



COMMISSION AGENDA ITEM
EVENT AGREEMENT DOCUMENT ROUTING FORM

11/3/16

Today's Date: 10/11/2016

DOCUMENT TITLE: WINTERFEST, INC. – SEMINOLE HARD ROCK WINTERFEST BOAT PARADE - EVENT AGREEMENT

COMM. MTG. DATE: 10/5/2016 CAM #: 16-1132 ITEM #: CM-2 CAM attached: ☒ YES ☐ NO

Routing Origin: CAO Router Name/Ext: A. Sperling/5001 Action Summary attached: ☒ YES ☐ NO

CIP FUNDED: ☐ YES ☒ NO

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, or 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, or real.

1) City Attorney's Office: Documents to be signed/routed? ☒ YES ☐ NO # of originals attached: 1

Is attached Granicus document Final? ☒ YES ☐ NO

Approved as to Form: ☒ YES ☐ NO

Date to CCO: 10-17

Cole Copertino
Attorney's Name

[Signature]
Initials

2) City Clerk's Office: # of originals: 1 Routed to: Gina Ri/CMO/X5013 Date: 10/18/16

3) City Manager's Office: CMO LOG #: Oct 54 Document received from: CCO

Assigned to: L. FELDMAN ☒ S. HAWTHORNE ☐ C. LAGERBLOOM ☐

☐ APPROVED FOR LEE FELDMAN'S SIGNATURE ☐ N/A FOR L. FELDMAN TO SIGN

PER ACM: S. HAWTHORNE (Initial/Date) C. LAGERBLOOM
(Initial/Date) ☐ PENDING APPROVAL (See comments below)

Comments/Questions: _____

Forward 1 originals to ☐ Mayor ☒ CCO Date: 10/18/16

4) City Clerk's Office: Retains 1 original and forwards 2 copies to: Carolyn Bean/Parks and Rec/5348

Return one fully executed original to CCO ☒ YES ☐ NO

Original Route form to Astrid Sperling

Rev. 5/6/16

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**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

WINTERFEST, INC., a Florida not for profit corporation, whose
principal place of business is 512 NE 3rd Avenue, Fort Lauderdale,
Florida 33301, 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 October 5, 2016, 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 "SEMINOLE HARD ROCK WINTERFEST BOAT PARADE" (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 (if applicable), 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, and 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 (if applicable), 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.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals as of the date first above written.

ATTEST:



JEFFREY A. MODARELLI
City Clerk

CITY OF FORT LAUDERDALE,
a Florida municipal corporation.

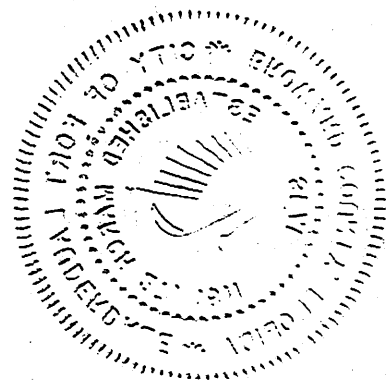


LEE R. FELDMAN, City Manager

Approved as to form:



COLE J. COPERTINO
Assistant City Attorney



APPLICANT/SPONSOR

WITNESSES:

Dawn Read

Dawn Read
[Witness print/type name]

Fahreen Fekher
[Witness print/type name]

WINTERFEST, INC., a Florida not for profit corporation.

Lisa A Founds
Lisa Scott-Founds
[Print Name, check title]

☒ President ☐ Vice President
☐ Authorized Signatory (Please provide corporate authorization)

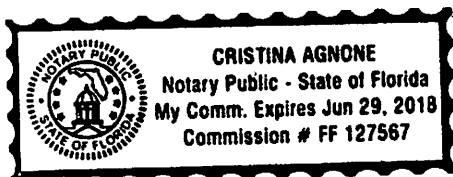
ATTEST:
Lisa Duke
Secretary
Lisa Duke
[Print Name]

CORPORATE SEAL

STATE OF FLORIDA:
COUNTY OF BROWARD:

The foregoing ^(CP)instrument was acknowledged before me this 4 day of October, 2016 by Lisa S. Founds as President of WINTERFEST, INC., a Florida not for profit corporation, who is ☒ personally known to me or ☐ has produced _____ as identification.

