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
Denied unless approved by City Manager or designee

PART I: EVENT REQUEST

Event Name Donovan Marine Inc. Open House.

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

Expected maximum attendance 400 Expected sustained attendance 200

Has this event been held in the past? ___Yes ✓No

If yes, please list past dates, locations and attendance _____

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

Vendors - Showcasing new products

Entertainment - 1 band.

Food and Beverages to be served

Location 2030 West McNab Rd. Ft Lauderdale, FL 33309

Date and Time	**DATE**	**DAY**	**BEGIN**	**END**	**Attendance**
SETUP:	2/15/18	Thursday	12:00 AM/(PM)	6:00 AM/(PM)	10
EVENT DAY 1:	2/16/18	Friday	5:00 AM/(PM)	9:00 AM/(PM)	200-400
EVENT DAY 2:			AM/PM	AM/PM	
EVENT DAY 3:			AM/PM	AM/PM	
BREAKDOWN:	2/17/18	Saturday	9:00 (AM)/PM	2:00 AM/(PM)	10 to 20

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

PART II: APPLICANT

Organization Name Donovan Marine Inc Phone: 954-581-2453

For-Profit ☐ Non-profit ☐ Private ☒ (as registered)

Address: 2030 W. McNab Rd. City, State, Zip: Ft Lauderdale FL 33309

Date of registration: _____ State registered in: FL Federal ID #: 72 0642880

Email Address: wgonzalez@donovanmarine.com Fax: 954.581.7368

Two Authorizing Officials for the Organization

President: _____ Phone: _____

Secretary: _____ Phone: _____

Event Coordinator Name Wendy Gonzalez Will you be on-site? ✓ Yes ___ No

Title: Office mngr. Phone: 954.581.2453 Cell: 954.296.5077

E-mail address: wgonzalez@donovanmarine.com Fax: 954.581.7368

Additional Contact Name Betsy Rodriguez Will you be on-site? ✓ Yes ___ No

Title: Sales Phone: 954.581.2453 Cell: _____

E-mail address: lrodriguez@donovanmarine.com Fax: 954.581.7368

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 using the Building Permit Form - Apply and pay for the permits at least 30 days before the event. Contact the DSD Building Services Division (954) 828-5191 with any questions.

Admission ___ Yes ✓ No If yes, how much? $_____

Alcohol For Sale ___ Yes ✓ No **Alcohol For Free** ✓ Yes ___ No

If yes, how will the 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 Rides ___ Yes ✓ No

If yes, name and contact of company: _____

What type of rides are you planning? _____

*Florida Bureau of Fair Rides, Ron Jacobs (850) 921-1530 must be contacted 30 days before the event to schedule inspections and final approval 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?
1 band. local (NewOrleans)

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

Food Vendors ___Yes ✓No
* State Health Dept. Tara Palmer at (954) 397-9366 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):
live Music

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

Days and times music will be played: Friday Feb. 16. 5pm to 9pm.

How close is the event to the nearest residence? 100 yards

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 Which Roads ? _____
*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.

Sanitation & Waste
Will the event encourage Recycling and Sustainability? ✓Yes ___No
*The Green Checklist in the Events Manual can help. Recycling must be provided ~~at a~~ all City events, facilities & parks.

Company Name Donovan Marine Contact Wendy Gonzalez Phone 954.581.2453
All grounds must be cleaned up **immediately** after completion of event or you will be subject to fees. You are responsible for securing recycling services.

Security/Police ___Yes ✓No Who is your Police contact for officers and security planning?

Name _____ Phone_____
*Security companies and their plans must be approved and you may still be required to hire City Police. See below.

Security Company _____ Contact _____ Phone_____

Tents or Canopies ✓Yes ___No

Quantity and size of each? 1 tent 40'x80'

Company Name Allure Party Rental Contact _____ Phone 954.598.9595
*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. Portable Toilets are regulated by Broward County. They require 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. eventtam@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, MOT, transportation plan and any additional information requested during your Special Events meeting. The hourly rate and costs for services will be quoted on the "Cost Estimate" worksheet developed at the meeting and provided to the organizer. The cost may change after the meeting.

If Fire Rescue or Police staff are scheduled for the event then a minimum of four (4) hours for each Fire Rescue staff and a minimum of three (3) hours for each Police staff will be charged. Fire Rescue also charges 45 minutes to set up and 45 minutes to break down for each event. If the event is canceled then an event representative must call each department at least 24 hours before the event is expected to begin or the organization will be charged.

Fire Prevention and Emergency Medical Services

Fire Rescue may need to inspect your event or provide services based on your Building Permit, expected attendance and other risk factors such as alcohol, time, day, location, event type or weather. When you complete your Building Permit Form with Department of Sustainable Development (DSD) indicate all the permits and inspections you need and immediately pay DSD directly. All other payments for services will be invoiced to the event coordinator and must be paid within thirty (30) days. For questions call the Fire Marshal at (954) 828-6370.

On-site Contact Name_____ Phone_____

Police

Your event may require security services based on expected attendance and other risk factors such as alcohol, time, day, location, event type or weather. 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, their proposed security plan must be presented along with their business license and contact information with this event application. The Police will review the plan and inform you if it meets 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 ($1,000,000) must be provided.

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 with the necessary plans, 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 insurance in the amount of five hundred thousand dollars ($500,000) if alcohol is being served. Other liability insurance and fees may also be required up to thirty (30) days in advance of the event.

I understand that City of Fort Lauderdale Parks and Recreation sponsored activities have precedence over the event requested above 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 the City of Fort Lauderdale Fire Rescue department will determine all fire and Emergency Medical Services requirements.

I understand that any cancelations for City scheduled services must be made by phone to each department representative at least 24 hours before the scheduled event time or the organizer will be liable for any associated fees.

I understand that I may be required to provide a deposit based on historical performance or lack thereof.

I understand that the City has a noise ordinance that my event must follow. 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. 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.

U. Jesus J Gonzalez — 1/4/2018

event coordinators signature — date

PART VI: SUBMISSION

Email application and plans 60 days before your planned event to: **specialevents@fortlauderdale.gov**

Include theses plans with application for:

1. ALL events - **Event Site Plan & Narrative** – show stages, restrooms, fencing, tents etc.
2. Closed Roads - **Maintenance of Traffic Plan** – show barricades, directions, cones, etc.
3. 5000+ people - **Transportation Plan** – show transportation options for attendees.
4. Security needs – **Security Plan** – detail how event coordinator will manage security.

Mail application fee (payable to **City of Fort Lauderdale**) to:
Special Events Coordinator
1350 W. Broward Boulevard
Fort Lauderdale, FL 33312

Questions ? (954) 828-5348