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**. Please make sure all sections are completed and all pages are initialed by the applicant. Incomplete applications will be returned to applicant.
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

$500/day security deposit required for events held in the Riverwalk District

PART I: EVENT REQUEST

Event Name 9th Annual Diabetes Walk "Stepping for Diabetes 2018"

Purpose of event (check one): ☐ Fundraiser (X) Awareness ☐ Recreation ☐ Other _____
Expected maximum attendance 500 Expected sustained attendance _____
Has this event been held in the past? X Yes ___ No
If yes, please list past dates, locations and attendance 6/14/14, 6/6/15, 6/3/17 at Joseph C. Carter Park

Detailed Description (Activities, Vendors, Entertainment, etc.)
The event will feature a 3 mile fun walk/run. Free health screening and diabetes prevention workshops will be offered. Healthy snacks will be provided after walk. We will bring awareness to the community regarding living healthier and active lifestyles.

Location Snyder Park 3299 SW 4th Ave, Ft Lauderdale FL 33315

Date and Time	DATE	DAY	BEGIN	END	Attendance
SETUP:	6/2/18	Saturday	6:00AM (AM)/PM	7:00AM (AM)/PM	500
EVENT DAY 1:	6/2/18	Saturday	7:00AM AM/PM	3:00PM AM/PM	
EVENT DAY 2:			AM/PM	AM/PM	
EVENT DAY 3:			AM/PM	AM/PM	
BREAKDOWN:	6/2/18	Saturday	3:00PM AM/PM	5:00PM AM/PM	

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

PART II: APPLICANT

Organization Name Baba Temple No. 186 **Phone:** (754) 264-4484
For Profit ☐ Non-profit ☑ Private ☐ (as registered in Sunbiz)

Address: 604 NW 10th Ave City, State, Zip: Pompano Beach FL 33060

Date of registration: 1-4-14 State registered in: FL Federal ID #: 45-1166185

Email Address: sabastepping4diabetes@gmail.com Fax: _____

Two Authorizing Officials for the Organization

President: Jonathan Ferguson Phone: (954) 830-1965

Secretary: Kirk Hammond Phone: (954) 818-1030

Event Coordinator Name: James Jones Will you be on-site? X Yes ___ No

Title: Chairman Phone: (754) 264-4684 Cell: _____

E-mail address: jamesjonespha@gmail.com Fax: _____

Additional Contact Name: Darrell Howe Will you be on-site? X Yes ___ No

Title: Co-chairman Phone: (954) 557-2435 Cell: _____

E-mail address: dhowe1230@gmail.com Fax: _____

Event Production Company (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 X No If yes, how much? $ Free

Alcohol For Sale ___ Yes X 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 X 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 X Yes ___ No

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

rev 06/01/2017 applicant initials JJ staff initials BS

Company: _____ License #: _____

Name of electrician: _____ Phone: _____

Entertainment ___Yes X No

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

_____

Fencing or Barricades ___Yes X No

*Include proposed fences in your Site Plan & Narrative

Fireworks & Flame Effects ___Yes X 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) 397-9666 must be notified 10 days prior to event. All Food Vendors must be inspected by the Fire Rescue Department, Capt. Bruce Strandhagen at (954) 828-5060 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 X Yes ___No

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

Speaker, amplified and DJ setup

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

Amplifier, Speaker and DJ

Days and times music will be played: 10-2-18 6:30pm - 3pm

How close is the event to the nearest residence? 200 yards

Soundproofing equipment? ___Yes X No

Parking Impact ___Yes X No If yes, lot location(s)? _____

Date(s) of Closure _____ Time(s) of Closure _____

*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. eventplan@fortlauderdale.gov

Road Closings ___Yes X No If yes, define closure(s) _____

Date(s) of Closure _____ Time(s) of Closure _____

*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. To expedite the process you may want to select a pre-approved MOT plan.

Bridge Closings ___Yes X No If yes, bridge location(s) _____

Date(s) of Closure _____ Time(s) of Closure _____

*Closing a bridge requires submitting the United States Coast Guard Issued Bridge Closure Approval Letter with the application to the Special Events Director for each agency affected BEFORE the Commission will vote on it.

Sanitation & Waste

Will the event encourage Recycling and Sustainability? X Yes ___ No

*The Green Checklist in the Events Manual can help. **Recycling must be provided at all City events, facilities & parks.**

Company Name_____ Contact_____ Phone_____

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 X 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 1 Yes ___ No

No penetration of ground spike is allowed. All structures must be water-weighted.

