



# CITY OF FORT LAUDERDALE OUTDOOR EVENT APPLICATION

\$100 Fee  
must  
accompany  
application

**Application must be filled out completely in DARK ink or type and submitted at least 90 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: Halloween Block Party

Purpose of event (check one):  Fundraiser  Awareness  Recreation  Other Community Event

Requested location: SW 2<sup>nd</sup> Ave from Broward to Himmarshee

Estimated daily attendance: 250

Requested dates and time of event:

	DATE	DAY	BEGIN	END
EVENT DAY 1:	<u>October 31</u>	<u>Friday</u>	<u>Not determined</u> AM/PM	<u>12AM</u> AM/PM
EVENT DAY 2:	_____	_____	_____	_____
EVENT DAY 3:	_____	_____	_____	_____
SETUP:	<u>October 31</u>	<u>Friday</u>	<u>7AM</u> AM/PM	<u>12AM</u> AM/PM
BREAKDOWN:	_____	_____		

Has this event been held in the past?  Yes  No

If yes, please list past dates and locations: Same place in 2012 and 2013

**Detailed** event description (include activities, entertainment, vendors, etc.): \_\_\_\_\_

DJ and beverages \_\_\_\_\_

**PART II: APPLICANT**

Organization name: Off the Hookah Ft Lauderdale

Address: 111 SW 2<sup>nd</sup> Avenue City, State, Zip: Ft Lauderdale, FL 33301

Phone: 954-761-8686 Fax: 954-713-6301

Non-Profit Organization?  Yes  No Tax ID #: 45-3753453

Corporation name: Bam Bam Entertainment LLC  
(as it appears in articles of incorporation)

Date of incorporation: Nov 4, 2011 State incorporated in: FL Federal ID #: 45-3753453

Two authorizing officials for the organization:

President: Louis Atallah Phone: 954-713-6373

Secretary: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Coordinator: Mauro Garrido Will you be on-site?  Yes  No

Title: Director Beverage Operations Phone: 954-713-6373 Cell: 813-389-7970

E-mail address: Mauro@offthehookah.com Fax: 954-713-6301

Additional Contact: Eduardo Gomez Will you be on-site?  Yes  No

Title: General Manager Phone: 954-761-8686 Cell: 702-340-3704

E-mail address: eddie@offthehookah.com Fax: 954-713-6301

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

Address: \_\_\_\_\_ City, State, Zip: Ft. Lauderdale, FL

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.)  
Portable Bars

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? N/A  
(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 [jacobsr@doacs.state.fl.us](mailto:jacobsr@doacs.state.fl.us) or (850) 488-9790).

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):  
DJ

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

Will you use any type of soundproofing equipment?  Yes  No

List the days and times music will be played: October 31, 2014 (Not Determined) until midnight

How close is the event to the nearest residential use? 1000 ft

Will your event require road closings?  Yes  No  
If yes, list requested streets and times in **detail**: \_\_\_\_\_  
SW 2<sup>nd</sup> Avenue from 7am August 31<sup>st</sup> until 12am

**\*\*\*\*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? Off the Hookah  
(Company name)

Contact Name: Mauro Garrido Phone: 813-389-7970, 954-713-6373

**\*\*\*\*PLEASE NOTE\*\*\*\*** All grounds must be cleaned up **immediately** after completion of event. Recyclable materials should be recycled at all City facilities and parks. Recycling service 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  No



# FIRE DEPARTMENT QUESTIONNAIRE

## PREVENTION

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

How many and what sizes? 2 (20x50, 15x30)

Name of Company: A&C Party Rental

*A building permit is required. Please contact Lt. 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: \_\_\_\_\_

*In addition to 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 Lt. 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 Building Department at 954-828-6520.

3. Are you planning to have fireworks?  Yes  No

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

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

4. Are you having food vendors?  Yes  No

How many and what kind? \_\_\_\_\_

**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 \$60 - \$70 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? \_\_\_\_\_

3. On-site contact? NAME \_\_\_\_\_ PHONE \_\_\_\_\_

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  
2. Is this a new or previously held event? New \_\_\_\_\_ Previous X  
Previous date(s)? 9/18/2013

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

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

I understand the off duty rate for Police personnel for ALL special events is calculated at a 3-hour minimum rate. 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.

Mauro Garrido \_\_\_\_\_ 7/16/14 \_\_\_\_\_  
Name Date