



CITY OF FORT LAUDERDALE SPECIAL EVENT APPLICATION

Date Application Received: _____

Staff Initials CBSubmit a **COMPLETED APPLICATION, SITE PLAN** and **SITE PLAN NARRATIVE**.

Please make sure all sections are completed and all pages are 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

\$200 (non-refundable) Fee must accompany completed application

Late applications must be approved by City Manager or designee and pay

\$1,000 fee (Less than 60 days from event)

Refundable Compliance/Security deposit required for events held on public property or public right-of-way in the Riverwalk District:

First/Second time event \$1,500/day

Third/Fourth time event \$1,000/day

Fifth time or more event \$500/day - refundable

PART I: EVENT REQUEST

Event Name Fort Lauderdale Drive Thru Halloween Oswald

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

Type of Event ☐ Minor Event ☒ Intermediate Event ☐ Major Event (See Part VIII: Definitions)

Expected maximum attendance 2500

Expected sustained attendance 250

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

If yes, please list past dates, locations and attendance 2020, 2021 Oswald Park

and Snyder

Detailed Description (Activities, Vendors, Entertainment, etc.)

drive thru halloween event with halloween giveaway booths for children, with halloween decorations candy and prizes

Location Oswald Park

Is your event located directly on the beach ☐ Yes ☒ No

*A fee of \$500/day is applied for events on the sand. This includes set up and breakdown dates.

Date and Time	DATE	DAY	BEGIN	AM/PM	END	AM/PM	Attendance
SETUP:	<u>10/28/22</u>	<u>Friday</u>	<u>8:00</u>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<u>4:30</u>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<u>20</u>
<u>Setup</u>	<u>10/29/22</u>	<u>Saturday</u>	<u>7:00</u>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<u>12:55</u>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<u>50</u>
EVENT DAY 1:	<u>10/29/22</u>	<u>Saturday</u>	<u>1:00</u>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<u>4:30</u>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<u>2500</u>
EVENT DAY 2:				<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>	
EVENT DAY 3:				<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>	
BREAKDOWN:	<u>10/29/22</u>	<u>Saturday</u>	<u>5:00</u>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<u>9:00</u>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<u>25</u>

PART II: APPLICANT

Fort Lauderdale -
Organization Name Parks + Recreation Name of Authorized Signatory: _____
 For-Profit ☐ Non-profit ☐ Private ☐ (as registered in Sunbiz) *Please submit a copy of your Sunbiz registration.

Address: 701 S. Andrews Ave City, State, Zip: Fort Lauderdale, FL 33316

Date of registration: _____ State registered in: _____ Federal ID # _____

Email Address: dbylica@fortlauderdale.gov Phone: 954-828-4622

Two Authorizing Officials for the Organization

President: _____ Phone: _____

Secretary: _____ Phone: _____

Event Coordinator Name Debbie Bylica Will you be on-site? ☒ Yes ☐ No

Title: Recreation Program Supervisor Phone: 954-828-4622 Cell: 954-683-3357

E-mail address: dbylica@fortlauderdale.gov Fax: _____

Additional Contact Name Nigeria Livingston Will you be on-site? ☐ Yes ☐ No

Title: Sr. Rec. Coordinator Phone: 954-828-6409 Cell: 954-398-3054

E-mail address: NLivingston@fortlauderdale.gov Fax: _____

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

Address: _____ City, State, Zip: _____

Contact Name: _____ Title: _____

Phone: (day) _____ (night) _____ Cell _____

E-mail address: _____ Fax: _____

PART III: EVENT INFORMATION

All City permits must be obtained through the City's Department of Sustainable Development (DSD) Building Services Division using the Building Permit Form - Apply and pay for the permits at least 30 days before the event. Contact the DSD Building Services Division (954) 828-6520 with any questions.

Admission/Registration ☐ Yes ☒ No If yes, how much? \$ _____

Alcohol For Sale ☐ Yes ☒ No **Alcohol For Free** ☐ Yes ☒ No
 If yes, how will the beverages be controlled and served? (Draft truck, bar tender, beer tub, etc.)

*Provide State of Florida alcohol licenses and \$500,000 of Liquor Liability Insurance 30 days before event.

Amusement Rides ☐ Yes ☒ No

If yes, name and contact of company: _____

What type of rides are you planning? _____

[Type text]

*Florida Bureau of Fair Rides, Ron Jacobs (850) 921-1530 must be contacted 30 days before the event to schedule inspections and final approval of all vendors and rides prior to use.

