

# 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

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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 REOUEST			
Event name: 36 <sup>th</sup> Annual Waterway	<u>Cleanup</u>		
Purpose of event (check one): ☐ Fund from Broward County's navigable water		□ Recreation x O	ther <u>Remove debris and trash</u>
Requested location: <u>25 proposed site</u> <u>Preserve, Cooley's Landing, Bonnet Hou</u>			e Isles Yacht Club, Bill Keith
Estimated daily attendance:1,800_			- 19
Requested dates and time of event: DATE	DAY	BEGIN	END
EVENT DAY 1: 3/16/13	Saturday	9 <u>9</u>	<u>1</u> PM
EVENT DAY 2:		AM/PM	AM/PM
EVENT DAY 3:	*****	AM/PM	AM/PM
SETUP:		AM/PM	
BREAKDOWN: <u>3/16/13</u>			5AM/PM
Has this event been held in the past?	_x_YesNo		
If yes, please list past dates and locations	d locations: <u>every y</u>	ear for the past 35 year	rs at various waterside
<b><u>Detailed</u></b> event description (include act area after clean-up volunteers are invite awards.	ivities, entertainment, v ed to participate in Tras	vendors, etc.): voluntee h Bash at Downtowner	ers choose sight and clean up Saloon for food, music and
			- N

## **PART II: APPLICANT** Organization name: Marine Industries Association of South Florida Address: 2312 South Andrews Ave City, State, Zip: Fort Lauderdale, FL 33316 Phone: <u>954-524-2733</u> Fax: <u>954-524-0633</u> Corporation name: Marine Industries Association of South Florida, Inc. (as it appears in articles of incorporation) Date of incorporation: \_\_\_\_\_1967 \_\_\_\_ State incorporated in: \_\_\_\_FL\_\_ Federal ID #: \_\_\_\_591172985 Two authorizing officials for the organization: President: Kristina Hebert Phone: 954-523-2815 Secretary: Carlos Vidueira Phone: 954-524-2733 Event Coordinator: Patience Cohn \_\_\_\_\_ Will you be on-site? x Yes No Title: Director of Administrative Services Phone: 954-524-2733 Cell: 954-826-8359 E-mail address: patience@miasf.org Fax: 954-524-0633 Additional Contact: <u>Lacie Randall</u> Will you be on-site? <u>x</u> Yes \_\_\_\_No Title: Marketing Director Phone: 954-524-2733 Cell: E-mail address: Lacie@miasf.org Fax: 954-524-2733 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?  If yes, how much? \$	Yes	_x_No
Are you requesting to fence the event?	Yes	<u>_x</u> .No
Are you planning on having any type of concession?  If yes, State Health Dept. must be notified 10 days prior	Yes to event. Call Jo	

"Are you planning on selling alcoholic beverages?YesxNo 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? <u>x_</u> YesNo  If yes, to whom will it be given? <u>adult volunteers will receive one free drink ticket from the Downtowner</u>
Are you planning to have any type of amusement rides?Yesx_No
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?
List the type of equipment you will use (speakers, amplifier, drums, etc):
Will you use any type of soundproofing equipment?Yesx_No
List the days and times music will be played:
How close is the event to the nearest residence?
Will your event require road closings?
****PLEASE NOTE***** You are required to secure barricades and/or directional traffic signs for road closing Please attach a layout of your traffic plan, including the placement and number of barricades, signs, direction arrows, cones, and message boards, as well as the name of the company you will be using. Your traffic plan mube 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 _x_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 828-5874.
Will any recyclable materials be utilized at this event?YesNo  (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? Broward Waste and Recycling
Contact Name: Carrie Hill Phone: 954-474-1860  ****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 <a href="mailto:jtownsend@fortlauderdale.gov">jtownsend@fortlauderdale.gov</a> or (954) 828-5956.