Quantity and size of each? 1- 14 x 14

Company Name U'cc A Check Contact James Phone (954) 264-4654

*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 X 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 X No

* Any event is larger than 5,000 people must have an approved Transportation Plan. eventsmail@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_____

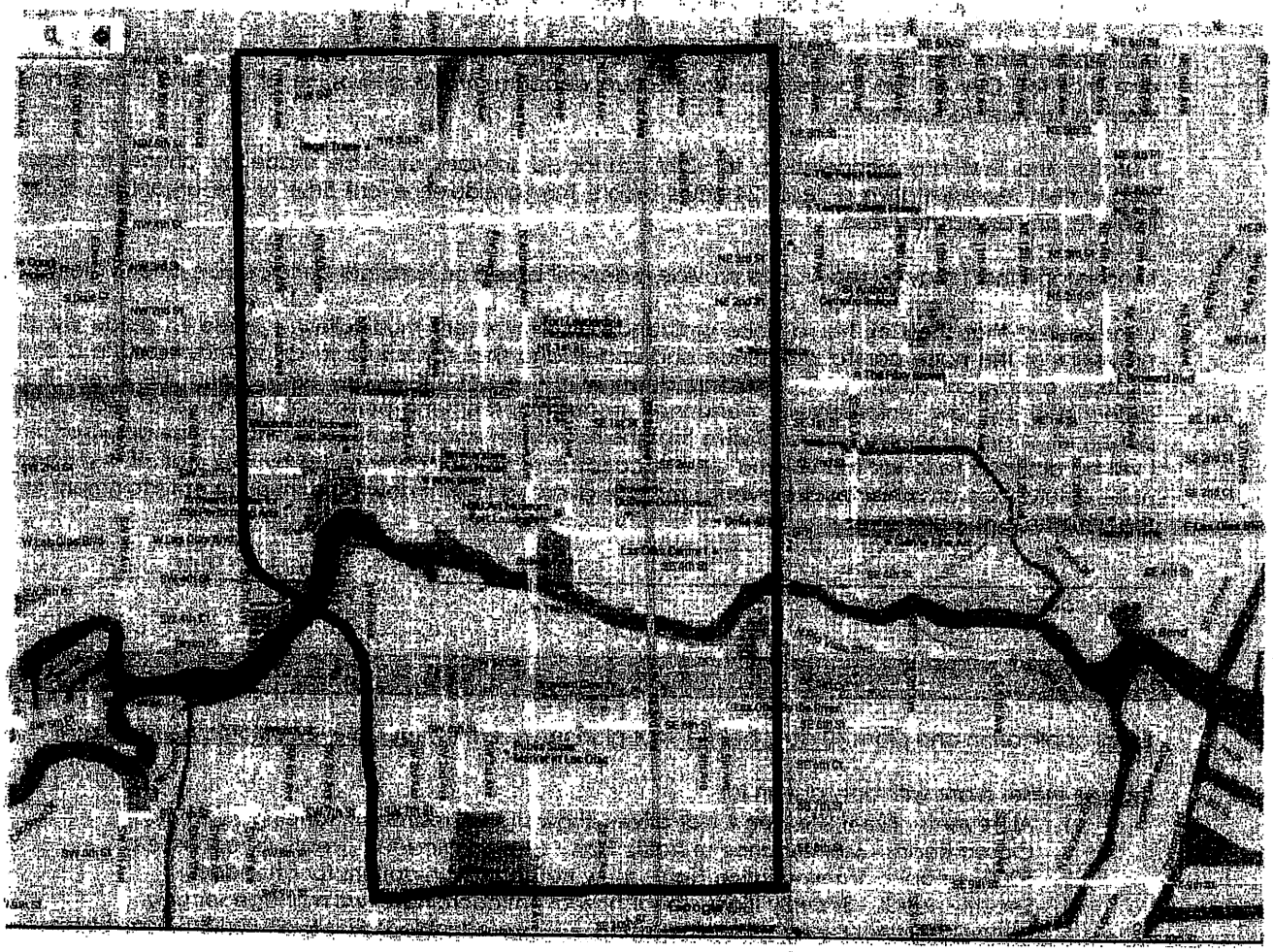
Police

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: RIVERWALK DISTRICT OUTDOOR EVENTS

Riverwalk Fort Lauderdale, Inc. will oversee all outdoor events held within the Riverwalk District. This includes use of Esplanade Park, Huizenga Park, Peter Feldman Park, Hardy Park, Stirrunk Park, Stranahan Park, Smoker Park and Laura Ward Plaza. The Riverwalk District is outlined below.



After your application submission, please contact the Riverwalk Director of Operations at 954-468-1541 x 205.

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

3-15-18
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.
5. Riverwalk District Events - **Security Deposit** – Made payable to Riverwalk Fort Lauderdale Inc. for events held in the Riverwalk District.

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

Questions? (954) 828-6075