

# CITY OF FORT LAUDERDALE SPECIAL EVENT APPLICATION

### REC-SE-21100001

Submit a <u>COMPLETED APPLICATION</u>, SITE PLAN, and SITE PLAN NARRATIVE either via e-mail by using the City of Fort Lauderdale Lauderbuild website. Please make sure all sections are completed and all pages are initialed by the applicant. Incomplete applications will bot be accepted and will be returned to the applicant. After your application and fee is submitted, you will be contacted to meet with the Special Events team to review:

- 1. Facility / Location Requested
- 2. Compliance with City Ordinances
- 3. Special permit required
- 4. Other Charges for City ervices
- 5. Security Requirements
- 6. Environmental issues / effects on surrounding areas

PART I: EVENT REQUEST

# Event Name: 20th Annual STILES Light Up Downtown

Purpose of Event: Fundraiser Awareness Recreation Other Description: YFS YFS MINOR Type of Event Expected Sustained Attendance: 300 Expected Maximum Attendance: 400 Has this event been held in the past? Yes If Yes, List past dates, locations, and attendance: 11/2021 Detailed Description This event includes music and entertainment on a stage. Food and beverage provided by The Restaurant People. Huizenga Plaza Location: The Plaza on Las Olas 32 East Las Olas Blvd Fort Lauderdale, FL 33301 Is your event directly on the sand? No PART II: APPLICANT Organization Name Jack and Jill Children's Center, Inc. Name of Authorized Signatory: Jennfier Swercheck -Address: 1315 W. Broward Blvd, Fort Lauderdale FL 33312 E-Mail Address: jswercheck@jackandjillcenter.org Phone: 7242727891 Federal ID: Event Coordinator Name: Jack & Jill Children's Center / Jennfier Swercheck E-Mail Address: jswercheck@jackandjillcent Phone: 7242727891

Event Production Company Name: Jack & Jill Children's Center / Jennfier Swercheck

E-Mail Address: jswercheck@jackandjillcent Phone: 7242727891

Date Application Received: 10/11/2021

Total Application Fee Paid: 1,000.00

\$200 (non-refundable) Fee must accompany

completed application

Late applications must be approved by City Manager or

designee and pay \$1,000 fee

\$500/day security deposit required for events held on public property or public right-of-way in the Riverwalk District

Applications Due:

Minor Event: MInimum of 60 days prior to event

Intermediate Event: Minimum of 120 days prior to event

Staff Initials:

### ART 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 thirty (30) days before the event. Contact the DSD Building Services Division (954) 828-5191 with any questions.

Yes

Admission / Registration Yes If so, how much: 125

Alcohol for Sale No Alcohol for Free

If Yes, how will the beverages be controlled and seved? (Draft truck, bartender, beer tub, etc.) Served by The Restaurant People

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

### Amusement Rides No

If yes, name and contact of company:

What types of rides are you planning?

\*Florida Bureau of Fair Rides, Ron Jacobs (850) 921-1530 must be contacted thirty (30) days before the event to schedule inspections and final approval of all vendors and rides prior to use.

Electricitv No

Company:

Electric Company LIcense #:

Phone:

Name of Electrician:

Entertainment

Yes

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

amplified, live or recorded music

Fencing or Barricades Yes

\*Include proposed fences in your Site Plan and Narrative

Fireworks and Flame Effects

Name and Contact Company conducting the show:

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

### Food Vendors

\* State Health Department Tara Palmer at (954) 397-9366 must be notified ten (10) days prior to event. All Food Vendors must be inspected by the Fire Rescue Department Capt. Bruce Strandhagan 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 as a fuel source, it must be secured on the outside of the booth. Inspections during non-working hours will cost \$75 per hour.

#### Music Yes

If yes, what music format(s) will be used? (Amplified, acoustic, recorded, live, etc.)

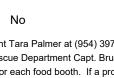
Speakers and DJ

amplified, live or recorded music List the type of equipment you will use:

