D 10/28/15 L 58

DOCUMENT ROUTING FORM

NAME OF DOCUMENT: Event Agreement: AMERICAN DIABETES ASSOCIATION, INC., a Florida not for Profit Corporation ADA STEP OUT: MEGA WALK TO STOP DIABETES

CAM: 15-0525 CM-2 CCM: 5/5/2015

Routing Origin: ☒ CAO Also attached: ☒ copy of CAM ☒ Original Documents

---

City Attorney's Office: Approved as to Form 1 Originals and Delivered to City Manager

Assistant City Attorney: *CJC*

CIP FUNDED ☐ YES ☒ NO
Capital Investment / Community Improvement Projects

Capital Investment / Community Improvement Projects defined as having a life of at least 10 years and a cost of at least $50,000 and shall mean improvements to real property (land, buildings, fixtures) that add value and/or extend useful life, including major repairs such as roof replacement, etc. Term "Real Property" include: land, real estate, realty, real.

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2) **City Manager**: Please sign as indicated and forward 1 original to City Clerk.

INSTRUCTIONS TO CLERK'S OFFICE

3) City Clerk: Retains one original and forwards the Original Route form to Jeff Meehan 6075

☒Original Route form to Jeff Meehan

CITY OF FORT LAUDERDALE

OUTDOOR EVENT AGREEMENT

THIS AGREEMENT is made by and between:

CITY OF FORT LAUDERDALE, a municipal corporation of the State of Florida, referred to hereinafter as "City",

and

AMERICAN DIABETES ASSOCIATION, INC., a foreign non-profit corporation operating under the laws of Florida, whose principal place of business is 1701 N. Beauregard Street, Alexandria, VA 22311 and who is referred to hereinafter as "Applicant" or "Sponsor".

WHEREAS, the Applicant wishes to hold an outdoor event and has submitted an application pursuant to the requirements of Section 15-182 of the Code of Ordinances of the City of Fort Lauderdale, Florida; and

WHEREAS, the Applicant is willing to obtain the requisite insurance, and is willing to indemnify and hold harmless the City of Fort Lauderdale for any damage to persons or property that might occur during or as a result of the outdoor event; and

WHEREAS, on May 5, 2015, by Motion, the City Commission of the City of Fort Lauderdale authorized the proper City Officials to execute this Agreement.

NOW, THEREFORE, in consideration of the mutual promises made herein, the parties agree as follows:

The foregoing recitals are true and correct, and:

1. Effective Date.

The Effective Date of this Agreement is the date upon which City Commission approval is granted.

2. Outdoor Event.

The Applicant is permitted to operate or sponsor the "ADA STEP OUT: MEGA WALK TO STOP DIABETES"(referred to hereinafter as the "Event") outdoors only at the location(s) and time(s) set forth in the attached Outdoor Event Agreement Schedule One and Site Map, which is attached hereto and made a part hereof.

3. General Requirements.

(1) If the Event includes use of fireworks, in advance of the Event the Applicant shall obtain a fireworks permit from the City's Fire Department. The Applicant shall comply with all applicable state laws regarding the use of fireworks.

(2) The Applicant shall provide sanitary facilities of the type and in a sufficient number specified by the requirements established by the City's Department of Sustainable Development.

(3) The Applicant shall coordinate with the City's Department of Sustainable Development who will schedule appropriate City staff to conduct electrical inspections of all electrical facilities whether power is supplied by local utilities or is self-provided by generator systems. The Applicant shall permit the City staff to conduct electrical inspections of all electrical facilities.

(4) The Applicant shall coordinate with the City's Department of Transportation and Mobility who shall review the event application and determine necessary parking requirements.

(5) If the Event includes the sale or distribution of any food or beverages, the Applicant shall comply with all applicable State, County and City health code requirements. This shall be evidenced by a permit by the appropriate entity.

(6) If the Event includes use of tents, awnings, or canopies, in advance of the Event the Applicant shall submit current flameproof certificates to the City's Fire Department. The Applicant shall not hold or sponsor the Event until the Fire Department has provided written approval of the use of any tents, awnings, or canopies.

