

CITY OF FORT LAUDERDALE SPECIAL EVENT APPLICATION

| Date Application Received |
|---------------------------|
| Staff Initials |

Submit COMPLETED Application, Site Plan, Site Plan Narrative & Application Fee AT LEAST 60 DAYS PRIOR TO YOUR EVENT. All sections must be completed, application signed and all pages initialed by the applicant. Incomplete applications will be returned to applicant. 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
- 7. Maintenance of Traffic Plan

| Staff Initials |
|----------------|
| |

Application Fee (non-refundable)

\$200 - 90 days before event \$1,000 - 60-89 days before event

Riverwalk District Refundable Compliance/Security deposit

First/Second time event - \$1,500/day Third/Fourth time event - \$1,000/day Fifth time or more event - \$500/day (see Part V: Riverwalk District Outdoor Events)

| PART I: EVENT REQUEST |
|---|
| Event Name |
| Purpose of event (check one) Fundraiser Awareness Recreation Other |
| Minor Event Minor Event Major Event Legacy Minor Event (Commission approval required) – Sustained attendance of 500 or less with a road closure, music exemption or alcoholation approval – Minor event with sustained attendance of 500 or less with no road closures, music exemptions or alcoholater approval (Commission approval required) – Sustained attendance between 501 & 5,000. Major event (Commission approval required) – Sustained attendance over 5,000, legacy Events – 2+ years in good standing |
| Expected maximum attendance Expected sustained attendance |
| Has this event been held before? No Yes List past dates, locations and attendance: |
| |
| |
| |
| Detailed Description (Activities, Vendors, Entertainment, etc.) |
| |
| |
| |
| |
| |
| |
| Location |
| Is event located directly on the beach? No Yes *\$500/day fee including setup and breakdown days. |
| Date and Time START DATE END DATE START TIME AM/PM END TIME AM/PM ATTENDANCE |
| SETUP |
| EVENT DAY(S)* |
| BREAKDOWN DD DD |
| *Supply additional information if event times vary or events are on non-contiguous days: |
| depth additional month of the inness rary of events are of from configures days. |
| |
| |
| |

| PART II: APPLICANT | | |
|--|--|---|
| Organization Name | | |
| 10.00 | Private (as registered in Sunbiz) | *Submit your Sunbiz registration. |
| Name of Authorized Signator | ry | Phone |
| Federal ID # | Date registered | State registered in |
| Address | City, State, | Zip |
| Email | | |
| Two Authorizing Officials for the | | |
| Name | Title | Phone |
| Name | Title | Phone |
| | | |
| | Phone | |
| | | |
| Additional Contact Name | | Will you be on-site? Yes No |
| Title | Phone | Cell |
| E-mail address | | |
| | If other than applicant | |
| | Phone | |
| | | |
| - | | |
| PART III: EVENT INFORMA | TION | |
| Admission/Registration | No Yes How Much? | |
| Advertising/Promotion | No Yes How? | |
| Alcohol for Sale | Yes Alcohol for Free No | Yes |
| How will the beverages be co | ontrolled & served? (Draft truck, bar ten | der, beer tub, etc.) |
| | enses and \$500,000 of Liquor Liability Insurance 30 | |
| Amusement Rides No | Yes Bounce Houses No Ye | S What type of rides are you planning? |
| 2 | | |
| | = | |
| Name and contact of comp *Florida Bureau of Fair Rides (850) 92 of all vendors and rides prior to use. | 21-1530 must be contacted 30 days before the ev | vent to schedule inspections and final approval |

Applicant initials _____ Staff initials ____ CAM # 24-0544 Exhibit 2 Page 2 of 6

| Electricity No Yes Ge *Generators above a certain size must be | | e? |
|---|--|--|
| Company: | Licens | se #: |
| Name of electrician: | Pho | one: |
| Entertainment No Yes | | |
| Fencing & Barricades No | Yes Name & contact of comp | any: |
| * Include proposed fences in your Site Plar for maximum occupancy. Fireworks & Flame Effects | | pints. An architectural design may be required |
| *A permit and Fire Watch is required for al FireSpecialEvents@fortlauderdale.gov | Il pyrotechnics displays. Contact <u>firemarshal@</u> | ofortlauderdale.gov or |
| Rescue Department at (954) 828-5080 to e booth. If a propane tank is used for a fuel shours cost will cost \$75 per hour. Music No Yes | 66 must be notified 10 days prior to event. All ensure compliance prior to serving food. A fire source, it must be secured on the outside of the Soundproofing equipment? 17 (amplified, acoustic, recorded, live | extinguisher is required for each food the booth. Inspections during non-working |
| | Opm (Sunday - Thursday) and 10:00pm on Frid II use : (speakers, amplifier, drums, etc | · |
| Days & times music will be played | d: | |
| Parking Impact No | rest residence? nators/promoter to reach out to businesses with res List parking lots/spaces impact der Park will be billed at \$30.00/day per space | cted with dates & times: |
| and must be paid in full before the event. Road Closings No Yes | | 63. Language of closures: *Road Closures require |
| a Maintenance of Traffic (MOT) Plan throu | gh Transportation & Mobility Dept. Contact 9 | v54-8'28-499/ or MOT@fortlauderdale.gov. |
| Company Name | Contact | Phone |

