



## 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

**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: CRAFTOBERFEST

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

Prompting the  
Southside of the  
Riverwalk

Requested location: 10 SE New River Drive

From East of Andrews Ave Bridge to Circle

Estimated daily attendance: 250

Requested dates and time of event:

	DATE	DAY	BEGIN	END
EVENT DAY 1:	<u>10/17/15</u>	<u>Sat</u>	<u>10</u> <u>AM/PM</u>	<u>11</u> <u>AM/PM</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: 10/17/15 10 S New

River Drive East

**Detailed** event description (Include activities, entertainment, vendors, etc.): Street festival

to celebrate "Octoberfest"

**PART II: APPLICANT**

Organization name: Historic Downtowner LLC,  
Address: 10 Se New River Drive City, State, Zip: Ft Lauderdale 33301  
Phone: (954) 463-9800 Fax: (954) 525-5216  
Corporation name: Historic Downtowner LLC.  
(as it appears in articles of incorporation)  
Date of incorporation: 7/1/13 State incorporated in: FL Federal ID #: 208-282-981  
Two authorizing officials for the organization:  
President: Roger Craft Phone: (954) 463-9800  
Secretary: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Coordinator: Anthony Hulkow Will you be on-site? ☒ Yes ☐ No  
Title: FoH Manager Phone: (954) 463-9800 Cell: (954) 593-8773  
E-mail address: downtownersaloon@bellsouth.net Fax: (954) 525-5216

Additional Contact: \_\_\_\_\_ Will you be on-site? ☐ Yes ☐ No  
Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
E-mail address: \_\_\_\_\_ 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 ☒ 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?

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?

If yes, to whom will it be given? N/A

Are you planning to have any type of amusement rides?

If yes, name of company: N/A

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?

If yes, what music format(s) will be used? (amplified, acoustic, recorded, live, disc jockey, etc):

Live Music By Band

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

Speakers

Will you use any type of soundproofing equipment?

List the days and times music will be played: \_\_\_\_\_

How close is the event to the nearest residence? 200 FT

Will your event require road closings?

If yes, list requested streets and times in detail: \_\_\_\_\_

New River DR. From East of Andrews Ave  
Bridge to Circle

\*\*\*\***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?

(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? Waste MGMT.

Contact Name: Anthony Hukow

Phone: (954) 593-8773

\*\*\*\***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](mailto:Jtownsend@fortlauderdale.gov) or (954) 828-5956.

Will you require electricity?

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: Atlantic Electric License #: EC/3002581

Name of electrician: Scott Lutz Phone: (954) 494-3702

#### 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.

Anthony Hulhow  
Name of applicant

Fort Manager  
Title

3/10/15  
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? N/A

Name of Company: N/A

*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? N/A

Name of Company: N/A

*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: N/A

*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? N/A

**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? 250

3. On-site contact? NAME Anthony Hufkew PHONE (954) 463-9800

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.