



CITY OF FORT LAUDERDALE OUTDOOR EVENT APPLICATION

Fee must accompany application

Application received:

At least 60 days prior to event \$100.00
59 to 30 days prior to event \$150.00
29 to 14 days prior to event \$200.00
14 to 7 days prior to event \$250.00*

Less than 7 days prior to event \$300.00*
*Must be approved by City Manager or
designee

Please submit by EMAIL at least 60 days ahead of your planned event.

The application will be reviewed by our administrative staff to determine the following criteria:

1. Facility requested
2. Compliance with City ordinances
3. Special permits required
4. Charges your organization will incur when City assistance and/or services are required
5. Security requirements
6. Environmental issues/effects on surrounding areas

PART I: EVENT REQUEST

Event name: Tunnel To Towers

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

Requested location: Huizenga Plaza

Estimated daily attendance: 1800

Requested dates and time of event:

	DATE	DAY	BEGIN	END
EVENT DAY 1:	<u>Sept</u>	<u>13th</u>	<u>7:30</u> AM	<u>Noon</u> AM
EVENT DAY 2:	_____	_____	_____ AM/PM	_____ AM/PM
EVENT DAY 3:	_____	_____	_____ AM/PM	_____ AM/PM
SETUP:	<u>Sept</u>	<u>13th</u>	<u>3AM</u> AM	
BREAKDOWN:	<u>Sept</u>	<u>13th</u>		<u>10:00</u> AM

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

If yes, please list past dates and locations: Same Location 2011, 2012, 2013,

Detailed event description (include activities, entertainment, vendors, etc.): This is a 5K Run/Walk to Honor the Men and Women of 911. The race will begin at 7:30 am and end approx. 80 minutes later. The awards presentation will end around 9:30 am and then most of the participants will have left the Plaza. The vendors will be the Fort Lauderdale Fire Department who will set up displays as well as a few Running store vendors..

PART II: APPLICANT

Organization name: The Stephen Siller Tunnel to Towers Foundation

Address: 2361 Hylan Blvd. City, State, Zip: Staten Island, NY
10306

Phone: 718-987-1931 Fax: _____

Corporation name: Stephen Siller Tunnel to Towers Foundation

(as it appears in articles of incorporation)

Date of incorporation: December 19, 2001 State incorporated in: NY Federal ID
#: 02-0554654

Two authorizing officials for the organization:

President: Frank Siller Phone: 718-987-1931

Vice President: George Siller Phone: same

Event Coordinator: Rick Stern Will you be on-site? ☒ Yes ☐ No

Title: Race Director Phone: 954-444-9046 Cell: 954-444-9046

E-mail address: rstern@splitsecondtiming.com Fax: 954-389-7410

Additional Contact: Vicki Casas Will you be on-site? ☒ Yes
No

Title: Regional Race Director Phone: N/A Cell: 321-230-
6894

E-mail address: vicki.casas@tunnel2towers.org Fax:
N/A

Event production company (if other than applicant): _____

Address: _____ City, State, Zip: _____

Contact person: _____ Title: _____

Phone: (day) _____ (night) _____ (cell) _____

E-mail address: _____ Fax: _____

PART III: EVENT INFORMATION

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

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.)

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):

Ipad music played over the PA System

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

Speakers at the start and Finish line

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

List the days and times music will be played: Sept 13 after 8 am

How close is the event to the nearest residence Huizenga plaza is next to the Condos.

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

See Enclosed Map and last years 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 Dee Paris at 828-3771.

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? Five Star Events

Contact Name: Danny Phone: 954-895-6745

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☐ NoTitle: Regional Race Director Phone: N/A Cell: 321-230-
6894E-mail address: vicki.casas@tunnel2towers.org Fax:
N/A

Event production company (if other than applicant): _____

Address: _____ City, State, Zip: _____

Contact person: _____ Title: _____

Phone: (day) _____ (night) _____ (cell) _____

E-mail address: _____ Fax: _____

PART III: EVENT INFORMATIONAre you planning to charge admission? ☒ Yes ☐ No
If yes, how much? \$ _____Are you requesting to fence the event? ☐ Yes ☒ No

******NOTE****** All grounds must be cleaned up **immediately** after completion of event. Recycling should be done at all City facilities and parks. Recycling may be provided by your organization, a private company or in some cases by the City of Fort Lauderdale. You are responsible for securing recycling services. Contact Janet Townsend at Jtownsend@fortlauderdale.gov or (954) 828-5956.

Will you require electricity? _____ Yes _____ ☒ 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.

Rick Stern
Name of applicant

President of Split Second Timing, inc.
Title

June 15, 2014
Date

Please **email** completed application at least 60 days ahead of your planned event to:
jmeehan@fortlauderdale.gov

Please mail the 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.

PREVENTION

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)? _____

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.)

4. Do you have an established detail of off-duty officers? Yes X No___

If yes, who is your Police department contact?

Frank Souza or Pat Hart

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___ No X

7. Are there any road closures required? Yes X No___

If so what roads/intersections? See Enclosed map and previous application from 2013

8. What is your estimated attendance? 1800

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.

Rick Stern
Name

June 15, 2014
Date