

## CITY OF FORT LAUDERDALE SPECIAL EVENT APPLICATION

Submit a <u>COMPLETED APPLICATION</u>. SITE PLAN and SITE PLAN NARRATIVE by email <u>60 days</u> before your planned event. Events Planned for July or August must be submitted by **May 1**st.

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

## Fee must accompany application

At least 60 days prior to event \$200.00

59 to 30 days prior to event \$400.00

Less than 30 days prior to event Denied unless approved by City Manager or designee

PART I: EVE	NT REOUEST				
Event Name	Stc	and for Sustail	nability		
Has this event l	been held in t	ne past?	Yes No	Recreation ted sustained atte	Otherendance
Defailed Descr	iption (Activit	es, Vendors,	Entertainment, etc.)		
nclude networ T.B.A.)	A brief mar king tents for	ch up riverwo participating	alk which will finish with organizations (T.B.A.) T	a rally at Esplanc There will also be	ide Park, The rally will guest speakers
ocation					
		Riverwalk/E	splanade Park		
Date and Time	DATE	DAY	BEGIN	END	Attendance
ETUP: <i></i> /	Novem	ber 29	9A.M	11:A.M.	AM/PM
VENT DAY I: _	Novemb M/PM	er 29	11 A.M	2 P.M	_AM/PM
VENT DAY 2: _			AM/PM	AM/PM	
VENT DAY 3:			AM/PM	AM/PM	
REAKDOWN:A	Novembo M/PM	er 29	9 A.M.	2 P.M.	_AM/PM

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\*events scheduled for more than 3 days will be subject to special council approval

	V/A	Phone:
For-Profit  Non-profit	Private (as registered)	
Address:	C	ity, State, Zip:
Date of registration:	State registered in:	Federal ID #:
		Fax:
Two Authorizing Officials to		
President:		Phone:
		Phone:
		Will you be on-site?YesNo
Title: Stand for	or Sustainability Event Organizer Cell: 954-288-4234	Phone:
E-mail address:	pfergus1111@yahoo.com	Fax:
Additional Contact Name	Sean Ford	Will you be on-site?YesNo
Title:	Phone: 813-758-1395	Cell: <u>same</u>
E-mail address: <u>for</u>	rd.seant@gmail.com	Fax:
Event Production Company	(if other than applicant): N/A	
		State, Zip:
Contact Name:	Title:	
	(night)	Cell
Phone: (day)	(night)	Cell
Phone: (day) E-mail address:  PART III: EVENT INFORM  All City permits must be obto Services Division using the Bu	(night)  IATION  ained through the City's Departmen	Fax:t of Sustainable Development Building
Phone: (day) E-mail address:  PART III: EVENT INFORM  All City permits must be obto Services Division using the Bullevent. Contact the DSD Buil  Admission  fall events that are hosted by a	(night)	representation of Sustainable Development Building
Phone: (day)  E-mail address:  PART III: EVENT INFORM  All City permits must be obto  Services Division using the Buevent. Contact the DSD Buil  Admission  All events that are hosted by a within 30 days of the conclusion	(night)	Fax:  the of Sustainable Development Building for the permits at least 30 days before the 1 with any questions.  s, how much? \$