(7) In advance of the Event the Applicant shall submit a written plan to the City Police Department that regards crowd control and traffic direction. The Applicant shall not hold or sponsor the Event until the Police Department has provided written approval of the Applicant's plan. The Applicant shall bear the cost of staff necessary to implement the crowd control and traffic direction plan. Police costs shall be exempt from prior notice requirements.

(8) In advance of the Event the Applicant shall submit a written plan to the City's Fire Department that regards Fire safety and EMS. The Applicant shall not hold or sponsor the Event until the Fire Department has provided written approval of the Applicant's plan. The Applicant shall bear the cost of staff necessary to implement the fire safety and EMS plans. Fire and EMS costs shall be exempt

from prior notice requirements.

(9) Unless the Applicant meets the requirements for exception found in Section 15-184 of the Code of Ordinances of the City of Fort Lauderdale, Florida, in advance of the Event the Applicant shall provide a certificate of insurance satisfactory to the City's Risk Manager. The certificate shall show that the Applicant has obtained comprehensive general liability insurance with a policy limit of not less than one million dollars ($1,000,000.00) combined single limit coverage, which shall include property damage, bodily injury, and death. The "City of Fort Lauderdale" shall be named as an additional insured. If the Event includes the dispensing, serving, sale, or distribution of any alcoholic beverage, the Applicant shall in addition provide liquor liability insurance with a policy limit of not less than of five hundred thousand dollars ($500,000.00). The Applicant shall not hold or sponsor the Event until the City's Risk Manager has provided written approval of the Applicant's certificate of insurance or insurance policy.

(10) The Applicant shall indemnify and hold harmless the city for any damage to person or property that occurs during or as a result of the operation of the Event.

(11) In advance of the Event the Applicant shall submit a written plan to the City's Parks and Recreation Department that indicates the proposed location of any temporary structure, such as a barricade, fence, tent, concession stand, ticket booth, grandstand. The written plan shall include information about the planned removal of any temporary structure after the Event. The Applicant shall not hold or sponsor the Event or erect any temporary structure until the City's Parks and Recreation Department has provided written approval of the Applicant's temporary structure plan. The Applicant shall bear the cost necessary to implement the temporary structure plan.

4. Outdoor Event Site.

The City does not warranty that the event site will be available during the approval event period. Further, no such warranty is granted as to the suitability of the event site for the particular event activity. Any and all event sites may be subject to change and/or relocation upon the written direction of the City Manager.

5. Restoration of public property.

If the Event includes use of public property the Applicant shall be responsible for, and shall maintain, all areas of the public property used. Maintenance means the prompt and complete removal of Event-generated trash or debris and the repair or restoration of any public property that was damaged as a result of the Event. Public property means real and personal property

that is not privately owned and includes, but is not limited to, any sidewalk or paved surface, any tree, plant, shrub, bench, light fixture, traffic signal, parking meter, trash barrel or sign.

The City shall inspect the Event site location(s) for damage within twenty-four hours of the conclusion of the Event and the City shall provide the Applicant with a written report of any damage found on public property. The report shall state the cost of repair(s) necessary to restore the public property. Within fourteen days of the Applicant's receipt of this report the Applicant shall pay the cost of repair or challenge the City's report by a writing addressed to the Director of the City's Parks and Recreation Department. Resolution of any such challenge shall be made by the City Manager; the Applicant agrees to abide by the City Manager's decision.

6. Reimbursement of expenses.

Should the City incur expenses as a result of the Event the City shall provide the Applicant with an invoice of expenses. Within fourteen days (14) of the Applicant's receipt of any invoice the Applicant shall pay the invoice or challenge the City's invoice by a writing addressed to the Director of the City's Parks and Recreation Department. Resolution of any such challenge shall be made by the City Manager; the Applicant agrees to abide by the City Manager's decision.

7. Authority of the City of Fort Lauderdale City Manager.

The City of Fort Lauderdale City Manager and his designee, the Director of the City of Fort Lauderdale Parks and Recreation Department (referred to hereinafter as "the Director") shall have the authority to suspend all or any part of the Event when the City Manager or the Director determines that the Event, or its attendees, or its spectators, pose(s) a threat to the public health, safety, or welfare. The City Manager also reserves the right to immediately revoke permission, suspend, modify or terminate the event or any portion upon his written determination or in the event any of the elements of the agreement are violated.

