

CITY OF FORT LAUDERDALE  
OUTDOOR EVENT APPLICATION



\$100 Fee  
must  
accompany  
application

**Application must be filled out completely, in DARK ink or type, and submitted at least 90 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

If this event application is approved, the applicant (and production company, if applicable) must furnish the City of Fort Lauderdale with an original certificate of liability insurance in the amount of at least one million dollars (\$1,000,000) or greater as deemed satisfactory by the City Risk Manager. *The insurance must name the City of Fort Lauderdale as an additional insured.* If alcohol is being served at the event, a certificate of liquor liability insurance in the amount of \$500,000 naming the City as additionally insured must also be provided.

**PART I: EVENT REQUEST**

Event name: **Seminole Hard Rock Winterfest Boat Parade**

Purpose of event: **An annual event (celebrating 44 years) designed to promote Community Pride during the holiday season and to provide a wonderful event for locals and tourists visiting our Community. This wholesome fun family event entertains the community and showcases Greater Fort Lauderdale via our syndicated broadcast.**

Requested location: **Parade Route: New River to the Intracoastal Waterway north to Lake Santa Barbara in Pompano Beach.**  
**Winterfest to host land-based viewing areas along the parade route at Laura Ward Park and Birch State Park**

Estimated daily attendance:

**Overall event attendance viewing along the 12 mile route is estimated as one million.**

Requested dates and time of event (NOT including set up and tear down)

	DATE	DAY	BEGIN	END
EVENT DAY 1:	<b>December</b>	<b>12</b>	<b>3 PM</b>	<b>10PM</b>

Set up for event will begin on: **December 10-11 at 10:00am**

**Requesting the City Docks be cleared of any non-parade vessels by 8:00 a.m. December 12, 2015. The New River will be closed at 2:30 p.m. to all**

spectator crafts and non-parade vessels from the staging Fork (2606993N 08009192W) and parade route (East of Channel Marker 9 - 2606945N 08007631W).

The ICW will be closed at 5:20 to spectator craft from Port Everglades to Oakland Park and from Oakland North to Lake Santa Barbara at 6:20.

Some parade viewing will be accessible on the south side of Channel Markers 5 and 7 during this time as well as along the Intracoastal Waterway.

Break down will be completed by: **December 13 at 3:00pm (all locations)**

Will your event require road closings? **YES**

If yes, describe requested streets and times in **detail**:

**Addendum A and C Sagamore Road (Laura Ward Park)**

Close SE 4 Street – South of Las Olas Blvd. between S.E. 6<sup>th</sup> to the west side of SE 8<sup>th</sup> Avenues. The street will be closed from 7 a.m. to 10 p.m.

**Bridges (to be in the UP or OPEN position)**

The Parade will begin approximately at 6:30 p.m. from the New River in an East bound direction then traveling North along the Intracoastal. The estimated bridge openings/closings are as follows:

	<b>UP/OPEN</b>	<b>DOWN/CLOSE</b>
<b>7th AVENUE BRIDGE</b>	<b>6:00 P.M.</b>	<b>8:30 P.M.</b>
<b>F.E.C.I RAILROAD BRIDGE</b>	<b>4:30 P.M.</b>	<b>8:30 P.M.</b>
<b>ANDREWS AVENUE</b>	<b>6:00 P.M.</b>	<b>8:30 P.M.</b>
<b>3<sup>rd</sup> AVENUE BRIDGE</b>	<b>6:00 P.M.</b>	<b>8:30 P.M.</b>
<b>LAS OLAS BOULEVARD</b>	<b>7:00 P.M.</b>	<b>9:00 P.M.</b>
<b>SUNRISE BOULEVARD</b>	<b>7:20 P.M.</b>	<b>9:30 P.M.</b>
<b>OAKLAND PARK BOULEVARD</b>	<b>8:00 P.M.</b>	<b>10:00 P.M.</b>
<b>COMMERCIAL BOULEVARD</b>	<b>8:30 P.M.</b>	<b>11:00 P.M.</b>

Requesting from the US Coast Guard to have the Las Olas, Sunrise, Oakland Park and Commercial Bridges placed on a "ON DEMAND" schedule one hour before and after the parade to help ease boat traffic while working with the automotive /pedestrian side as well.

Will your road closings affect access to parking spaces or parking lots? **No**

**\*\*\*\*PLEASE NOTE\*\*\*\***

According to City policy, 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 will be allowed to take place. For additional details regarding this charge, please call Jackie Kaehler at 828-3794.

(Please attach a map of the above-described area with your application)

Has this event been held in the past? **Yes**

If yes, please list past dates and locations: **The Parade travels along Fort Lauderdale's Intracoastal Waterway from New River to Lake Santa Barbara including Grandstand Viewing Areas along the route.**

**PART II: APPLICANT**

Organization name: **Winterfest, Inc.**

(as it appears in articles of incorporation)

Address: **512 Northeast 3<sup>rd</sup> Avenue**

City, State, Zip Code: **Fort Lauderdale, Florida 33301**

Phone: **954-767-0686** Fax: **954-767-0665**

Non Profit Organization? **Yes** Tax ID #: **650059092**

Corporation name: **Winterfest, Inc.**

Date of incorporation: **June 28, 1988** State incorporated in: **Florida**

Federal ID #: **650059092**

Two authorizing officials for the organization:

