



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: PEARL CARIBBEAN FESTIVAL

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

Requested location: Esplanade Park

Estimated daily attendance: 400

Requested dates and time of event:

	DATE	DAY	BEGIN	END
EVENT DAY 1:	<u>02/22/15</u>	<u>SUNDAY</u>	<u>4PM</u>	<u>11PM</u>
	AM/PM			
EVENT DAY 2:			AM/PM	AM/PM
EVENT DAY 3:			AM/PM	AM/PM
SETUP:	<u>02/22/15</u>	<u>SUNDAY</u>	<u>10AM</u>	<u>AM/PM</u>
BREAKDOWN:	<u>02/22/15</u>	<u>SUNDAY</u>		
	<u>12AM</u>			
	AM/PM			

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

If yes, please list past dates and locations: 6/1/14 AND 10/5/14 IT PARKER COMMUNITY PARK DANIA BEACH FL

Detailed event description (include activities, entertainment, vendors, etc.): SOCIAL EVENT WITH FOOD, MUSIC AND DRINKS A Portion of Proceeds will be

donated to the Charity Organization Attached.

PART II: APPLICANT

Organization name: STAR ENTERTAINMENT _____

Address: 6776 SIENNA CLUB DR LAUDERHILL FL 33319 City, State, Zip: _____

Phone: 954-257-4435 Fax: _____

Corporation name: RICHARD'S MARINE SERVICE

(as it appears in articles of incorporation)

Date of incorporation: 8/22/14 State incorporated in: _____ Federal ID #: 47-164-2016

Two authorizing officials for the organization:

President: RICHARD FLETCHER Phone: 954-257-4435

Secretary: _____ Phone: _____

Event Coordinator: LEIGHTON FORBES Will you be on-site? YES
Yes No

Title: _____ Phone: 954-993-9864 Cell: _____

E-mail address: _____ Fax: _____

Additional Contact: TAVERE FORREST Will you be on-site? YES
Yes No

Title: _____ Phone: 954-554-1039 Cell: _____

E-mail address: USERALL161@AOL.COM Fax: _____

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 Yes No
If yes, how much? \$ 20

Are you requesting to fence the event? YES Yes No

Are you planning on having any type of concession? YES 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 Yes No

If yes, how will the beverages be served? (Draft truck, cold plate, mini-bar, beer tub, table service, etc.)

MINI BAR

Are you planning on serving free alcoholic beverages? Yes NO No

If yes, to whom will it be given? _____

Are you planning to have any type of amusement rides? Yes NO 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 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, DISCO LIGHTS, MUSICAL AUDIO

AM

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

List the days and times music will be played: 02/22/15 4PM-11PM

How close is the event to the nearest residence? OVER 100FT

Will your event require road closings? _____ Yes _____ NO _____ 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 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 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? YES

2 clean too be true LLC

Contact Name: Jose

Phone: 954-937-3585

******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.

Will you require electricity? YES Yes No

Events requiring electricity are the responsibility of the applicant. All permits must be obtained through the City's Department of Sustainable Development Building Services Division at (954) 828-5191 before setting up.

Company: _____ License #: _____

Name of electrician: _____ Phone: _____

PART IV: APPLICANT'S ACCEPTANCE

The information I have provided on this application is true and complete to the best of my knowledge.

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 \$500,000 if alcohol is being served.

I understand that a Parks and Recreation sponsored activity has precedence over the above schedule 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 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 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. 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.

RICHARD FLETCHER

PRESIDENT

Name of applicant

Title

10/29/14

Date _____

Please **email** completed application at least 60 days ahead of your planned event to:
jmeehan@fortlauderdale.gov

Please mail the 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.**

PREVENTION

POLICE DEPARTMENT QUESTIONNAIRE

1. Does your event require use of police vehicles? Yes YES No

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 YES

If yes, Previous date(s)? 6/1/2014 AND 10/5/2014

3. Any established security, traffic, or other appropriate plan(s)? Yes YES No

If yes, besides Fort Lauderdale Police, who will you be using for this plan?
(private security company, volunteers, etc.)

PRIVATE SECURITY COMPANY

4. Do you have an established detail of off-duty officers? Yes YES No

If yes, who is your Police department contact?

Jennifer of the Ft Lauderdale BSO Special Details Department

5. Any notable entertainers or special circumstances scheduled for your event?
Yes No NO

Who/What?

6. Is there alcohol being sold or given away? Yes YES No

7. Are there any road closures required? Yes No NO

If so what roads/intersections?

8. What is your estimated attendance? 400

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

R. Allen

Date

11/03/14