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| Bridge Closings No | Yes Bridgelocation(s)? | |
|--|--|---|
| Date(s) of Closure? | Time(s) of Closure | 9 |
| *Events that impact Andrews Avenue | ond 3 rd Avenue must be approved by Brown 4-577-4571, Closing a bridge requires submittin | ord County Highwoy Construction and Engineering g the Unites States Coast Guard issued Bridge |
| Sanitation & Waste *Recycling must be provided at all Cit | y events, facilities & parks, All dumpsters must | be removed at the end of the event. |
| Company Name | Contact | Phone |
| re-lining oll gorbage receptocles. All grecycling services. | | be subject to fees. This includes emptying and e completely. You are responsible for securing |
| | | |
| Name *Security companies and their plans m | ust be approved and you may still be require | ed to hire City Police. See Part IV below. |
| | | |
| Security Company | Contact | Phone |
| | Yes Quantity & size of each? All structures must | The Site Pion must show the locations and sizes of be waterweighted. |
| | 520 with any questions. A permit and final ins | evelopment Services Department (DSD) Building pection is required if there are multiple canopies, |
| Company Name | Contact | Phone |
| Contact the Broward County Environm Iransportation Plan No | ental Manager at 954412-7334. | Portable Toilets are regulated by Broward County. J hove any questions contact 954-828-3763. |
| PART IV: SECURITY AND EM | ERGENCY SERVICES | |
| TARLET COLUMN TARLET | | |
| | | ill be determined using this application, dditional information requested during |
| Rescue staff and a minimum charges 45 minutes to set up a | of three (3) hours for each Police : nd 45 minutes to break down for each all each department at least 24 hour | minimum of four (4) hours for each Fire staff will be charged. Fire Rescue also chevent. If the event is canceled then as before the event is expected to begin |
| | | Coordinator by individual departments City will require an escrow. The cost may |
| On-site Contact Name | | Phone |
| Fire Decreasion and Frances | | |

Fire Prevention and Emergency Medical Services

Fire Rescue may need to inspect your event or provide services based on your Building Permit, expected attendance and other risk factors such as alcohol, time, day, location, event type or weather. When you complete your Building Permit Form with Development Services Department (DSD) indicate all the permits and inspections you need and immediately pay DSD directly. For questions call the Fire Marshal at (954) 828-6370.

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Police

Your event may require security services based on expected attendance and other risk factors such as alcohol, time, day, location, event type or weather. Depending on your event it may be possible to supplement some of the City Police services with a private third-party security company if their security plan is approved by the City Police department. If you want to use a private security company, their proposed security plan must be presented along with their business license and contact information with this event application. The Police will review the plan and inform you if it meets 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 (\$1,000,000) must be provided.

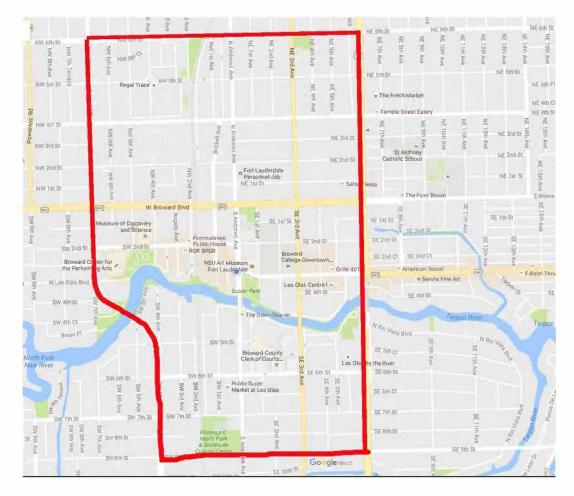
PART V: RIVERWALK DISTRICT OUTDOOR EVENTS

Riverwalk Fort Lauderdale, Inc. oversees all outdoor events within the Riverwalk District (outlined below) held on public land, public right-of-way and at all City parks including the Riverwalk Park, Esplanade Park, Peter Feldman Park, Hardy Park, Sistrunk Park, Stranahan Park, Smoker Park and Laura Ward Plaza.

Riverwalk Event Requirements:

- 1. Refundable Security/Compliance deposit (outlined on page 1) made payable to Riverwalk Fort Lauderdale
- 2. Site Visit
- 3. Certificate of Insurance for Riverwalk Fort Lauderdale
- 4. Riverwalk Event Checklist
- 5. Riverwalk Event Rules & Regulations
- 6. Other documents as determined based on your application and City requirements

After your application is submitted, contact the Riverwalk Parks Operation Manager at 954-468-1541 x 205.



Staff initials

PART VI: 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 with the necessary plans, 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 or two million dollars (\$2,000,000) if bounce houses are part of the event, or 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 thirty (30) days in advance of the event.

I understand that City of Fort Lauderdale Parks and Recreation sponsored activities have 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 the City of Fort Lauderdale Fire Rescue department will determine all fire and Emergency Medical Services requirements.

I understand that any cancelations for City scheduled services must be made by phone to each department representative at least 24 hours before the scheduled event time or the organizer will be liable for any associated fees.

I understand that I may be required to provide a deposit based on historical performance or lack thereof.

I understand that the City has a noise ordinance that my event must follow. 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. 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.

| Event Applicants signature | Date | |
|----------------------------|------|--|

PART VII: SUBMISSION

Email application and plans to: <u>bhenry@fortlauderdale.gov</u>

Include theses plans with application for:

- 1. ALL events **Event Site Plan & Narrative** show stages, restrooms, fencing, tents etc.
- 2. Closed Roads Maintenance of Traffic Plan show barricades, directions, cones, etc.
- 3. 5000+ people Transportation Plan show transportation options for attendees.
- 4. Security needs Security Plan detail how event coordinator will manage security.
- 5. Riverwalk District Events **Refundable Security/Compliance Deposit** and other documents outlined in Part V: Riverwalk District Outdoor Events.

Mail application fee (payable to City of Fort Lauderdale) to:

Brittany Henry, Special Events Coordinator 701 S. Andrews Fort Lauderdale, FL 33316

For assistance or questions about the outdoor event process please contact 954-828-4349 or 954-828-5349.

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