



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 completed 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 on public property or public right-of-way in the Riverwalk District

PART I: EVENT REQUEST

Event Name 2019 Florida AIDS Walk & Music Festival

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

Expected maximum attendance 7500 Expected sustained attendance 7500

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

If yes, please list past dates, locations and attendance 3/18/18 Ft. Lauderdale South Beach Park & Lot.

2700 attendance. 2013 - 2016 same approx. dates, attendance approx. 2000

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

Festival site setup with stage, food & beverage vendors including alcohol, sponsor tents, live music & entertainment.

Non-food vendor area also. 5k walk on city & state roads. Registration & check in will take place prior to event day and also on race morning.

Location Fort Lauderdale Beach

Date and Time	DATE	DAY	BEGIN	END	Attendance
SETUP:	<u>3/20 - 3/22/19</u> 3/6 3/8/19	<u>Wed - Fri</u>	<u>7:00am</u> AM/PM	<u>7:00pm</u> AM/PM	<u>40 - incl. vendors & staff</u>
EVENT DAY 1:	<u>3/23/19</u> 3/9/19	<u>Saturday</u>	<u>7:00am</u> AM/PM	<u>9:00pm</u> AM/PM	<u>7500</u>
EVENT DAY 2:	<u>NA</u>				
EVENT DAY 3:	<u>NA</u>				
BREAKDOWN:	<u>3/23 - 3/25/19</u> 3/9 3/11/19	<u>Sat - Mon.</u>	<u>8:00am</u> AM/PM	<u>5:00pm</u> AM/PM	<u>20 - incl. vendors & staff</u>

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

PART II: APPLICANT

Organization Name AIDS Healthcare Foundation (AHF)

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

MAIN CONTACT: David Kramer 734-904-3240

Phone: 954-522-3132

Address: 700 SE 3rd Ave. Fourth Floor City, State, Zip: Ft. Lauderdale FL 33316

rev 06/04/2018

applicant initials [Signature]

staff initials _____

CAM # _____

1 of 6

Date of registration: June 1987 State registered in: CA Federal ID #: 95-4112121

MAIN CONTACT: David Kramer - dkramer@event360.com
Email Address: _____ Fax: 954-522-3260

Two Authorizing Officials for the Organization

President: Michael Weinstein Phone: 328-860-5200

Secretary: Agapito Diaz Phone: 328-860-5200

Event Coordinator Name <Michael Kahane Will you be on-site? ☒ Yes ☐ No

Title: Bureau Chief, Southern Region Phone: 954-522-3132 Cell: _____

E-mail address: michael.kahane@aidshhealth.org Fax: _____

MAIN CONTACT: DAVID KRAMER

Additional Contact Name David Kramer, Event 360, Inc. Will you be on-site? ☒ Yes ☐ No

Title: Event Prod. Mgr. Phone: 734-904-3240 Cell: 734-904-3240

E-mail address: dkramer@event360.com Fax: NA

Event Production Company (if other than applicant): Event 360, Inc.

Address: 55 E. Jackson Blvd. Ste. 1010 City, State, Zip: Chicago IL 60604

Contact Name: David Kramer Title: Event Prod. Mgr.

Phone: (day) 734-904-3240 (night) 734-904-3240 Cell 734-904-3240

E-mail address: dkramer@event360.com Fax: NA

PART III: EVENT INFORMATION

All City permits must be obtained through the City's Department of Sustainable Development (DSD) 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? \$ \$20 - \$50

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.)
Catering company, bar tenders, ticket sales at 1 tent with ID check. VIP (approx. 50 people including bands, exec., etc.)

will have free access in designated location at stage.

*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: Mr. Electric License #: EC0000724

Name of electrician: Ken Kotrady Phone: 954-792-6710

Entertainment ☒ Yes ☐ No

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

Live bands, DJs, yes notable, performers TBD

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.):

Amplified, DJs., recorded music, live bands, emcee. Live bands & performers TBD, seeking notable acts.

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

Speakers, amplifiers, full band backline including drums, guitars, keyboards, etc.. - specifics tbd based on band needs

Days and times music will be played: Fri. ^{3/22/19}~~3/16/19~~ 10am - 8pm, sporadic, sound checks; Sat. ^{3/23}~~3/17~~ 8:00am - 9:00pm

How close is the event to the nearest residence? .25 mi

Soundproofing equipment? ☐ Yes ☒ No

Parking Impact ☒ Yes ☐ No If yes, lot location(s)?