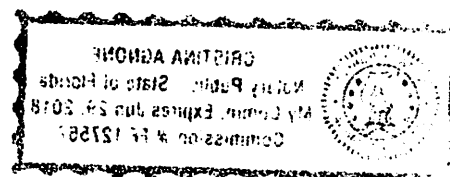
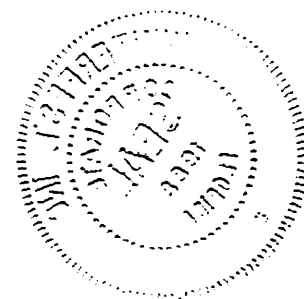
(NOTARY SEAL)



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

Cristina Agnone
Name of Notary Typed/Printed or Stamped

My Commission Expires: June 29, 2018
Commission Number: FF 127567



SCHEDULE ONE

- 1 Name of Applicant: Winterfest, Inc
- 2 Name of Outdoor Event: Seminole Hard Rock Winterfest Boat Parade
- 3 Date of Setup: Friday, December 9, 2016
- 4 Time of Setup: 8:00am
- 5 Date of Event: Saturday, December 10, 2016
- 6 Time of Event: 3:00pm- 11:00pm
- 7 Date of Breakdown: Sunday, December 11, 2016
- 8 Time of Breakdown: 8:00pm
- 9 Event Location: Intracoastal Waterway
- 10 Road Closings: Yes- SE 4th St south of Las Olas Blvd between SE 6th St to the west side of SE 8th Ave.
- 11 Alcohol: Yes
- 12 Special Permission: Amplified Music/ Extended Road Closure- No



INTRACOASTAL BRIDGES

TIMES: UP/OPEN

DOWN/CLOSE

COMMERCIAL BOULEVARD

8:00 P.M.

11:00 P.M.

OAKLAND PARK BOULEVARD

7:40 P.M.

10:00 P.M.

SUNRISE BOULEVARD

7:20 P.M.

9:30 P.M.

LAS OLAS BOULEVARD

7:00 P.M.

9:00 P.M.

DOWNTOWN FORT LAUDERDALE

NEW RIVER

UP/OPEN

DOWN/CLOSE

7th AVENUE BRIDGE

6:10 P.M.

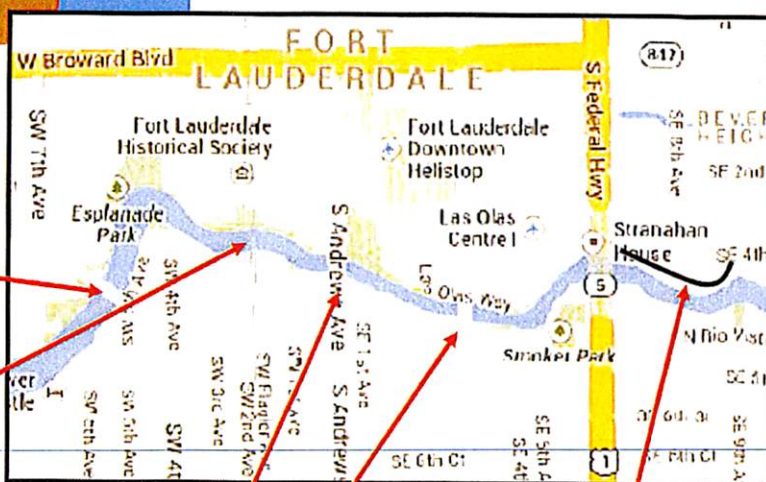
8:00 P.M.

(based on parade needs)

F.E.C.I RAILROAD BRIDGE

4:30 P.M.

8:00 P.M.



ANDREWS AVE. BRIDGE

6:10 P.M.

8:00 P.M.

3rd AVENUE BRIDGE

6:10 P.M.

8:00 P.M.

SAGAMORE

7:00 A.M.

10 P.M.

Close SE 4 Street – South of Las Olas Blvd.
between S.E. 6th to the west side of SE 8th Avenues.



CITY OF FORT LAUDERDALE SPECIAL EVENT APPLICATION

Submit a **COMPLETED APPLICATION**, SITE PLAN and SITE PLAN NARRATIVE by email **60 days** before your planned event. Events Planned for July or August must be submitted by **May 1st**.

