



CITY OF FORT LAUDERDALE  
SPECIAL EVENT APPLICATION

REC-SE-21100001

Date Application Received: 10/11/2021

Total Application Fee Paid: 1,000.00

Staff Initials:

*PSH*

Submit a **COMPLETED APPLICATION**, SITE PLAN, and SITE PLAN NARRATIVE either via e-mail by using the City of Fort Lauderdale Lauderdale website. Please make sure all sections are completed and all pages are initialed by the applicant. Incomplete applications will not 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 services
5. Security Requirements
6. Environmental issues / effects on surrounding areas

**\$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

**PART I: EVENT REQUEST**

**Event Name:** 20th Annual STILES Light Up Downtown

Purpose of Event: Fundraiser Awareness Recreation Other Description:

YES YES

**Type of Event** MINOR

Expected Maximum Attendance: 400

Expected Sustained Attendance: 300

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.

Location: The Plaza on Las Olas **Huizenga Plaza**  
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:** Jennifer 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 / Jennifer Swercheck

**E-Mail Address:** jswercheck@jackandjillcent **Phone:** 7242727891

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

**E-Mail Address:** jswercheck@jackandjillcent **Phone:** 7242727891

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

**Admission / Registration** Yes If so, how much: 125

**Alcohol for Sale** No **Alcohol for Free** Yes

If Yes, how will the beverages be controlled and served? (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.

**Electricity** No

Company: Electric Company License #:

Name of Electrician: Phone:

**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** No

Name and Contact Company conducting the show:

\*A permit and Fire Watch is required for all pyrotechnics displays [firemarshal@fortlauderdale.gov](mailto:firemarshal@fortlauderdale.gov)

**Food Vendors** No

\* 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

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

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(s), and time(s)

\*Events that impact Andrews Ave. and 3rd Ave. must be approved by Broward County Highway Construction and Engineering Division. Call (954) 577-4571. Also, 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 and Waste**

No

Will the event encourage Recycling and Sustainability?

Sanitation Company: The Restaurant People

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 facilities.

**Security / Police**

Police

Who is your Police contact for officers and security planning?

Name:

Phone:

Security Company:

Contact:

Phone:

**Tents or Canopies**

No

No penetration of ground spike is allowed. All structures must be water-weighted. Tents larger than 10x10 require a permit.

Quantity and size of each?

Tent Company:

Tent Permit Number:

**Toilets**

No

\*Toilets must be removed within 24 hours. Portable toilets are regulated by Broward County. Please contact the Environmental Manager at (954) 412-7334

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 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 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 Services 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, location, event type, or weather. When you complete 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 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, 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



Credit Google Maps

## SUBMISSION REQUIREMENTS

**ALL EVENTS:** Submitted Site Plan and Narrative: CHECKED

**Closed Roads:** Maintenance 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 sustained attendance of over 5,000 persons. These events require City Commission Approval.

10/12/202

<u>Setup/Event/Teardown</u>	<u>Information / Date / Time</u>
Alcohol	No
Attendance	20
Begin Time	2:00pm
Date	11/30/2021
Day of Week	Tuesday
End Time	6:00PM
Music being played?	No
Type	Setup

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Alcohol	Yes
Attendance	350
Begin Time	6:00PM
Date	11/30/2021
Day of Week	Tuesday
End Time	8:00PM
Music being played?	Yes
Type	Event

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Alcohol	No
Attendance	20
Begin Time	8:00PM
Date	11/30/2021
Day of Week	Tuesday
End Time	9:00PM
Music being played?	No
Type	Breakdown

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