8. Compliance with laws.

(1) The Applicant shall at all times comply with all federal and state laws or statutes, and with the rules, regulations, and ordinances of City and any other governmental agency having jurisdiction including, but not limited to, those relating to noise, building, zoning, gambling, fire protection, liquor regulation, and hours of operation. The Applicant shall further take all precautions and use extreme care to conduct its operations in a safe and prudent manner with respect to its agents, employees and visitors to its Event.

(2) The Applicant shall comply with the applicable sections of the Americans with Disabilities Act of 1990 (42 U.S.C. 126), which prohibits discrimination of handicapped individuals by denying them the right to participate in or benefit

from the services provided at the Event. The Applicant understands that it is responsible for compliance with this Act. The Applicant guarantees that individuals with disabilities will be able to attend, enter, and use all the facilities at the Event.

(3) The Applicant agrees to secure and pay for all licenses and permits required by any governmental agency having jurisdiction, including City. If the Event includes the use of any item that is or that may be protected from infringement, such as but not limited to copyrights, patents and trademarks, the Applicant shall, in advance of the Event, provide City with documentation that shows that the Applicant has obtained the applicable license, permit or permission and that all associated all fees have been paid in full. The provisions of this paragraph apply specifically, but not exclusively, to ASCAP, BMI, SESAC, and any other similar organization that may require written permission and payment of a fee for use of protected material.

9. Limitation of Liability

(1) The City desires to enter into this Agreement only if in so doing the City can place a limit on the City's liability for any cause of action for money damages due to an alleged breach by the City of this Agreement, so that its liability for any such breach never exceeds the sum of $100.00. Applicant hereby expresses its willingness to enter into this Agreement with Applicant's recovery from the City for any damage action for breach of contract or for any action or claim arising from this Agreement to be limited to a maximum amount of $100.00.

(2) Accordingly, and notwithstanding any other term or condition of this Agreement, Applicant hereby agrees that the City shall not be liable to Applicant for damages in an amount in excess of $100.00, for any action for breach of contract or for any action or claim arising out of this Agreement. Nothing contained in this paragraph or elsewhere in this Agreement is in any way intended to be a waiver of the limitation placed upon City's liability as set forth in Article 768.28, Florida Statutes.

10. Transfer of Rights.

To the extent this Agreement creates rights that vest in the Applicant, the Applicant shall not transfer any rights to any other individual or entity.

11. Venue.

Venue to enforce the provisions of this agreement shall be Broward County, Florida.

12. Incorporation.

This Outdoor Event Agreement, together with the attached Schedule One and Site Map, constitute the whole of the Agreement between the parties. The written approvals issued by the various City departments or staff members and the various documents submitted by the Applicant, including the application, are supplemental to this Agreement. In the event of a conflict, the terms of this Agreement control.

[THIS SPACE WAS INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this the 20 day of OCTOBER, 2015.

WITNESSES:

Jeanette A. Johnson

Jeanette A. Johnson

[Witness print/type name]

Carla Foster

[Witness print/type name]

CITY OF FORT LAUDERDALE

Mayor

City Manager

ATTEST:

City Clerk

Approved as to form:

Assistant City Attorney

WITNESSES:

Chinsy Cohen

Chinssy Cohen
[Witness print/type name]

Cary Goldberg
[Witness print/type name]

AMERICAN DIABETES ASSOCIATION, INC.

By Dawn Seay

Dawn Seay Executive Director
[Print/type name and title]

ATTEST:

(CORPORATE SEAL)

Secretary

STATE OF Florida:
COUNTY OF Broward:

The foregoing instrument was acknowledged before me this 20 day of October, 2015, by Dawn Seay, as Executive Director of AMERICAN DIABETES ASSOCIATION, INC., on behalf of the corporation. Who is personally known to me or has produced _____ as identification.