After you submit the application with your fee you will be contacted to meet with the Special Events team to review:

1. Facility/Location requested
2. Compliance with City ordinances
3. Special permits required
4. Other Charges for City Services
5. Security requirements
6. Environmental issues/effects on surrounding areas

Fee must accompany application

At least 60 days prior to event
\$200.00

59 to 30 days prior to event
\$400.00

Less than 30 days prior to event
**Denie unless approved by City
lanager or designee**

PART I: EVENT REQUEST

Event Name Seminole Hard Rock Winterfest Boat Parade

Purpose of event (check one): ☐ Fundraiser ☐ Awareness ☐ Recreation ☒ Other Community
Expected maximum attendance 1 million Expected sustained attendance Same Event

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

If yes, please list past dates, locations and attendance The event is 45 years old along the waterway of Fort Lauderdale.

Detailed Description (Activities, Vendors, Entertainment, etc.)

An annual Boat Parade (celebrating 45 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.

Location Parade Route: New River to the Intracoastal Waterway north to Lake Santa Barbara in Pompano Beach. Winterfest to host land-based viewing area along the parade route at Laura Ward Park

Date and Time	DATE	DAY	BEGIN	END	Attendance
SETUP:	<u>12-9-16</u>		<u>8</u> AM	<u>5</u> PM	
EVENT DAY 1:	<u>12-10-16</u>		<u>3</u> PM	<u>11</u> AM/PM	<u>million</u>
EVENT DAY 2:			AM/PM	AM/PM	
EVENT DAY 3:			AM/PM	AM/PM	
BREAKDOWN:	<u>12-11-16</u>		<u>8</u> AM	<u>8</u> PM	

*events scheduled for more than 3 days will be subject to special council approval

PART II: APPLICANT

Organization Name Winterfest, Inc.
For-Profit ☐ Non-profit ☒ Private ☐ (as registered)

Phone: 954-767-0686

Address: 512 Northeast 3rd Avenue City, State, Zip: Fort Lauderdale, Florida, 33

Date of registration: June 28, 1988 State registered in: Florida Federal ID #: 650059092
Email Address: info@winterfestparade.com Fax: 954-767-0665

Two Authorizing Officials for the Organization

President: Lisa Scott-Founds Phone: 954-562-7021
Secretary: Lisa Duke Phone: 954-767-0686

Event Coordinator Name Dawn Read Will you be on-site? ☒ Yes ☐ No
Title: Event Director Phone: 954-767-0686 Cell: 954-292-6312
E-mail address: Dawn@winterfestparade.com Fax: 954-767-0665

Additional Contact Name Kathy Keleher Will you be on-site? ☒ Yes ☐ No
Title: 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): N/A
Address: _____ City, State, Zip: _____
Contact Name: _____ Title: _____
Phone: (day) _____ (night) _____ Cell _____
E-mail address: _____ Fax: _____

PART III: EVENT INFORMATION

All City permits must be obtained through the City's Department of Sustainable Development Building Services Division or the Building Permit Form - Apply and pay for the permits at least 30 days before the event. Contact DSD Building Services Division (954) 828-5191 with any questions.

Admission _____ Yes ☒ No If yes, how much? \$ _____
* All events that are held by a for profit will be subject to a fee equal to 20% of their gross profits from the event within 30 days of conclusion of the event.

Alcohol For Sale _____ Yes ☒ No **Alcohol For Free** ☒ Yes ☐ No
If yes, how will beverages be controlled and served? (Draft truck, bar tender, beer tub, etc.)

*Provide State of Florida alcohol licenses and \$500,000 of Liquor Liability insurance 30 days before event.

Amusement _____ Yes ☒ No
If yes, name of company: _____
What types of rides are you planning? _____

*Florida Department of Transportation (FDOT) must be contacted 30 days before the event to schedule inspection of all vendors and rides prior to use.

Electricity ☐ Yes ☒ No

* Events requiring electricity must be permitted. eventpower@fortlauderdale.gov

Company: _____ License #: _____

Name of electrician: _____ Phone: _____

Entertainment ☒ Yes ☐ No

If yes, what type of entertainment will be there? Any notable performers?

_____ On board individual boat entries.

Fencing or Barricades ☒ Yes ☐ No

* Include proposed fences in your Site Plan & Narrative

Fireworks & Flame Effects ☒ Yes ☐ No

Name & Contact of Company conducting the show: Dynamic Effects

* A permit and Fire Watch is required for all pyrotechnics displays. firemarshal@fortlauderdale.gov

Food Vendors ☒ Yes ☐ No

* State Health Dept. John Litscher at (954) 632-8094 must be notified 10 days prior to event. All Food Vendors must be inspected by the Fire Rescue Department, Capt. Bruce Strandhagen at (954) 828-5080 to ensure compliance prior to serving food. 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. Inspections during non-working hours cost will cost \$75 per hour.

