



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

Application must be filled out completely!

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: ANNUAL BACK TO SCHOOL GIVEAWAY & HEALTH FAIR

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

Requested location: Joseph C. Carter Park 1450 W. Sunrise Boulevard, Fort Lauderdale, FL 33311

Estimated daily attendance: 1,000 + persons are estimated to attend.

Requested dates and time of event:

	DATE	DAY	BEGIN	END
EVENT DAY 1:	<u>August 17, 2013</u>	<u>Saturday</u>	<u>10:00</u> AM/PM	<u>2:00</u> AM/PM
EVENT DAY 2:	_____	_____	_____ AM/PM	_____ AM/PM
EVENT DAY 3:	_____	_____	_____ AM/PM	_____ AM/PM
SETUP:	<u>August 17, 2013</u>	<u>Saturday</u>	<u>7:00</u> AM/PM	
BREAKDOWN:	<u>August 17, 2013</u>	<u>Saturday</u>		<u>2:00</u> AM/PM

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

If yes, please list past dates and locations: Joseph C. Carter Park 8/18/12, 8/20/11, 8/21/10, 8/22/09; L.A. Lee YMCA 8/06, 8/07, 8/08; Mount Bethel Human Services Corp. Family Resource Center 8/05; Sunview Park 8/26/00, 8/02.

Detailed event description (include activities, entertainment, vendors, etc.): The event will consist of giveaways of school supplies to children and individuals who are in need of school supplies, a variety of vendors, immunization, physicals, vision screening, refreshments, DJ face painting, balloon art, bounce house, free hair cuts, etc.

PART II: APPLICANT

Organization name: Mount Bethel Human Services Corporation, Inc.

Address: 1004 NW 1st Street, Suite 3 City, State, Zip: Fort Lauderdale, Florida 33311

Phone: 954 768-0920 Fax: 954 768-0964

Non-Profit Organization? ☒ Yes ☐ No Tax ID #: _____

Corporation name: Same
(as it appears in articles of incorporation)

Date of incorporation: May 13, 1993 State incorporated in: Florida - Federal ID #: 65-0412414-0

Two authorizing officials for the organization:

President : Dr. C.E. Glover Phone: 954 763-5644

Secretary: Hattie McDowell Phone: 954 763-5644

Event Coordinator: Marie A. Wells Will you be on-site? ☒ Yes ☐ No

Title: Family Resource Coordinator Phone: 954 768-0920 Cell: 954 825-5446

E-mail address: mwells@mtbbc.org Fax: 954 768-0964

Additional Contact: Rosby L. Glover Will you be on-site? ☒ Yes ☐ No

Title: Executive Director Phone: 954 763-5010 Cell: 954 300-6522

E-mail address: rglover@mtbbc.org Fax: 954 763-5011

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):

Disc Jockey

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

Speakers, Amplifiers

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

List the days and times music will be played: Saturday, August 18, 2012, 10:00am - 2:00pm

How close is the event to the nearest residence? Across the street

Will your event require road closings? ☐ Yes ☒ No
If yes, list requested streets and times in 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? Mount Bethel Human Services Corp. Inc.

Contact Name: Rosby L. Glover Phone: 954 763-5010

******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.

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 _____ 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 _____ No X

If yes, who is your Police department contact?

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 _____ No X

If so what roads/intersections? _____

8. What is your estimated attendance? _____

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.

Name

Date