(SEAL)

LAUREN MCGEE
MY COMMISSION #FF081120
EXPIRES January 6, 2018
(407) 398-0153 FloridaNotaryService.com

Notary Public, State of Florida (Signature of Notary Taking Acknowledgment)

Lauren McGee
Name of Notary Typed, Printed or Stamped

My Commission Expires:
1/6/2018
Commission Number

LAUREN MCGEE
MY COMMISSION #FF061120
EXPIRES January 6, 2018
(407) 398-0153 FloridaNotaryService.com

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: American Diabetes Association's Step Out: MEGA Walk to Stop Diabetes

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

Requested location: Huizenga Park

Estimated daily attendance: 2,000 on October 24th, 2015

Requested dates and time of event:

	DATE	DAY	BEGIN	END
EVENT DAY 1:	10/24/15	Saturday	7:30AM	11:00AM
EVENT DAY 2:			AM/PM	AM/PM
EVENT DAY 3:			AM/PM	AM/PM
SETUP:	10/23/15	Friday	12:00 PM	
BREAKDOWN:	10/24/15	Saturday		4:00PM

Has this event been held in the past? ☑ Yes ____ No

If yes, please list past dates and locations: 2005-2012 at the BB & T Center (formerly BankAtlantic Center) in Sunrise, FL, 2013-2014: Huizenga Park.

Detailed event description (include activities, entertainment, vendors, etc.): A signature fundraising event for the American Diabetes Association. The Step Out: Walk to Stop Diabetes engages the community in a 5K Walk as well as a Health and Wellness Fair. Funds raised through this event support the mission of the American Diabetes Association, which is to prevent and cure diabetes and to improve the lives of all people living with diabetes.

PART II: APPLICANT

Organization name: American Diabetes Association

Address: 6400 North Andrews Avenue, Suite 480 City, State, Zip: Fort Lauderdale, FL 33309

Phone: 954-772-8040, x3011 Fax: 954-772-2616

Corporation name: American Diabetes Association
(as it appears in articles of incorporation)

Date of incorporation: 1940 State incorporated in: VA Federal ID #: 13-1623888

Two authorizing officials for the organization:
Executive Director: Dawn Seay Phone: 954-772-8040, x3053

Market Director: Chrissy Cohen Phone: 954-772-8040, x3011

Event Coordinator: Chrissy Cohen Will you be on-site? (Yes) No

Title: Market Director Phone: 954-772-8040, x3011 Cell: 561-414-5587

E-mail address: ccohen@diabetes.org Fax: 954-772-2616

Additional Contact: Dawn Seay Will you be on-site? (Yes) ___No

Title: Executive Director Phone: 954-772-8040, x3053 Cell: 954-296-9271

E-mail address: dseay@diabetes.org Fax: 954-772-2616

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? ___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):

DJ

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: Saturday, October 24th from 8:00am to 1:00pm

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**: We will use the course recommended by Lt. Sousa, Special Operations Division of the Fort Lauderdale Police Department. This is the same course as used in 2013 & 2014.

*****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? Waste Management

Contact Name: Barbi Phone: _____
*****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 ___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: TBD 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.

Dawn Seay
Name of applicant

Executive Director
Title

1/9/15
Date

Please **email** completed application at least 96 days ahead of your planned event to:
jmeehan@fortlauderdale.gov
Please mail the $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
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? ___ Approximately 20-ten by ten foot tents_____

   Name of Company: ____TBD_____
   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? 2,000

3. On-site contact? NAME Chrissy Cohen PHONE 561-414-5587

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 ___

   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 ___

   If yes, Previous date(s)? Previously held from 2005-2012 at the BB & T (formerly BankAtlantic Center) in Sunrise. Held in 2013 & 2014 at Huizenga Park.

   Any established security, traffic, or other appropriate plan(s)? Yes coordinating needs with Lt. Sousa 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 ___ No ___

   If yes, who is your Police department contact?