Days and times music will be played: 11/30/21 6:00PM - 8:00PM

How close is the event to the nearest residence? About 200ft

Soundproofing equipment? No





Parking Impact	No	If Yes: Lot Location(s):			
Road Closings	No	If Yes, define closure:			
Bridge Closings	If Yes, location, date	e(s), and time(s)			
Call (954) 577-4571. Als	o, closing a bridge requires	st be approved by Broward County Highway Construction ands Engineering s submitting the United States Coast Guard Issued Bridge Closure Approval ch agency affected BEFORE the Commission will vote on it.			
Sanitation and Wast	te No				
Will the event encourage Recycling and Sustainability?					
Sanitation Company	: The Restaurant Pe	ople Contact:	Phone:		
All grounds must be clea recycling facilities.	ned up immediately after co	ompletion of event or you will be subject to fees. You are responsible for se	curing		
Security / Police	Police	Who is your Police contact for officers and secu	rity planning?		
Name:	Р	Phone:			
Security Company:		Contact:	Phone:		
Tents or Canopies	No				
No penetration of ground	spike is allowed. All struct	tures must be water-weighted. Tents larger than 10x10 require a permit.			
Quanity and size of	each?				
Tent Company:		Tent Permit Number:			
Toilets No					
*Toilets must be removed at (954) 412-7334	d within 24 hours. Portable	toilets are regulated by Broward County. Please contact the Environmenta	l Manager		
Toilet Company:		Phone:			
Transportation Plan	No				

\*Any events larger than 5,000 people must have an approved Transportation Plan. If you have parking questions call (954) 828-3771

### PART IV: SECURITY AND EMERGENCY SERVICES

Your Event may require Securityand 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 ser up and 45 minutes to break down for each event. If the event is cancelled, then a representative representative must call each department at least 24 hours before the event is expected to begin or the organization will be charged.

### Fire Prevention Service required? YES Emergency Servies required? YES

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, loication, event type, or weather. When you comlete your Building Permit with the 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 Department at (954) 828-6370

On-Site Contact Name and Phone: Jennifer Swercheck 724.272.7891 Police service required? YES

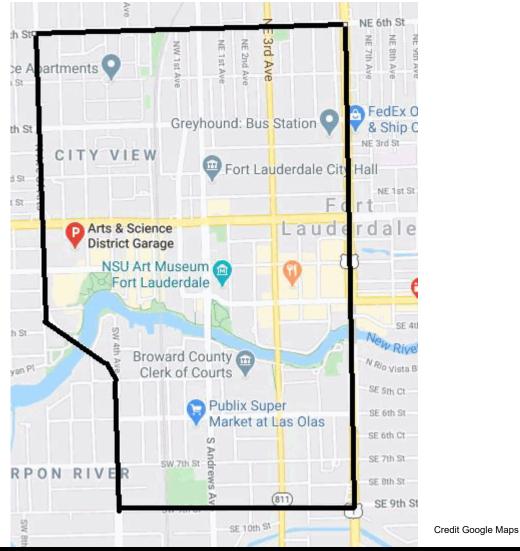
Your event may require security services based on expected attendance and other risk factors such as alcohol, time, day, location, event type and weather. Depending on your event, it may be possible to suppliment some of the City police services with a private third-party security company IF their security 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, Sistrunk Park, Stranahan Park, Smoker Park, and Laura Ward Plaza. The RiverWalk District is outlined below

After your application submission, please contact the Riverwalk Parks Operations representative at (954) 468-1541, ext 205



### SUBMISSION REQUIREMENTS

ALL EVENTS: Submitted Site Plan and Narrative: CHECKED

Closed Roads: Maintenence and of Traffic Plan

+5,000 People: Transportation Plan

Security Needs: Security Plan

**Riverwalk District Events:** Security Deposit - Made payable to Riverwalk Fort Lauderdale Inc. for events held in on public property in the Riverwalk District and a second COI made to Riverwalk Fort Lauderdale, Inc.

## DEFINITIONS

**Minor Events**: Events with a sustained attendance level of under 501 persons, has no road closures, and no music exemptions. These events do not require administrative or City Commission approval.

**Intermediate Events**: Events with a sustained attendance level under 501 persons with a road closure and/or music exemption, or a sustained attendance between 501 and 5,000 persons. These events require City Commission Approval.

Legacy Events: Events with over two (2) years history in good standing

Major Events: Events with a sustainewd attendance of over 5,000 persons. These events require City Commission Approval.

Setup/Event/Teardown	Information / Date / Time	
Alcohol	No 20 2:00pm 11/30/2021 Tuesday 6:00PM No	
Attendance		
Begin Time		
Date		
Day of Week		
End Time		
Music being played?		
Туре	Setup	
Alcohol	Yes	
Attendance	350	
Begin Time	6:00PM	
Date	11/30/2021	
Day of Week	Tuesday	
End Time	8:00PM	
Music being played?	Yes	
Туре	Event	
Alcohol	No	
Attendance	20	
Begin Time	8:00PM	
Date	11/30/2021	
Day of Week	Tuesday	
End Time	9:00PM	
Music being played?	No	
Туре	Breakdown	