Wed. 3/20/19 - South beach lot, south end - closed
Thur. 3/21/19 - South beach lot, south end - closed
Fri. 3/22/19 - South beach lot, south end - closed
Fri. 3/22/19 - South beach lot, north end - 20 spots
Sat. 3/23/19 - South beach lot - ALL CLOSED
Sun-Mon 3/24-25 - South beach lot, south end - 30 spots

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. eventtam@fortlauderdale.gov

Road Closings ☒ Yes ☐ No If yes, define closure(s)

Date(s) of Closure Sat. ^{3/23/19}~~3/16/19~~ lanes / rolling _____ Time(s) of Closure 6:30am - 12:00noon

*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 ☒ 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?

☒ Yes ☐ No*The Green Checklist in the Events Manual can help. **Recycling must be provided at all City events, facilities & parks.**Company Name United Site Services Contact Rollin Kay Phone 508-250-4919All 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 Cpt. Pat Hart Phone 954-775-6415

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

Security Company DAK Security Contact _____ Phone _____**Tents or Canopies**☒ Yes ☐ No

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

Quantity and size of each? 30 @ 10'x10' canopy, 3 @ 40'x40' canopy, 5 @ 20'x20' canopy, 5 @ 10'x20' w/walls
(Map will be updated to reflect changes as developed)Company Name Sunshine Tents & Events Contact TBD Phone _____

*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

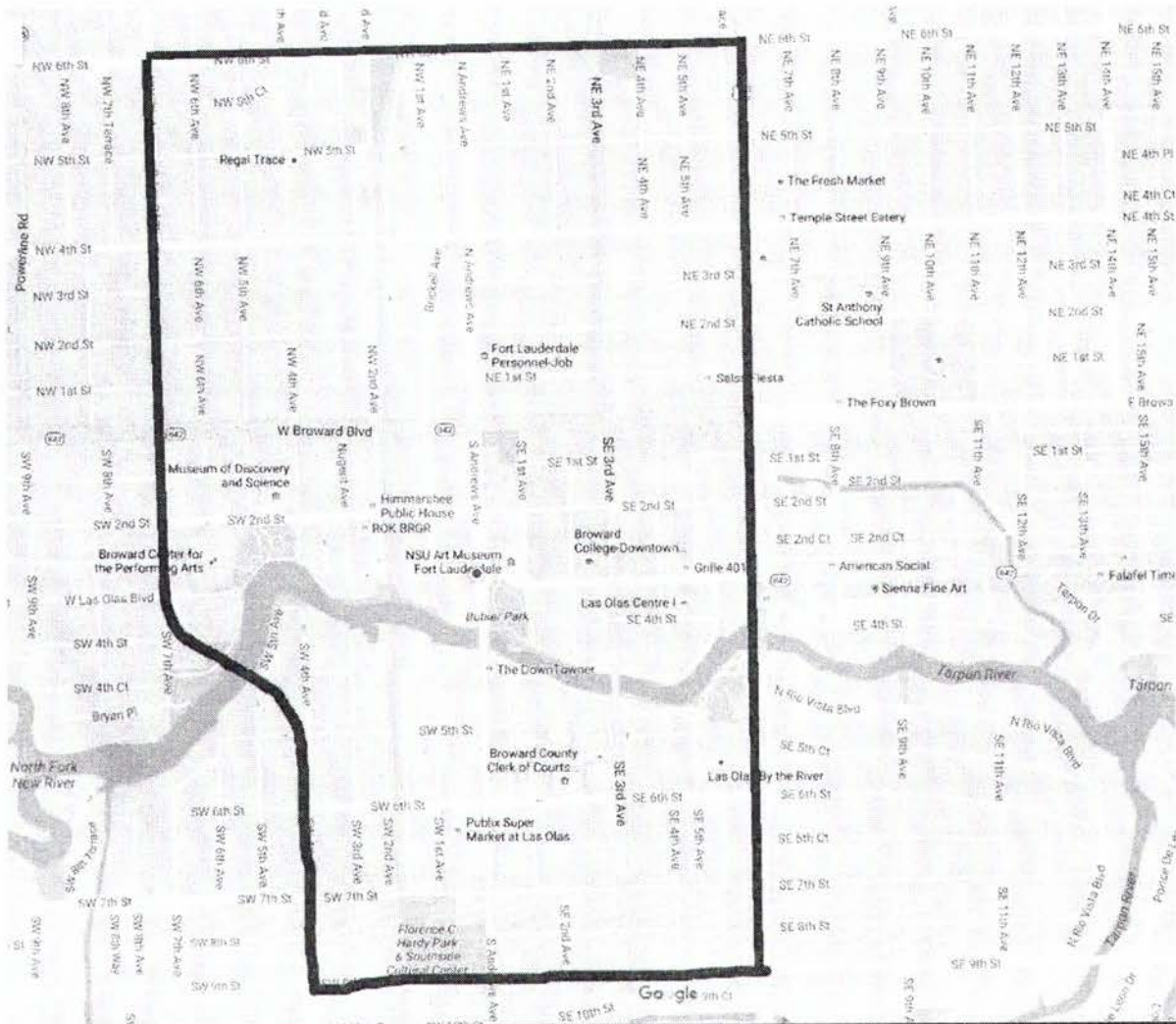
Fire Rescue may need to inspect your event or provide services based on your Building Permit, expected attendance and other risk factors such as alcohol, time, day, location, event type or weather. When you complete your Building Permit Form with Department of Sustainable Development (DSD) indicate all 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 David Kramer, Event 360, Inc. Phone 734-904-3240 - cell