   _____

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

   Who/What? _____

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

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

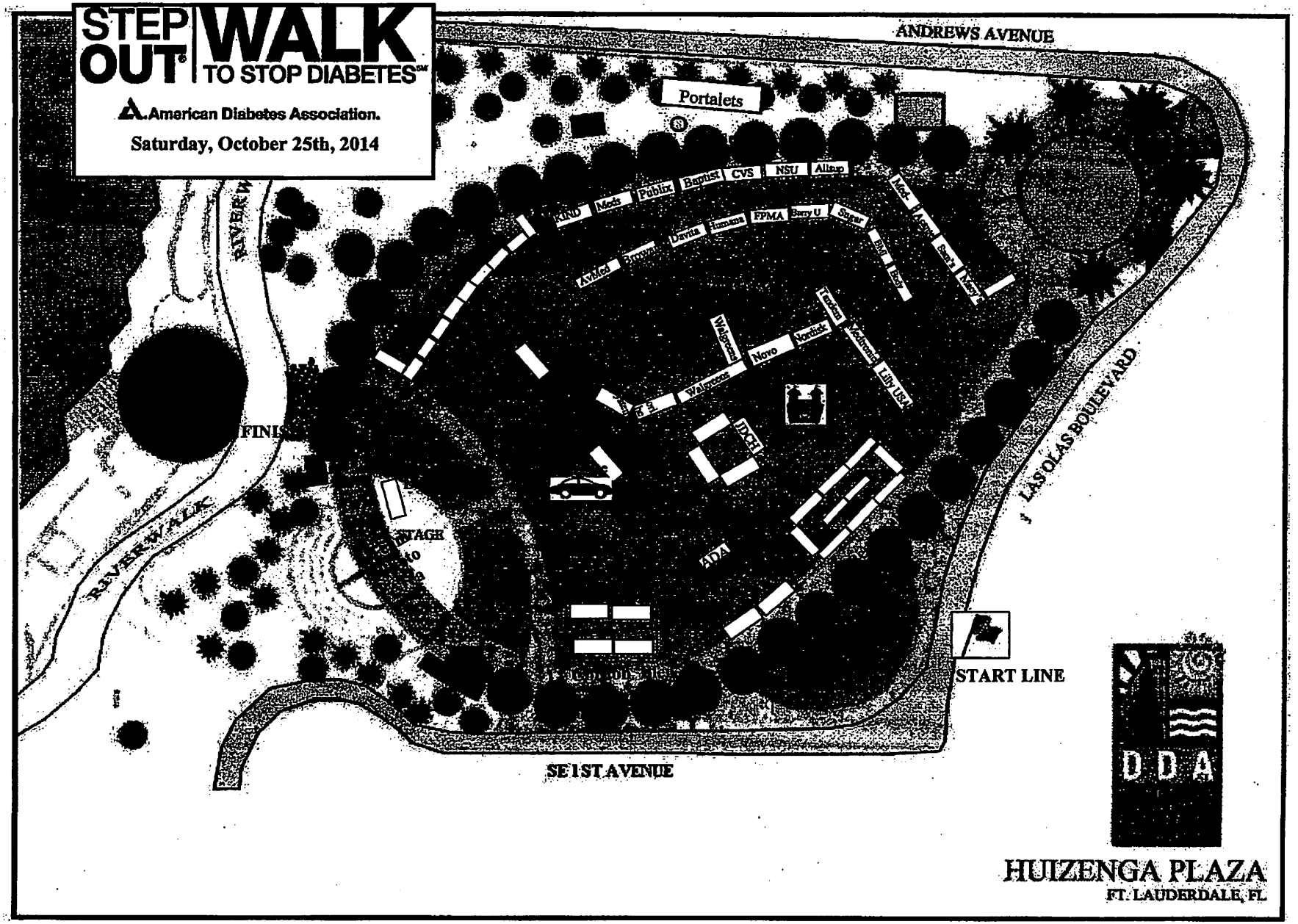
   If so what roads/intersections? We will use the same course as 2013 & 2014 that was previously approved by the City.