	ses and \$500,000 of Liquor Liability Insurance 30 da ,,	ys before event.
Amusement Rides If yes, name and contact of comp	eany:No n(A	
What type of rides are you plannin *Florida Bureau of Fair Rides, Ron Jaco inspections and final approval of all ve	obs (850) 921-1530 must be contacted 30 days before	ore the event to schedule
(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)		
* Events requiring electricity must be p	<b>Yes</b> No permitted, <u>eventpower@fortlauderdale.gov</u>	
Company:	License #:	
Name of electrician:	Phone:	
EntertainmentY	es No will be there? Any notable performers?	
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Fencing or Barricades  * Include proposed fences in your Site	'es <b>No</b> Plan & Narrative	
Fireworks & Flame EffectsY	es No	
Name & Contact of Company con *A permit and Fire Watch is required to	nducting the show: r all pyrotechnics displays. firemarshal@fortlauder	dale.gov
* State Health Dept. John Litscher at (9 be inspected by the Fire Rescue Depar to serving food. A fire extinguisher is rea	resNo 254) 632-8094 must be notified 10 days prior to eve atment, Capt. Bruce Strandhagen at (954) 828-508 appropriate for each food booth, If a propane tank is u are Inspections during non-working hours cost will co	0 to ensure compliance prior sed for a fuel source, it must
Music	res <b>No</b> used? (amplified, acoustic, recorded, live, Mo	
List the type of equipment you will u	use (speakers, amplifier, drums, etc):	
Days and times music will be played	d: Sunday, November 29, 2	015 (1120AM-2200p
How close is the event to the neare	est residence?	
Soundproofing equipment?Ye	esNo	
Parking Impact  *All Parking Spaces that are impacted to Mobility Dept. and must be paid in full by	<b>No</b> by an event will be billed to the event organizer the event will be billed to the event organizer the event. <u>eventtam@fortlauderdale.gov</u>	rough the Transportation &
Road ClosingsYes	No	
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*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. Some Forms and instructions can be found in the Special Events manual Appendix. To expedite the process you may want to select a pre-approved MOT plan.
Sanitation & Waste  Will the event encourage Recycling and Sustainability?  *The Green Checklist in the Events Manual Appendix can help you. Portable Toilets are regulated by Broward County.
Service Provider: Phone:
All grounds must be cleaned up <b>immediately</b> after completion of event or you will be subject to fees. Recycling must be provided at all City events, facilities and parks. You are responsible for securing recycling services.  Tents or Canopies  Yes  No
Quantity and size of each?
Name & Contact of Company:
*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).
ToiletsYesNo *All toilets must be removed within 24 hours. Broward County requires a copy of your contract or invoice to be faxed to (954) 467-4898 to ensure compliance with minimum standards.
Transportation PlanYes <b>No</b> * Any events larger than 5,000 people must have an approved Transportation Plan. <u>eventtam@fortlauderdale.gov</u>
Part IV: SECURITY AND EMERGENCY SERVICES
Your Event may require Security and Emergency Services which will be determined using this application, your Site Plan and Narrative, your MOT, your transportation plan and any additional information requested during your Special Events meeting. The hourly rate and costs to be incurred by the event organizer will be quoted on the "Cost Estimate" worksheet developed at the meeting and provided to the organizer. The cost may change if any of your event details change after the meeting. You may be required to provide a deposit based on historical performance or lack thereof. The Appendix of the Special Events Manual has a description of most City services and their associated fees.
Fire Prevention and Emergency Medical Services
Fire Rescue will most likely need to inspect your event based on your Building Permit, expected attendance and other risk factors such as alcohol, time or day, location, event type or weather. When you complete your Building Permit Form with DSD you should indicate all the permits and inspections you need to avoid delays. See the Special Events Manual Appendix for estimated fees. For any inspections conducted by the Fire-Rescue department before the event, fees must be paid in advance through the Department of Sustainable Development. A minimum of four hours for each Fire Rescue staff member will be charged for all special event details unless the department receives a cancelation. Any cancelations need to be made by phone at least 24 hours before an event is expected to begin or you will be charged for the services. All payments will be invoiced to the Event Organizer and must be paid within thirty (30) days. For questions contact the Fire Marshal at (954) 828-6370
On-site Contact NamePatrick Ferguson Phone954-288-4234
Police
Your event may require Security. Depending on your event it may be possible to supplement some of the City Police services with a private third-party security company if their security plan is approved by the

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City Police department. If you want to use a private security company you or the security company must present the proposed security plan along with the businesses business license and contact information with the events application. The Police will review the plan and let you know if it will meet City requirements. If a Fort Lauderdale Police Vehicle is required then a Hold-Harmless Agreement must be signed and Liability coverage of a minimum of ONE MILLION DOLLARS must be provided. Security Plan \_\_\_\_Yes \_\_\_\_No Security Company \_\_\_Yes \_\_\_No Name \_\_ \_\_\_\_\_Phone\_ PART V: 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 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 five hundred thousand dollars (\$500,000) if alcohol is being served. Other liability insurance and fees may also be required up to 30 days in advance of the event. I understand that a City of Fort Lauderdale Parks and Recreation sponsored activity has 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 Emergency Medical Services is required by City Ordinance to be onsite during all special events. Any cancelations need to be made by phone to each department representative providing services at least 24 hours before the scheduled event time or the organizer will be liable for any associated fees. 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. <u>Patrick Ferguson</u> Stand for Sustainability Event Organizer Name of applicant Title October 28, 2015

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Date

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**Email** completed application at least 60 days ahead of your planned event to:

## events@fortlauderdale.gov

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

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

Please include the following with the application if necessary:

- \* Event Site Plan & Narrative including stage(s), other entertainment locations, activities, booths, restrooms, canopies, dumpsters, fencing, generators, etc.
- \* Maintenance of Traffic 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.

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