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.

PART V: RIVERWALK DISTRICT OUTDOOR EVENTS

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



PART VI: 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
Michael Kahane, Southern Bureau Chief, AIDS Healthcare Foundation

7/30/18

Date

SIGN HERE

PART VII: SUBMISSION

Email application and plans 60 days before your planned event to: speialevents@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 on public property in the Riverwalk District.

Mail application fee (payable to **City of Fort Lauderdale**) to:

Barbara Smith, Special Events Coordinator
100 North Andrews Avenue
Fort Lauderdale, FL 33301

Questions ? (954) 828-6075

2019 AHF AIDS WALK & MUSIC FEST - SECURITY DEPLOYMENT SCHEDULE

					Hours Each	Hours Total
Wednesday	7:00 AM	5:00 PM	2	Veh Gate / South parking lot	10	20
3/20/19	5:00 PM	7:00 AM	2	Overnight Equipment / South parking lot	14	28
Thursday	7:00 AM	5:00 PM	2	Veh Gate / South parking lot	10	20
3/21/19	5:00 PM	7:00 AM	2	Overnight Equipment / South Parking Lot	14	28
Friday	7:00 AM	6:00 PM	4	Veh Gate / South parking lot (3) / B Ocean inside fence (1)	11	44
3/22/19	6:00 PM	7:00 AM	2	Overnight Equipment / Beach	13	26
Saturday	6:00 AM	5:00 PM	6	Vehicle Gate / South parking lot / VIP Parking	11	66
3/23/19	6:00 AM	5:00 PM	1	South Parking Lot - B Ocean / Fence / Other	11	11
	7:30 AM	2:00 PM	12	Entrance Lanes	6.5	78
	7:30 AM	2:00 PM	1	ATM	6.5	6.5
	7:30 AM	2:00 PM	6	Fence perimeter	6.5	39
	7:30 AM	2:00 PM	10	Registration Area - Lines (This group redeploys to other posts)	6.5	65
	7:30 AM	2:00 PM	2	Bars	6.5	13
	7:30 AM	2:00 PM	2	Behind stage - with 3 re-deploys @ 10:30am from Reg Area	6.5	13
	7:30 AM	2:00 PM	4	Front of stage - with 6 redeploys @ 11:30am from Reg Area	6.5	26
	7:30 AM	2:00 PM	1	Sound Tent - with 1 redeploy @ 11:30am from Reg Area	6.5	6.5
	7:30 AM	2:00 PM	1	VIP Platform	6.5	6.5
	5:00 PM	8:00 AM	2	Overnight Equipment / Beach	15	30