message boards, and name of the barricade and/or traffic signs company being used.

## FIRE DEPARTMENT QUESTIONNAIRE

### PREVENTION

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

How many and what sizes? 3, 10' x 20'

Name of Company: Platinum Tents

*A building permit is required. Please contact Capt. Bruce Strandhagen at 954-828-5080.*

2. Are you planning to have tents (with sides) for this event? ☐ Yes ☒ No

How many and what sizes? \_\_\_\_\_

Name of Company: \_\_\_\_\_

*A building permit, exit signs, emergency lights, fire extinguishers, and "No Smoking" signs are required for tents. A fire watch at overtime rate may apply. Contact Capt. Bruce Strandhagen at 954-828-5080.*

**\*\*\*\*PLEASE NOTE\*\*\*\*** All permits required by the Florida Building Code must be obtained through the Building Department (including but not limited to electrical, structural, plumbing). Contact the Department of Sustainable Development Building Services Division at 954-828-6520.

3. Are you planning to have fireworks? ☐ Yes ☒ No

Name of company conducting the show: \_\_\_\_\_

*A permit is required for all pyrotechnics displays. Contact Capt. Wendy D'Agostino at 954-828-5884.*

4. Are you having food vendors? ☒ Yes ☐ No

How many and what kind? 5-7 Food Trucks

**A fire extinguisher is required for each food booth. If a propane tank is used for a fuel source, it must be secured on the outside of the booth. A Fire Inspection is required for all food booths. If the inspection is during non-working hours the cost will be \$75 per hour.**

### OPERATIONS/EMS

#### Special Event Detail Guidelines:

- \* One rescue unit/cart for 500 to 5,000 people in attendance (sustained attendance)
- \* Two rescue units/carts for 5,000 to 10,000 people in attendance (sustained attendance)
- \* One more rescue unit/cart per 5,000 additional people
- \* One command person if two or more rescue units/carts are required

The number of rescue units and paramedics is determined according to attendance and other risk factors.

1. Does your event require EMS medical standby services based on the guidelines above? YES ☐ NO ☒

2. What is your estimated sustained attendance? 350

3. On-site contact? NAME Patrick Shavloske PHONE (954) 703-2603

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? Yes \_\_\_\_\_ No X

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)? 12/3-4/2011; 12/4-5/2010; 12/5-6/2009;  
12/6-7-2008; 12/1-2/2007

3. Any established security, traffic, or other appropriate plan(s)? Yes X No \_\_\_\_\_

If yes, besides Fort Lauderdale Police, who will you be using for this plan?  
(private security company, volunteers, etc.)

Bonnet House Staff & Volunteers

4. Do you have an established detail of off-duty officers? Yes X No \_\_\_\_\_

If yes, who is your Police department contact?

Bill Stewart

5. Any notable entertainers or special circumstances scheduled for your event? Yes \_\_\_\_\_ No X

Who/What? \_\_\_\_\_

6. Is there alcohol being sold or given away? Yes X No \_\_\_\_\_

7. Are there any road closures required? Yes \_\_\_\_\_ No X

If so what roads/intersections? \_\_\_\_\_

8. What is your estimated attendance? 750/day

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.

Patrick Shavloske  
Name Patrick Shavloske  
for Bonnet House

8/22/12  
Date

## SCHEDULE ONE

1. Name of Applicant: Bonnet House, Inc
2. Name of Outdoor Event: Orchid, Garden & Gourmet Food Festival at Bonnet House
3. Date and time of Event: Saturday, December 1, 2012 (9 AM- 4:30 PM)  
Sunday, December 2, 2012 (9:30 am- 4:30 pm)  
Set Up Friday, November 30, 2012 (12 PM)  
Breakdown Sunday, December 2, 2012 (6 PM)
4. Event Location: Bonnet House- 900 North Birch Road
5. Road Closings: No
6. Alcohol: Yes