



# CITY OF FORT LAUDERDALE SPECIAL EVENT APPLICATION

Date Application Received: 8/10/22Staff Initials PBAH

Submit a **COMPLETED APPLICATION**, SITE PLAN and SITE PLAN NARRATIVE by email. 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

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

Late applications must be  
**approved by City Manager or designee and pay \$1,000 fee**

**\$500/day** security deposit required for events held on public property or public right-of-way in the Riverwalk District

Applications Due:

**Minor Event:** Minimum of 60 days prior to event

**Intermediate Event:** Minimum of 120 days prior to event and minimum of 90 days for **legacy events**

**Major Event:** Minimum of 120 days prior to event

## PART I: EVENT REQUEST

**Event Name** VEGAN BLOCK PARTY - ~~WINTER FEST~~  
WINTER FESTIVAL

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 3,000 Expected sustained attendance 600

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

If yes, please list past dates, locations and attendance \_\_\_\_\_

COCONUT GROVE (MIAMI 2018) - 2000 ATTENDEES // WYNWOOD (MIAMI 2019) - 4000 ATTENDEES // LAS OLAS (FT. LAUDERDALE 2021) - 2000 ATTENDEES // VIRGINIA KEY (MIAMI 2021) - 3000 ATTENDEES // HUIZENG PLAZA (APRIL & JULY 2022 - 3000 ATTENDEES)

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

VEGAN BLOCK PARTY IS THE ULTIMATE PLANT-BASED FOOD, DRINK, AND LIFESTYLE FESTIVAL. THOUSANDS OF ATTENDEES JOIN THE PARTY FOR A DAY OF FOOD, DRINKS, MUSIC, & FAMILY FUN! THE FESTIVAL FEATURES A WIDE VARIETY OF SMALL, LOCAL VEGAN VENDORS SELLING FOOD, DRINKS, MERCHANDISE, & SPECIALTY GOODS. OTHER FEATURES INCLUDE A LIVE DJ, LAWN GAMES, ART, ACTIVISM, CONTESTS ON THE STAGE, & KID FRIENDLY ACTIVITIES.

**Location** ESPLANADE PARK - 400 SW 2ND STREET, FT. LAUDERDALE, FL 33312

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

Date and Time	DATE	DAY	BEGIN	END	Attendance
SETUP:	<u>12/2/2022</u>	<u>FRIDAY</u>	<u>6:00 AM</u> AM/PM	<u>9:00 PM</u> AM/PM	<u>200</u>
EVENT DAY 1:	<u>12/3/2022</u>	<u>SATURDAY</u>	<u>2:00 PM</u> AM/PM	<u>8:00 PM</u> AM/PM	<u>3000</u>
EVENT DAY 2:	_____	_____	_____ AM/PM	_____ AM/PM	_____
EVENT DAY 3:	_____	_____	_____ AM/PM	_____ AM/PM	_____
BREAKDOWN:	<u>12/3/2022</u>	<u>SATURDAY</u>	<u>8:30 PM</u> AM/PM	<u>2:00 AM</u> AM/PM	<u>100</u>

## PART II: APPLICANT

Vegan Ventures LLC

**Organization Name**~~VEGAN VENTURES, LLC.~~Name of Authorized Signatory: ARIEL LEVINFor-Profit ☒Non-profit ☐Private ☐

(as registered in Sunbiz)

Address: 8100 LAKE WORTH ROADCity, State, Zip: LAKE WORTH, FL 33467Date of registration: 6/27/2018State registered in: FLORIDAFederal ID # 83-1089098Email Address: ARIEL@VEGANBLOCKPART.COMPhone: 407-952-2928**Two Authorizing Officials for the Organization**President: ARIEL LEVINPhone: 407-952-2928Secretary: TRACI LEVINPhone: 407-952-2928**Event Coordinator** Name ARIEL LEVINWill you be on-site? ☒ Yes ☐ NoTitle: FOUNDER / ORGANIZERPhone: 407-952-2928Cell: 407-952-2928E-mail address: ARIEL@VEGANBLOCKPARTY.COM

Fax: \_\_\_\_\_

**Additional Contact** Name TRACI LEVINWill you be on-site? ☒ Yes ☐ NoTitle: ASSISTANTPhone: 407-595-9551Cell: 407-595-9551E-mail address: LEVINTRACI@AOL.COM

Fax: \_\_\_\_\_

**Event Production Company** (if other than applicant): \_\_\_\_\_

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) 828-5191 with any questions.