Music ☒ Yes ☐ No

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

_____ A variety of on board individual boat entries.

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

Days and times music will be played: December 10, 2016, 5:30pm-10:30pm

How close is the event to the nearest residence? Varies - River and Intracoastal

Soundproofing equipment? ☐ Yes ☒ No

Parking Impact ☐ Yes ☒ No

* All Parking Spaces that are impacted by an event will be billed to the event organizer through the Transportation & Mobility Dept. and must be paid in full before the event. eventtam@fortlauderdale.gov

Road Closings ☒ Yes ☐ No

* Closing roads requires submitting an approved Maintenance of Traffic plan to the Special Events Director for each agency affected BEFORE the Commission will vote on it. Some Forms and instructions can be found in the Special Events manual Appendix. To expedite the process you may want to select a pre-approved MOT plan.

Sagamore Road (Laura Ward Park)

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

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?)

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

Sanitation & Waste

Will the event encourage Recycling and Sustainability? ☐ Yes ☒ No
*The Green Checklist in the Events Manual Appendix can help you. Portable Toilets are regulated by Broward County.

Service Provider: Emerald Irish Cleaning Contact: Annette Counihan Phone: 954-524-3161
All grounds must be cleaned up immediately after completion of event or you will be subject to fees. Recycling must be provided at all City events, facilities and parks. You are responsible for securing recycling services.

Tents or Canopies ☒ Yes ☐ No

Quantity and size of each? See attached 2015 plan for Laura Ward Park with sizes

Name & Contact of Company: Panache, Jeanette West
*A detailed Site Plan showing the locations and size of each canopy or tent is required. A permit and final inspection is required if there are multiple canopies, if they are going to be used for cooking or if there are Tents (with walls).

Toilets ☒ Yes ☐ No
*All toilets must be removed within 24 hours. Broward County requires a copy of your contract or invoice to be faxed to (954) 467-4898 to ensure compliance with minimum standards.

Transportation Plan ☒ Yes ☐ No
* Any events larger than 5,000 people must have an approved Transportation Plan. eventteam@fortlauderdale.gov

Part IV: SECURITY AND EMERGENCY SERVICES

Your Event may require Security and Emergency Services which will be determined using this application, your Site Plan and Narrative, your MOT, your transportation plan and any additional information requested during your Special Events meeting. The hourly rate and costs to be incurred by the event organizer will be quoted on the "Cost Estimate" worksheet developed at the meeting and provided to the organizer. The cost may change if any of your event details change after the meeting. You may be required to provide a deposit based on historical performance or lack thereof. The Appendix of the Special Events Manual has a description of most City services and their associated fees.

Fire Prevention and Emergency Medical Services

Fire Rescue will most likely need to inspect your event based on your Building Permit, expected attendance and other risk factors such as alcohol, time or day, location, event type or weather. When you complete your Building Permit Form with DSD you should indicate all the permits and inspections you need to avoid delays. See the Special Events Manual Apperidix for estimated fees. For any inspections conducted by the Fire-Rescue department before the event, fees must be paid in advance through the Department of Sustainable Development. A minimum of four hours for each Fire Rescue staff member will be charged for all special event details unless the department receives a cancelation. Any cancelations need to be made by phone at least 24 hours before an event is expected to begin or you will be charged for the services. All payments will be invoiced to the Event Organizer and must be paid within thirty (30) days. For questions contact the Fire Marshal at (954) 828-6370

On-site Contact Name _____ Phone _____

Police

Your event may require Security. Depending on your event it may be possible to supplement some of the City Police services with a private third-party security company if their security plan is approved by the City Police department. If you want to use a private security company you or the security company must present the proposed security plan along with the businesses business license and contact information with the events application. The Police will review the plan and let you know if it will meet City requirements.

If a Fort Lauderdale Police Vehicle is required then a Hold-Harmless Agreement must be signed and Liability coverage of a minimum of ONE MILLION DOLLARS must be provided.

Security Plan ☒ Yes ☐ No

Security Company ☐ Yes ☒ No

Name _____ Contact _____ Phone _____

PART V: APPLICANT'S ACCEPTANCE

The information I have provided on this application is true and complete to the best of my knowledge. If I have not submitted my application within the deadline and according to the rules outlined in the Special Events Manual it may be denied.

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