



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 Bubbles N Brunch

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

Expected maximum attendance 500 Expected sustained attendance _____

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

If yes, please list past dates, locations and attendance April 2, 2017 - Casa Beta in Davie

300 ppl.

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

Food and drinks on site (nothing for sale) DS's.
DS's and steel pan

Location 537 BAYSHORE DR. Ft. Lauderdale FL 33304

Date and Time	DATE	DAY	BEGIN	END	Attendance
SETUP:	<u>3/17/18</u>	<u>Sat</u>	<u>10</u> AM/PM	<u>5</u> AM/PM	<u>30</u>
EVENT DAY 1:	<u>3/18/18</u>	<u>Sun</u>	<u>10</u> AM/PM	<u>5</u> AM/PM	<u>500</u>
EVENT DAY 2:	_____	_____	_____ AM/PM	_____ AM/PM	_____
EVENT DAY 3:	_____	_____	_____ AM/PM	_____ AM/PM	_____
BREAKDOWN:	<u>03/18/18</u>	<u>Sunday</u>	<u>5:00pm</u> AM/PM	<u>6:00pm</u> AM/PM	<u>30</u>

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

PART II: APPLICANT

Organization Name NBV Property MGMT LLC Phone: 954-899-7899
For-Profit ☐ Non-profit ☐ Private ☐ (as registered)

Address: 501 N Birch Rd City, State, Zip: FLAID 33304
Date of registration: 6/30/11 State registered in: FL Federal ID #: 45-2663474
Email Address: csposa@nbvresorts.com Fax: _____

Two Authorizing Officials for the Organization

President: PAR SANDA Phone: 754-229-3991
Secretary: _____ Phone: _____

Event Coordinator Name _____ Will you be on-site? ☐ Yes ☐ No

Title: _____ Phone: _____ Cell: _____

E-mail address: _____ Fax: _____

Additional Contact Name CHRISTINE SPOSA Will you be on-site? ☒ Yes ☐ No

Title: Dir Sales Mktg Phone: 954-899-7899 Cell: SAMU

E-mail address: CSPOSA@nbvresorts.com Fax: _____

(if other than applicant): _____

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? N/A

*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?

DS's and Steel Pan

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 Food trucks

* 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):

DS.

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

Speakers, Amplifier (steel pan played through sound system)

Days and times music will be played: 3/18/18 (10AM - 5PM)

How close is the event to the nearest residence? ☐ on site

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 all City events, facilities & parks.

Company Name Prestine World Contact Vinny Phone 305-431-4973

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?

applicant initials MS

Megawodon Security Group
Brian Johnston^{3 of 5}
954-557-2014

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.

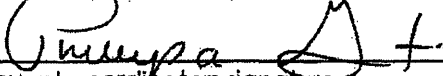
I understand that City of Fort Lauderdale Parks and Recreation sponsored activities have precedence over the event requested above and I will be notified if any conflicts arise.

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.


event coordinators signature

01.23.18
date

PART VI: SUBMISSION

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

Include these 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