Electricity

☒ Yes ☐ No

*Events requiring electricity must be permitted.

Company: Fort Lauderdale Facilities License #: _____

Name of electrician: City electrician Phone: _____

Entertainment

☐ Yes ☒ No

If yes, what type of entertainment will be there? Any notable performers?

Fencing or Barricades

☐ Yes ☒ No

Name & Contact of Company _____

* Include proposed fences in your Site Plan & Narrative along with egress and ingress points. An architectural design may be required for maximum occupancy.

Fireworks & Flame Effects

☐ Yes ☒ No

Name & Contact of Company conducting the show: _____

*A permit and Fire Watch is required for all pyrotechnics displays. firemarshal@fortlauderdale.gov or FireSpecialEvents@fortlauderdale.gov

Food Vendors

☐ Yes ☒ No

Food Trucks

☐ Yes ☒ No

Cooking On Site

☐ Yes ☒ No

* State Health Dept. Tara Palmer at (954) 397-9366 must be notified 10 days prior to event. All Food Vendors must be inspected by the Fire Rescue Department, Capt. Bruce Strandhagen at (954) 828-5080 to ensure compliance prior to serving food. 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. Inspections during non-working hours cost will cost \$75 per hour.

Music

☒ Yes ☐ No

*Amplified music is required to end by 9:00pm (Sunday - Thursday) and 10:00pm on Friday and Saturday

If yes, what music format(s) will be used? (amplified, acoustic, recorded, live, MC, DJ, etc.):

amplified halloween music through PA from CDs

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

Speakers, amplifier

Days and times music will be played: 10/29/22 1:00 - 4:30 p.m

How close is the event to the nearest residence? 100' other side of fence

*It is the responsibility of the event coordinators/promoter to reach out to businesses within proximity of the event.

Soundproofing equipment?

☐ Yes ☒ No

Parking Impact

☒ Yes

☒ No

If yes, lot location(s)? Spaces in side park

Date(s) of Closure _____

Time(s) of Closure _____

*All Parking Spaces that are impacted by an event will be billed to the event organizer through the Transportation & Mobility Dept. and must be paid in full before the event. If you have any parking questions 954-828-3763.

Snyder Park Fees

*Parking spaces at Snyder park will be billed at \$30.00/day per space which equates to \$14,100.00 per day.

Road Closures

☐ Yes ☒ No

If yes, define closure(s) _____

Date(s) of Closure _____

Time(s) of Closure _____

*All Road Closures require a Maintenance of Traffic Plan through the Transportation & Mobility Dept. Please contact 954-828-4997 or MOT@fortlauderdale.gov

Company Name _____

Contact _____

Phone _____

Bridge Closures

☐ Yes ☒ No

If yes, bridge location(s) _____

Date(s) of Closure _____

Time(s) of Closure _____

*Events that impact Andrews Avenue and 3rd Avenue must be approved by Broward County Highway, Construction, and Engineering Division for more information call 954-577-4571. Also closing a bridge requires submitting the United States Coast Guard issued Bridge Closure Approval Letter with the application to the Special Events Director for each bridge affected.

Rev. 06/2022

applicant initials AKB staff initials CB

CAM 22-0928

Exhibit 4

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Sanitation & Waste

Recycling must be provided at all City events, facilities & parks. All dumpsters must be removed at the end of the event.

Company Name City of Fort Lauderdale Contact Nigeria Livingston Phone 954-828-6409

All grounds must be cleaned up **immediately** after completion of event or you will be subject to fees. This includes emptying and re-lining all garbage receptacles. All garbage must be removed from the event site completely. You are responsible for securing recycling services.

Security/Police

☐ Yes ☐ No

Who is your Police contact for officers and security planning?

Name _____ Phone _____

*Security companies and their plans must be approved and you may still be required to hire City Police. See below.

Security Company Fort Lauderdale PD Contact Sgt. Monica Ferrer Phone 954-828-6842

Tents or Canopies

☒ Yes ☐ No

No penetration of ground spike is allowed. All structures must be water-weighted. **Tents larger than 10 x 10 require a permit.**

Quantity and size of each? 15 - City 10' x 10' Canopies

Company Name Fort Laud. Parks + Res Contact Todd Shippen Phone 954-828-5408

*A detailed Site Plan showing the locations and size of each canopy or tent is required. A permit and final inspection is required if there are multiple canopies, if they are going to be used for cooking or if there are Tents (with walls).