**Admission/Registration**☒ Yes ☐ NoIf yes, how much? \$ \$10.00**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.)

BAR COMPANY WILL BE SERVING &amp; MANAGING ALL ALCOHOL SALES + CHECKING IDS.

\*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? \_\_\_\_\_

\*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

\*UNDERSIZED GENERATORS WILL BE USED, AS WELL AS THE ELECTRIC BOXES ON SITE AT THE PARK.

\*Events requiring electricity must be permitted.

Company: \_\_\_\_\_ License #: \_\_\_\_\_

Name of electrician: \_\_\_\_\_ Phone: \_\_\_\_\_

**Entertainment**

☒ Yes ☐ No

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

LOCAL DJ PLAYING POP MUSIC

**Fencing or Barricades**

☒ Yes ☐ No

\* Include proposed fences in your Site Plan & Narrative

**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](mailto:firemarshal@fortlauderdale.gov)

**Food Vendors**

☒ 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

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

DJ - PLAYING POP/RADIO MUSIC AND SOME REMIXES OF CLASSIC POP MUSIC

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

SPEAKERS / MICROPHONE

Days and times music will be played: DECEMBER 3, 2022 FROM 10AM-8PM. A TEST RUN OF THE MUSIC SPEAKERS WILL BE CONDUCTED AROUND 10AM TO ENSURE VOLUME LEVELS ARE OKAY.

How close is the event to the nearest residence? WITHIN 100FT (CONDO TOWERS)

\*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 Yes ~~NO~~ No If yes, lot location(s)? Metered Spaces in front of the Park.

Date(s) of Closure 12/2/22 - 12/3/22 Time(s) of Closure All Day - Both Days

\*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 954-828-3771.

**Road Closings**

☒ Yes ☐ No If yes, define closure(s) TOTAL ROAD CLOSURE ON SW 2ND STREET FROM SW 5TH AVE TO SW 4TH AVE

Date(s) of Closure ~~12/2/2022~~ - 12/3/2022 Time(s) of Closure 12/2/2022 - 6AM CLOSURE UNTIL 11:59PM ON 12/3/2022

**Bridge Closings**

☐ Yes ☒ No If yes, bridge location(s) \_\_\_\_\_

Date(s) of Closure \_\_\_\_\_ Time(s) of Closure \_\_\_\_\_

\*Events that impact Andrews Avenue and 3<sup>rd</sup> 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 agency affected BEFORE the Commission will vote on it.

### Sanitation & Waste

Will the event encourage Recycling and Sustainability?

☒ Yes ☐ No

\*The Green Checklist in the Events Manual can help. **Recycling must be provided at all City events, facilities & parks.** All dumpsters must be removed at the end of the event.

Company Name EMERALD CLEANING Contact ANNETTE Phone 954-701-4615

All grounds must be cleaned up **immediately** after completion of event or you will be subject to fees. 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 JPG SECURITY Contact MICHELL MORENO Phone 305-364-5720

### 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? 10X10 - VENDORS WILL BE BRINGING THEIR OWN TENTS (NOT EXCEEDING 10X10)

Company Name \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_

\*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 954-828-3771.

## 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 ARIEL LEVIN Phone 407-952-2928





## 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 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

8/9/2022

Date

## PART VII: SUBMISSION

**Email** application and plans to: [specialevents@fortlauderdale.gov](mailto:specialevents@fortlauderdale.gov)

**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 - **Security Deposit** – Made payable to Riverwalk Fort Lauderdale Inc. for events held on public property 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.