



**CITY OF FORT LAUDERDALE
City Commission Agenda Memo
REGULAR MEETING**

#15-0153

2-17-15
CM-2
REVISED
EXHIBIT
10+10a

TO: Honorable Mayor & Members
Fort Lauderdale City Commission

FROM: Lee R. Feldman, ICMA-CM, City Manager

DATE: February 17, 2015

TITLE: REVISED C-2 - Event Agreements: 1st Annual Bags-N-Stuff Inc. Fundraiser, 38th Annual Waterway Cleanup, Clueless on Las Olas, Clear Sky Movie Night, Florida Aids Walk Fundraiser, Fort Lauderdale Luxury Living & Lifestyle Expo, Luv a Bull Pet Rescue, Sanctuary Church Farmers Market, V-Twin City Bike Night, and Market Days at Plaza 300-3000

Recommendation

It is recommended that the City Commission approve event agreements with For Jamaica, Inc., Marine Industries Association of South Florida, Inc. and Partners in Education, Inc., Stephanie Caminero, Aids Healthcare Foundation, Inc., Paragon Festivals, Inc., Luv a Bull Pet Rescue, Inc., Whoduz, Inc., The Original V-Twin City Corporation, and Atwell Enterprises, Inc. and authorize execution of agreements by the City Manager.

Background

City staff has been working closely with each event organizer regarding event topics, such as logistics, maintenance, and security as detailed below. When applicable, amplified music was discussed and event organizers were advised of the noise ordinance and possible concerns.

Organizers will pay for all event costs and submit the required certificates of insurance. Event organizers will also secure all other necessary permits and licenses that are required from other agencies. Civic and merchant associations have been notified as appropriate regarding events in their areas. Specific event details are included in each event application as attached.

Where applicable, the City Commission authorizes amplified music for the events listed below.

Information for each event is as follows:

Event 1:

Applicant: For Jamaica, Inc.

Event Name: 1st Annual Bags-N-Stuff Inc. Fundraiser

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Date/Time: Saturday, March 7, 2015 (6:00pm-11:00pm)
Location: Stranahan House/Laura Ward Plaza- 335 SE 6th Ave
Road Closings: No
Alcohol: Yes
Amplified Music: Yes- (6:00pm- 11:00pm)
Insurance Required: Yes
Banners: No
Pending Code Violations: No
Application Fee: \$100.00
Exhibit: 1

Event 2:

Applicant: Marine Industries Association of South Florida, Inc.
Event Name: 38th Annual Waterway Cleanup
Date/Time: Saturday, March 7, 2015 (9:00am- 1:00pm)
Location: Various City Parks (see attached event application)
Road Closing: No
Alcohol: No
Amplified Music: No
Insurance Required: Yes
Banners: No
Pending Code Violations: No
Application Fee: \$100.00
Exhibit: 2

Event 3:

Applicant: Partners in Education, Inc.
Event Name: Clueless on Las Olas
Date/Time: Thursday, March 12, 2015 (5:30pm- 9:45pm)
Location: Stranahan Park/Laura Ward Plaza- 335 SE 6th Ave
Road Closing: No
Alcohol: Yes
Amplified Music: Yes- (5:00pm- 9:00pm)
Insurance Required: Yes
Banners: No
Pending Code Violations: No
Application Fee: \$100.00
Exhibit: 3

Event 4:

Applicant: Stephanie Caminero (Individual)
Event Name: Clear Sky Movie Night
Date/Time: Saturday, February 28, 2015 (6:00pm- 9:00pm)
Location: Colee Hammock Park- 1500 Brickell Drive
Road Closing: No
Alcohol: No
Amplified Music: Yes- (6:00pm-9:00pm)

Insurance Required: Yes
Banners: No
Pending Code Violations: No
Application Fee: \$100.00
Exhibit: 4

Event 5:

Applicant: Aids Healthcare Foundation, Inc.
Event Name: Florida Aids Walk Fundraiser
Date/Time: Sunday, February 22, 2015 (6:00am- 4:00pm)
Location: Parking Lot of Aids Health Foundation building- 700 SE 3rd Ave
Road Closing: No
Alcohol: No
Amplified Music: No
Insurance Required: Yes
Banners: No
Pending Code Violations: No
Application Fee: \$100.00
Exhibit: 5