Toilets

☐ Yes ☒ No

*All toilets must be removed within **24 hours**. Portable Toilets are regulated by Broward County. Please contact the Environmental Manager at 954-412-7334.

Transportation Plan

☐ Yes ☒ No

*Any events larger than 5,000 people must have an approved Transportation Plan. If you have any parking questions 954-828-3763.

Part IV: SECURITY AND EMERGENCY SERVICES

Your Event may require Security and Emergency Services which will be determined using this application, your Site Plan and Narrative, MOT, transportation plan and any additional information requested during your Special Events meeting. The hourly rate and costs for services will be quoted on the "Cost Estimate" worksheet developed at the meeting and provided to the organizer. The cost may change after the meeting.

If Fire Rescue or Police staff are scheduled for the event then a minimum of four (4) hours for each Fire Rescue staff and a minimum of three (3) hours for each Police staff will be charged. Fire Rescue also charges 45 minutes to set up and 45 minutes to break down for each event. If the event is canceled then an event representative must call each department at least 24 hours before the event is expected to begin or the organization will be charged.

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 Department of Sustainable Development (DSD) indicate all the permits and inspections you need and immediately pay DSD directly. All other payments for services will be invoiced to the event coordinator and must be paid within thirty (30) days. For questions call the Fire Marshal at (954) 828-6370.

On-site Contact Name Debbie Bylica Phone 954-683-3357

Nigeria Livingston

applicant initials DW staff initials _____

CB

954-398-3054

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.

Riverwalk Fort Lauderdale, Inc. will oversee all outdoor events held within the Riverwalk District. This includes use of Esplanade Park, Huizenga Park, Peter Feldman Park, Hardy Park, Sistrunk Park, Stranahan Park, Smoker Park and Laura Ward Plaza. The Riverwalk District is outlined below.

This is a detailed street map of Fort Lauderdale, Florida. The map shows a grid of streets with various landmarks and parks highlighted. Key features include:

- Streets:** Major roads like Regal Trace, W Broward Blvd, Las Olas Blvd, and Broward Blvd are clearly marked. Other streets include NE 1st Ave through NE 15th Ave, SE 1st Ave through SE 15th Ave, and SW 1st Ave through SW 15th Ave.
- Landmarks:** The Museum of Discovery and Science, Fort Lauderdale Personnel Job, Broward College-Downtown, and the Broward County Clerk of Courts are labeled. Other points of interest include The Fresh Market, St. Anthony Catholic School, and the Sienna Fine Art.
- Parks:** Hugh H. H. Park, Broward County Clerk of Courts, and the Broward County Clerk of Courts are labeled.
- Water Bodies:** The map shows the Atlantic Ocean to the east and the Fort Lauderdale River to the south.
- Scale and Orientation:** A scale bar at the bottom indicates distances in miles. The map is oriented with North at the top.

PART V : 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.

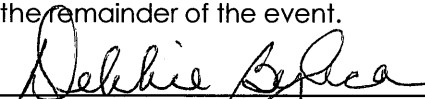
I understand that City of Fort Lauderdale Parks and Recreation sponsored activities have precedence over the event requested above and I will be notified if any conflicts arise.

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 coordinators signature

9/12/22
Date

PART VII: SUBMISSION

Email application and plans to: specialevents@fortlauderdale.gov

Include these 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 - **Security/Compliance Deposit** – Made payable to Riverwalk Fort Lauderdale Inc. for events held on public property and right of way in the Riverwalk District and a second COI made to Riverwalk Fort Lauderdale, Inc.



Mail application fee (payable to **City of Fort Lauderdale**) to:
Brittany Henry, Special Events Coordinator
701 S. Andrews Fort Lauderdale, FL33316

Questions? (954) 828-4349

PART VIII: DEFINITIONS

Minor events are those events with a sustained attendance level under 501 with no road closures and no music exemptions. These events require administrative approval and do not require City Commission approval.

Intermediate events are those events with a sustained attendance level under 501 with a road closure and/or music exemption, or a sustained attendance level between 501 and 5,000. These events require City Commission approval.

Legacy events are events with 2+ years of history in good standing.

Major events are those events with a sustained attendance level over 5,000. These events require City Commission approval.

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