



CITY OF FORT LAUDERDALE SPECIAL EVENT APPLICATION

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

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: EVENT REQUEST

Event Name Stand for Sustainability

Purpose of event (check one): ☐ Fundraiser ☒ Awareness ☐ Recreation ☐ Other _____
Expected maximum attendance _____ Expected sustained attendance _____
Has this event been held in the past? ☐ Yes ☒ No
If yes, please list past dates, locations and attendance 250

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

A brief march up riverwalk which will finish with a rally at Esplanade Park. The rally will include networking tents for participating organizations (T.B.A.) There will also be guest speakers (T.B.A.)

Location Riverwalk/Esplanade Park

Date and Time	DATE	DAY	BEGIN	END	Attendance
SETUP:	<u>November 29</u>		<u>9 A.M.</u>	<u>11: A.M.</u>	<u>AM/PM</u>
EVENT DAY 1:	<u>November 29</u>		<u>11 A.M</u>	<u>2 P.M</u>	<u>AM/PM</u>
EVENT DAY 2:			<u>AM/PM</u>	<u>AM/PM</u>	
EVENT DAY 3:			<u>AM/PM</u>	<u>AM/PM</u>	
BREAKDOWN:	<u>November 29</u>		<u>9 A.M.</u>	<u>2 P.M.</u>	<u>AM/PM</u>

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

PART II: APPLICANT

Organization Name N/A Phone: _____

For-Profit ☐ Non-profit ☐ Private ☐ (as registered)

Address: _____ City, State, Zip: _____

Date of registration: _____ State registered in: _____ Federal ID #: _____

Email Address: _____ Fax: _____

Two Authorizing Officials for the Organization

President: _____ Phone: _____

Secretary: _____ Phone: _____

Event Coordinator Name Patrick Ferguson Will you be on-site? ☒ Yes ☐ No

Title: Stand for Sustainability Event Organizer Phone: _____
Cell: 954-288-4234

E-mail address: pfergus1111@yahoo.com Fax: _____

Additional Contact Name Sean Ford Will you be on-site? ☒ Yes ☐ No

Title: _____ Phone: 813-758-1395 Cell: same

E-mail address: ford.seant@gmail.com Fax: _____

Event Production Company (if other than applicant): N/A

Address: _____ City, State, Zip: _____

Contact Name: _____ Title: _____

Phone: (day) _____ (night) _____ Cell _____

E-mail address: _____ Fax: _____

PART III: EVENT INFORMATION

All City permits must be obtained through the City's Department of Sustainable Development Building Services Division using the Building Permit Form - Apply and pay for the permits at least 30 days before the event. Contact the DSD Building Services Division (954) 828-5191 with any questions.

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

* All events that are hosted by a for profit will be subject to a fee equal to 20% of their gross profits from the event within 30 days of the conclusion of the event.

Alcohol For Sale ☐ Yes ☒ No Alcohol For Free ☐ Yes ☒ No
If yes, how will the beverages be controlled and served? (Draft truck, bar tender, beer tub, etc.)

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

Amusement Rides

___ Yes ___ No n/a
If yes, name and contact of company: _____

What type of rides are you planning? _____

*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.

Electricity

☒ Yes ___ No

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

Company: _____ License #: _____

Name of electrician: _____ Phone: _____

Entertainment

___ Yes ☒ No

If yes, what type of entertainment will be there? Any notable performers?

Fencing or Barricades

___ Yes ☒ No

* Include proposed fences in your Site Plan & Narrative

Fireworks & Flame Effects

___ Yes ___ No

Name & Contact of Company conducting the show: _____

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

Food Vendors

___ Yes ___ No

* State Health Dept. John Litscher at (954) 632-8094 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

☒ Yes ___ No

If yes, 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):

speakers

Days and times music will be played: Sunday, November 29, 2015 (11:00am - 2:00pm)

How close is the event to the nearest residence? _____

Soundproofing equipment? ___ Yes ___ No

Parking Impact

___ Yes ☒ No

*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. eventtam@fortlauderdale.gov

Road Closings

___ Yes ☒ No

Sanitation & Waste

____ **Yes** **No**

Service Provider: T.B.A. Contact: _____ Phone: _____

Tents or Canopies

Yes **No**

T.B.A

Toilets

Yes No

Transportation Plan

Yes No

Part IV: SECURITY AND EMERGENCY SERVICES

Phone 954-288-4234

CAM 15-1394
Exhibit 7
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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 _____ Contact _____ 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.

Patrick Ferguson

Stand for Sustainability Event Organizer

Name of applicant

Title

October 28, 2015

Date

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.**