Event 6:

Applicant: Paragon Festivals, Inc.
Event Name: Fort Lauderdale Luxury Living & Lifestyle Expo
Date/Time: Saturday, February 28, 2015 and Sunday, March 1, 2015 (10:00am – 5:00pm)
Location: 620 E. Las Olas Blvd
Road Closing: No
Alcohol: No
Amplified Music: No
Insurance Required: Yes
Banners: No
Pending Code Violations: No
Application Fee: \$100.00
Exhibit: 6

Event 7:

Applicant: Luv A Bull Pet Rescue, Inc.
Event Name: Luv a Bull Pet Rescue
Date/Time: Saturday, February 28, 2015 (3:00pm – 11:00pm)
Location: Stranahan Park
Road Closing: No
Alcohol: No
Amplified Music: No
Insurance Required: Yes
Banners: No
Pending Code Violations: No
Application Fee: \$100.00
Exhibit: 7

Event 8:

Applicant: Whoduz, Inc.

Event Name: Sanctuary Church Farmers Market

Date/Time: Every Tuesday starting February 24, 2015 – May 26, 2015 (11:00am – 6:00pm)

Location: 1400 N Federal Highway

Road Closing: No

Alcohol: No

Amplified Music: No

Insurance Required: Yes

Banners: No

Pending Code Violations: No

Application Fee: \$100.00

Exhibit: 8

Event 9:

Applicant: The Original V-Twin City Corporation

Event Name: V-Twin City Bike Night

Date/Time: Friday, February 27, 2015; Friday, March 27, 2015; Friday, April 29, 2015 (7:00pm – 10:00pm)

Location: 1771 E Sunrise Blvd.

Road Closing: No

Alcohol: No

Amplified Music: No

Insurance Required: Yes

Banners: No

Pending Code Violations: No

Application Fee: \$100.00

Exhibit: 9

Event 10:

Applicant: Atwell Enterprises, Inc.

Event Name: Market Days at Plaza ~~300~~-3000

Date/Time: Saturday, February 21, 2015 (9:00am – 3:00pm)

Location: 3000 N Federal Highway

Road Closing: No

Alcohol: No

Amplified Music: Yes – During event times

Insurance Required: Yes

Banners: No

Pending Code Violations: No

Application Fee: \$100.00

Exhibit: 10

Authorization for the execution of Event Agreements is contingent upon the City Attorney's Office receiving and approving a validly executed agreement.

Strategic Connection

This item is a Press Play Fort Lauderdale Strategic Plan 2018 initiative, included within the Public Places Cylinder of Excellence, specifically advancing:

- Goal 4: Be a healthy community with fun and stimulating recreational activities for our neighbors.
- Objective 2: Celebrate our community through special events and sports

This item advances the Fast Forward Fort Lauderdale 2035 Vision Plan: We Are Here.

Resource Impact

There is positive fiscal impact in the amount of \$1000.00

Attachments

Exhibit 1 – 1st Annual Bags-N-Stuff Inc. Fundraiser
Exhibit 1a – 1st Annual Bags-N-Stuff Inc. Fundraiser Site Plan
Exhibit 2 – 38th Annual Waterway Cleanup
Exhibit 2a – 38th Annual Waterway Cleanup Site Plan
Exhibit 3 – Clueless on Las Olas
Exhibit 3a – Clueless on Las Olas Site Plan
Exhibit 4 – Clear Sky Movie Night
Exhibit 5 – Florida Aids Walk Fundraiser
Exhibit 5a – Florida Aids Walk Fundraiser Site Plan
Exhibit 6 – Fort Lauderdale Luxury Living & Lifestyle Expo
Exhibit 6a – Fort Lauderdale Luxury Living & Lifestyle Expo Site Plan
Exhibit 7 – Luv A Bull Pet Rescue
Exhibit 8 – Sanctuary Church Farmers Market
Exhibit 8a – Sanctuary Church Farmers Market Site Plan
Exhibit 9 – V-Twin City Bike Night
Exhibit 9a – V-Twin City Site Plan
Exhibit 10 – Market Days at Plaza 3000
Exhibit 10a – Market Days at Plaza 3000 Site Plan