<b>w</b>				
Will you require electricity?Yes _x_No Events requiring electricity are the responsibility of the applicant Department of Sustainable Development Building Services Divisi				
Company:	License #:			
Name of electrician:	Phone:			
PART IV: APPLICANT'S ACCEPTANCE				
The information I have provided on this application is true and o	complete to the best of my knowledge.			
Before receiving final approval from the City Commission, I u applicable) must furnish an original certificate of General Liabili additionally insured in the amount of at least one million dollars the City Risk Manager, and an original certificate of liquor liability being served.	ty insurance naming the City of Fort Lauderdale as (\$1,000,000) or greater as deemed satisfactory by			
I understand that a Parks and Recreation sponsored activity has notified if any conflicts arise.	s precedence over the above schedule and I will be			
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 enforcement personnel, code enforcement personnel, park representative that the entertainment or music is causing a volume to an acceptable level as determined by City staff. If a may be directed to shut down the music or entertainment for provisions of the noise control ordinance and understand that physical arrest, or the shutting down of the event.	s and recreation personnel, or any other city noise disturbance, I will be directed to lower the second noise disturbance arises during the event, I the remainder of the event. I agree to abide by all			
Patience Cohn Director of Administra				
Name of applicant Tit	le			
1/4/13 Date				

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

## imeehan@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 OUESTIONNAIRE

## **PREVENTION**

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1.	Are you planning to have canopies (no sides) for this event?YesxNo
	How many and what sizes?
	Name of Company:
	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?YesxNo
	How many and what sizes?
	Name of Company:
Bui	** <u>PLEASE NOTE</u> **** All permits required by the Florida Building Code must be obtained through the ilding Department (including but not limited to electrical, structural, plumbing). Contact the Department of stainable Development Building Services Division at 954-828-6520.
3.	Are you planning to have fireworks?Yesx_No
	Name of company conducting the show:
4.	Are you having food vendors?YesxNo
	How many and what kind?food to be provided by Downtowner Saloon at their location
<u>OP</u>	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.  PERATIONS/EMS
Sne	ecial Event Detail Guidelines:
Spe	* 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	e 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 NOx
2. V	What is your estimated sustained attendance? 200 based on last year's Trash Bash attendance
3.	On-site contact? NAMEPatience Cohn PHONE954-826-8359
	ninimum of 4 hours will be charged for all special event details. 45 minutes will be added to the pre and post ent times (totaling 1.5 hours), allowing for travel and preparation for the event.

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1.	Does your event require use of police vehicles?	Yes	No x	
	If yes, A Hold-Harmless Agreement must be signed and Liab ONE MILLION DOLLARS must be provided.	ility coverage of a	a <u>minimum</u> of	
2.	Is this a new or previously held event?	New	Previous <u>x</u>	
	If yes, Previous date(s)?35 years most recent 3/10/12			
3.	Any established security, traffic, or other appropriate plan(s)?	Yes	No <u>x</u>	
	If yes, besides Fort Lauderdale Police, who will you be using (private security company, volunteers, etc.)	·		
4.	Do you have an established detail of off-duty officers?  If yes, who is your Police department contact?	Yes	No_x	
5.	Any notable entertainers or special circumstances scheduled for y	our event? Yes	No_x_	
	Who/What?			
6. I	s there alcohol being sold or given away?	Yes <u>x</u>	No	
7. A	re there any road closures required?	Yes <u>x</u>	No	
	If so what roads/intersections? Road in front of Downtowne	<u>:r</u>		
8. V	What is your estimated attendance? <u>200</u>			
also hou Eve	derstand the off duty rate for Police personnel for ALL special event understand there is a 24 hour cancellation requirement to avoid rly rate and costs to be incurred by the event organizer will be nts "Cost Estimate" worksheet developed at the Special Events looks will be paid within two (2) weeks of the payroll being supports will be paid within two (2).	the 3 hour mining quoted on the ogistics meeting a	num payment per City of Ft. Lauder	officer. The dale Special
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POLICE DEPARTMENT OUESTIONNAIRE