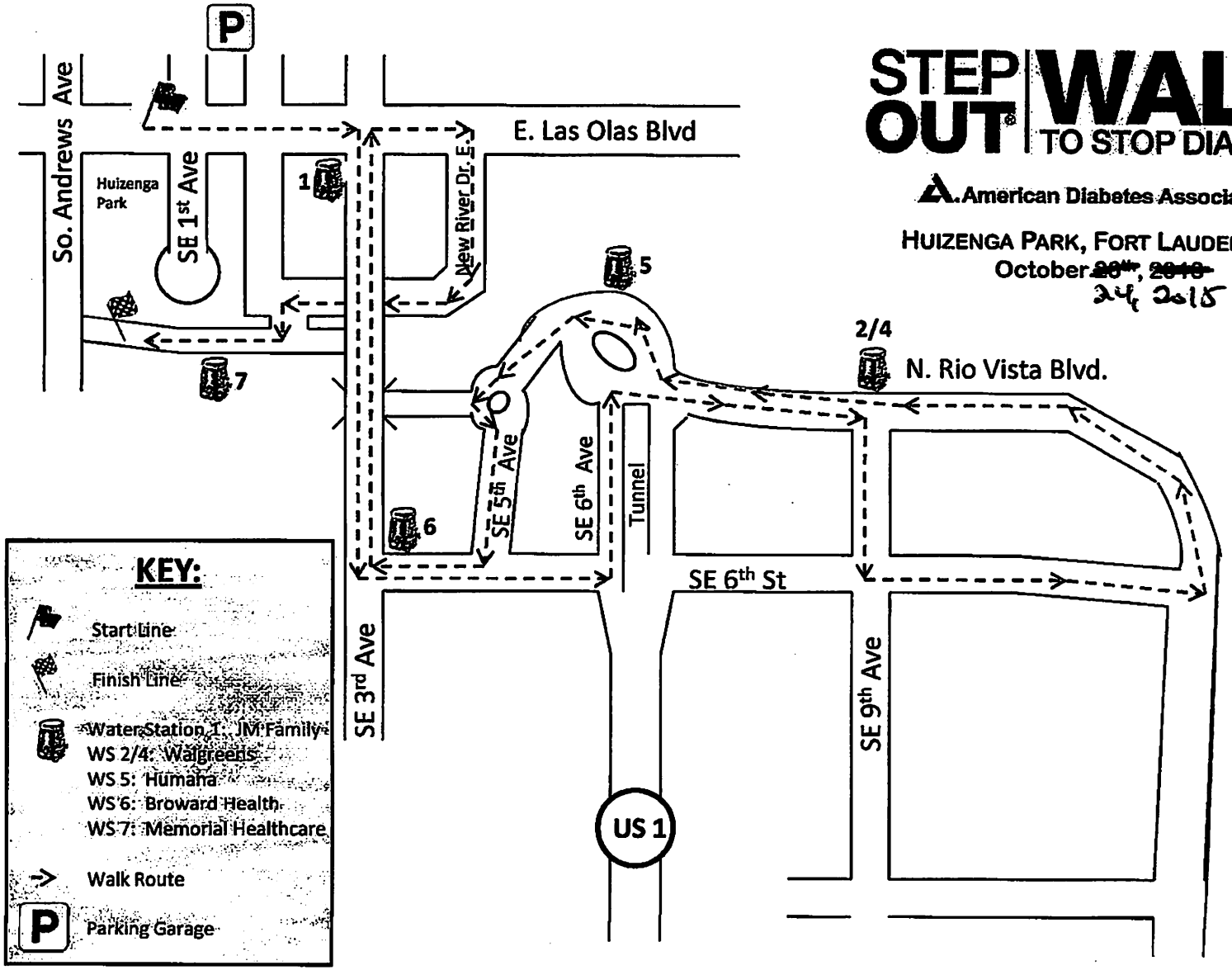
8. What is your estimated attendance? 2,000

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.

Dawn Seay
Name

1/9/15
Date


STEP OUT WALK TO STOP DIABETES
American Diabetes Association.
Saturday, October 25th, 2014
ANDREWS AVENUE
Portalets
Meds
Publix
Baptist
CVS
NSU
Allsup
FPMA
Barry U
Novo
Walgreens
JDRF
ADA
FINISH
STAGE
RIVERWALK
LAS OLAS BOULEVARD
START LINE
SE 1ST AVENUE
DDA
HUIZENGA PLAZA
FT. LAUDERDALE, FL



STEP OUT WALK TO STOP DIABETES℠

American Diabetes Association.