Prepared By: Carolyn Bean, Administrative Assistant

Department Director: Phil Thornburg, Director



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: Market days at Plaza 3000

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

Requested location: 3000 N Federal Hwy Fort Lauderdale, Florida

Estimated daily attendance: _____

Requested dates and time of event:

	DATE	DAY	BEGIN	END
EVENT DAY 1:	<u>March</u>	<u>1</u>	<u>11am</u>	<u>AM/PM</u>
	<u>AM/PM</u>			<u>4pm</u>
EVENT DAY 2:	_____	_____	_____AM/PM	_____AM/PM
EVENT DAY 3:	_____	_____	_____AM/PM	_____AM/PM
SETUP:	_____	_____	_____AM/PM	
BREAKDOWN:	_____	_____		_____AM/PM

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

If yes, please list past dates and locations: _____

Detailed event description (include activities, entertainment, vendors, etc.): vendors shops and Displays of local stores and wares

PART II: APPLICANT

Organization name: atwell Enterprises inc

Address: 3000 N Federal Hwy , Fort Lauderdale, Fl 33306 City,
State, Zip: _____

Phone: 954-263-0768 Fax: _____

Corporation name: Atwell Enterprises Inc

(as it appears in articles of incorporation)

Date of incorporation: _____ State incorporated in: fl Federal ID #: 27-
0265876

Two authorizing officials for the organization:

President: _____ Phone: _____

Secretary: _____ Phone: _____

Event Coordinator: Jack Atwell Will you be on-site? ☒ Yes
No

Title: _____ Phone: 954-263-0768 Cell: _____

E-mail address: Jatwell22@gmail.com Fax: _____

Additional Contact: _____ Will you be on-site? ☐ Yes ☐ No

Title: _____ Phone: _____ Cell: _____

E-mail address: _____ Fax: _____

Event production company (if other than applicant):

n/a

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):

_____ Recorded , Disc Jockey _____

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

_____ Speakers _____

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

List the days and times music will be played: _____

How close is the event to the nearest residence? _____

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? Atwell Enterprises inc

Contact Name: Jack Atwell

Phone: 954-263-0768

******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 x 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.

Jack Atwell

Name of applicant

Title

2/2/15
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.**

FIRE DEPARTMENT QUESTIONNAIRE

PREVENTION

1. Are you planning to have canopies (no sides) for this event? ____ Yes ____ ☒ No

How many and what sizes? _____

Name of Company: _____

A building permit is required. Please contact Capt. Bruce Strandhagen at 954-828-5080.

2. Are you planning to have tents (with sides) for this event? ____ Yes ____ ☒ No

How many and what sizes? _____

Name of Company: _____

A building permit, exit signs, emergency lights, fire extinguishers, and "No Smoking" signs are required for tents. A fire watch at overtime rate may apply. Contact Capt. Bruce Strandhagen at 954-828-5080.

******PLEASE NOTE****** All permits required by the Florida Building Code must be obtained through the Building Department (including but not limited to electrical, structural, plumbing). Contact the Department of Sustainable Development Building Services Division at 954-828-6520.

3. Are you planning to have fireworks? ____ Yes ____ ☒ No

Name of company conducting the show: _____

A permit is required for all pyrotechnics displays. Contact Capt. Wendy D'Agostino at 954-828-5884.

4. Are you having food vendors? ____ Yes ____ ☒ No

How many and what kind? _____

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. A Fire inspection is required for all food booths. If the inspection is during non-working hours the cost will be \$75 per hour.

OPERATIONS/EMS

Special Event Detail Guidelines:

- * One rescue unit/cart for 500 to 5,000 people in attendance (sustained attendance)
- * Two rescue units/carts for 5,000 to 10,000 people in attendance (sustained attendance)
- * One more rescue unit/cart per 5,000 additional people
- * One command person if two or more rescue units/carts are required

The number of rescue units and paramedics is determined according to attendance and other risk factors.

1. Does your event require EMS medical standby services based on the guidelines above? YES ____ NO ☒ ____

2. What is your estimated sustained attendance? ____ 75 ____

3. On-site contact? NAME Jack Atwell PHONE 954-263-0768

A minimum of 4 hours will be charged for all special event details. 45 minutes will be added to the pre and post event times (totaling 1.5 hours), allowing for travel and preparation for the event.

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 x Previous _____

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? 75

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 Jack Atwell

Date 2/2/15