President: **Lisa Scott-Founds**

Phone: **954-767-0686**

Secretary: **Lisa Duke**

Phone: **954-767-0686**

Event Coordinator: **Dawn Read**

Title: **Event Director** Phone: **954-767-0686** (cell) **954-292-6312**

E-mail address: **Dawn@winterfestparade.com** Fax: **954-767-0665**

Additional contact Person: **Lisa Scott-Founds**

Title: **President/CEO** Phone: **954-767-0686** Cell: **954-562-7021**

E-mail address: **Lisa@winterfestparade.com** Fax: **954-767-0665**

Additional contact Person: **Kathy Keleher**

Title: **Marketing/Parade Director** Phone: **954-767-0686** Cell: **954-292-6314**

E-mail address: **kathy@winterfestparade.com** Fax: **954-767-0665**

Event production company (if other than applicant): **Not Applicable**

**PART III: EVENT INFORMATION**

Detailed event description: **This South Florida holiday tradition boasts 100 decorated lighted boats showcasing Winter in South Florida. Parade viewing and private parties take place along the entire parade route. Thousands of enthusiastic spectators enjoy this nighttime parade.**

**A. Laura Ward Park**

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 Department 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, who will you be giving it to? Invited guests, dignitaries for a limited time

Are you planning to play or have music? ☐ Yes ☒ **No**

**If yes, please describe in detail (Amplified? Acoustic? Type?)**

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**Addendum B. Bridges**

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 Department 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, who will you be giving it to? \_\_\_\_\_

Are you planning to play or have music? Yes ☒ **No**

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## A.B.C

Are you planning to have any type of amusement rides?

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 [jacobsr@doacs.state.fl.us](mailto:jacobsr@doacs.state.fl.us) or (850) 488-9790).

Who will provide clean up services?: **Emerald Irish Cleaning** (Company name)

Name: **Annette Counihan**

Phone: 954-524-3161

\*Note: All grounds must be cleaned up **immediately** after completion of event.

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

Company: \_\_\_\_\_

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

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

All security requirements will be determined by the City of Fort Lauderdale Police Department. EMS is required by City Ordinance to be onsite during all outdoor events. EMS Bureau / Fort Lauderdale Fire Rescue – Captain Tuyle H. Denman

**Please attach a copy of your proposed event site plan including stage(s), other types of entertainment, activities, booths, restrooms, dumpsters, fencing, etc.**

The information I have provided on this application is true and complete to the best of my knowledge. If this application is approved, I understand that **I must furnish an original certificate of General Liability insurance naming the City of Fort Lauderdale as additionally insured, and an original certificate of liquor liability insurance 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.

**In addition, when approval for the event is given by the City Commission, that approval is contingent upon review and approval of the event agreement by the City Attorney's Office.**

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Please return completed application at least 90 days ahead of your planned event, along with \$100.00 application fee (payable to the City of Fort Lauderdale) to:

**Jeff Meehan  
Outdoor Event Coordinator  
1350 W. Broward Boulevard  
Fort Lauderdale, FL 33312**

E-mail address: [jmeehan@fortlauderdale.gov](mailto:jmeehan@fortlauderdale.gov)  
Phone: (954) 828-5362 Fax: (954) 828-5650

## **FIRE DEPARTMENT QUESTIONNAIRE**

1. Are you planning to have canopies (no sides) for this event? \_\_\_\_ Yes    X No

How many and what sizes? \_\_\_\_\_

Name of Company: \_\_\_\_\_

**A building permit is required for canopies.**

2. Are you planning to have tents (have sides) for this event? \_\_\_\_ Yes    \_\_\_\_ No

How many and what sizes? \_\_\_\_\_

Name of Company: \_\_\_\_\_

**A building permit is required for all tents. Exit signs, emergency lights, fire extinguishers, and "No Smoking" signs are required inside tents. In addition, a fire watch at overtime rate may apply.**

3. Are you planning to have fireworks? **Yes**

Name of company conducting the show: **Dynamic Effects Fireworks**

**A Fireworks permit is required for all pyrotechnics displays.**

**Dynamic Effects Fireworks will work directly with Lt. Ron Tetreault 954-828-5093**

4. Are you having food vendors? \_\_\_\_ Yes    X 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 food booth. A Fire Inspector is required to inspect all food booths. If inspection is required after working hours or on weekends, the cost will be \$50 - \$60 per hour.**

## **POLICE DEPARTMENT QUESTIONNAIRE**

1. Does your event require use of police vehicles? **NO** (bridges see addendum B.)

If yes, you must provide a certificate of liability insurance that includes automobile comprehensive and collision, and worker's compensation, for damage or incidents that occur in non-police action while in our employment, in addition to the required \$1,000,000 general liability naming the City as additional insured as required for all events

2. Is this a new or previously held event? **Previous**  
Previous date(s)? **Each December for the past 43 years**

Any established security, traffic, or other appropriate plan(s)? **Yes X** No \_\_\_\_\_

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 X** No \_\_\_\_\_  
If yes, who is your Police department contact?

**Sgt. Hector Martinez - Land / Sgt. Todd Mills- Marine Patrol**  
**Sgt. Joe Capua - BSO Marine (Pompano area)**

5. Any notable entertainers or special circumstances scheduled for your event?  
**Yes X** No \_\_\_\_\_

Who/What? **Every year the parade hosts a celebrity grand marshal. (tba)**

I understand the off duty rate for Police personnel for ALL special events is calculated at a 3-hour minimum rate. 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.

2015

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date