HUIZENGA PARK, FORT LAUDERDALE

October ~~20th, 2013~~ 24, 2015

Updated 10.25.13

SCHEDULE ONE

1	Name of Applicant:	American Diabetes Association, Inc.
2	Name of Outdoor Event:	ADA Step Out: Mega Walk to Stop Diabetes
3	Date of Setup:	Friday, October 23, 2015
4	Time of Setup:	12:00pm
5	Date of Event:	Saturday, October 24, 2015
6	Time of Event:	7:30am- 11:00am
7	Date of Breakdown:	Saturday, October 24, 2015
8	Time of Breakdown:	4:00pm
9	Event Location:	Huizenga Plaza- 32 East Las Olas Blvd
10	Road Closings:	Yes- see attached walk route
11	Alcohol:	No

Memorandum

To: Cynthia A. Everett, City Attorney

From: Jeff Meehan, Outdoor Event Coordinator

Date: March 25, 2015

Re: Request for Event Agreement

ADA Step Out: Mega Walk to Stop Diabetes Please ask your staff to prepare an event agreement for the above named event. Attached to this memo is the application, proof of corporate identification and Schedule 1, which should be attached to the agreement as an exhibit. In addition, the following City Departments have reviewed and approved the plans:

_____ City Police Department has reviewed the application and requires/does not require the applicant to pay for security personnel for crowd control and traffic direction purposes.

_____ City Fire Department has reviewed the application and approved the proposed safety and staffing plan (contingent upon compliance with the Florida Fire Prevention Code and passing any required inspections). Pending Risk Management Approval.

_____ City Risk Manager has reviewed and approved the Certificate of Insurance.

___ comprehensive general liability insurance, one million dollars ($1,000,000).

___ liquor liability insurance, five hundred thousand dollars ($500,000).

_____ City Building Department has reviewed and approved the proposed use of temporary structures and electrical facilities.

_____ City Parks and Recreation Department has reviewed and approved the proposed set-up, clean-up plan.

_____ Other City Department: Parking has reviewed and approved the proposed plan.

Please contact me at (954) 828-6075 if you have any questions. Thank you.

FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS

Detail by Entity Name

Foreign Non Profit Corporation

AMERICAN DIABETES ASSOCIATION, INC.

Filing Information

Document Number	F98000001168
FEI/EIN Number	131623888
Date Filed	02/27/1998
State	OH
Status	ACTIVE

Principal Address

1701 N BEAUREGARD ST
ALEXANDRIA, VA 22311

Changed: 04/07/2011

Mailing Address

1701 N BEAUREGARD ST
ALEXANDRIA, VA 22311

Changed: 04/07/2011

Registered Agent Name & Address

CORPORATION SERVICE COMPANY
1201 HAYS STREET
TALLAHASSEE, FL 32301

Name Changed: 03/17/2014

Address Changed: 03/17/2014

Officer/Director Detail

Name & Address

Title Chair of the Board

Holing, Dwight
1701 N BEAUREGARD ST
ALEXANDRIA, VA 22311

Title President, Medicine & Science

Seaquist, MD, Elizabeth R

1701 N BEAUREGARD ST
ALEXANDRIA, VA 22311

Title President, Health Care & Education

Cypress, PhD, RN, CNP, CDE, Marjorie
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Annual Reports

Report Year	Filed Date
2012	04/25/2012
2013	04/26/2013
2014	04/30/2014

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American Diabetes Association®

September 3, 2013

Jeff Meehan
Outdoor Event Coordinator
City of Fort Lauderdale
Fort Lauderdale, FL

To Whom It May Concern:

This letter is to confirm that Dawn Seay is the current Executive Director of the American Diabetes Association for Fort Lauderdale, FL. As Executive Director she is authorized to act on behalf of the American Diabetes Association in accordance with organization policies. Specifically, Ms. Seay is authorized to sign contracts that are for a term of one (1) year or less and have a value up to $25,000.00. This includes signing permits and hold harmless contracts where appropriate.

Should you have any questions, please contact at (954) 772-8040.

Warm Regards,

Charlotte Carter

Charlotte Carter
Vice President, Financial Services
American Diabetes Association

1701 N. Beauregard Street
Alexandria, VA 22311
Tel: 703-549-1500

Diabetes Information
call 1-800-DIABETES (1-800-342-2383)
online www.diabetes.org
Local Fax: 954-772-2616

The Mission of the American Diabetes Association is to prevent and cure diabetes and to improve the lives of all people affected by diabetes.