

# CITY OF FORT LAUDERDALE SPECIAL EVENT APPLICATION

Date Application Received
Staff Initials

Submit COMPLETED Application, Site Plan, Site Plan Narrative & Application Fee AT LEAST 60 DAYS PRIOR TO YOUR EVENT. All sections must be completed, application signed and all pages 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
- 7. Maintenance of Traffic Plan

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# Application Fee (non-refundable)

\$200 - 90 days before event \$1,000 - 60-89 days before event

### Riverwalk District Refundable Compliance/Security deposit

First/Second time event - \$1,500/day Third/Fourth time event - \$1,000/day Fifth time or more event - \$500/day (see Part V: Riverwalk District Outdoor Events)

PART I: EVENT REQUEST
Event Name
Purpose of event (check one) Fundraiser Awareness Recreation Other
Type of Event Minor Event Intermediate Event Major Event Legacy  Minor Event (Commission approval required) – Sustained attendance of 500 or less with a road closure, music exemption or alcoholdanistrative Approval – Minor event with sustained attendance of 500 or less with no road closures, music exemptions or alcoholdantermediate Event (Commission approval required) – Sustained attendance between 501 & 5,000.  Major event (Commission approval required) – Sustained attendance over 5,000,  Legacy Events – 2+ years in good standing
Expected maximum attendance Expected sustained attendance
Has this event been held before? No Yes List past dates, locations and attendance:
Detailed Description (Activities, Vendors, Entertainment, etc.)
Location
Is event located directly on the beach? No Yes *\$500/day fee including setup and breakdown days.
Date and Time     START DATE     END DATE     START TIME     AM/PM     END TIME     AM/PM     ATTENDANCE       SETUP
EVENT DAY(S)*
BREAKDOWN
*Supply additional information if event times vary or events are on non-contiguous days:

PART II: APPLICANT		
Organization Name		
For-Profit Non-profit Pr	ivate (as registered in Sunbiz)	*Submit your Sunbiz registration.
Name of Authorized Signatory _		Phone
Federal ID #	Date registered	State registered in
Address	City, State,	Zip
Email		
Two Authorizing Officials for the C		
Name	Title	Phone
Name	Title	Phone
Event Coordinator Name		Will you be on-site? Yes No
Title	Phone	Cell
E-mail address		
		Will you be on-site? Yes No
Title	Phone	Cell
E-mail address		
Event Production Company *If oth	ner than applicant	
Contact Name	Phone	Cell
E-mail address		
PART III: EVENT INFORMATIO		
Admission/Registration No	Yes How Much?	
Advertising/Promotion No	Yes How?	
Alcohol for Sale No Ye		Yes
How will the beverages be contro	olled & served? (Draft truck, bar tend	der, beer tub, etc.)
	and \$500,000 of Liquor Liability Insurance 30	days before event.
Amusement Rides No No	Yes <b>Bounce Houses</b> No Yes	What type of rides are you planning?
	=	
Name and contact of company *Florida Bureau of Fair Rides (850) 921-15	30 must be contacted 30 days before the ev	vent to schedule inspections and final approval
of all vendors and rides prior to use.		,

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Electricity No Yes Ge *Generators above a certain size must be		e?
Company:	Licens	se #:
Name of electrician:	Pho	one:
Entertainment No Yes		
Fencing & Barricades No	Yes Name & contact of comp	any:
* Include proposed fences in your Site Plar for maximum occupancy.  Fireworks & Flame Effects		pints. An architectural design may be required
*A permit and Fire Watch is required for al FireSpecialEvents@fortlauderdale.gov	Il pyrotechnics displays. Contact <u>firemarshal@</u>	ofortlauderdale.gov or
Rescue Department at (954) 828-5080 to e booth. If a propane tank is used for a fuel shours cost will cost \$75 per hour.  Music No Yes	66 must be notified 10 days prior to event. All ensure compliance prior to serving food. A fire source, it must be secured on the outside of the Soundproofing equipment?  17 (amplified, acoustic, recorded, live	extinguisher is required for each food the booth. Inspections during non-working
	Opm (Sunday - Thursday) and 10:00pm on Frid <b>II use</b> : (speakers, amplifier, drums, etc	·
Days & times music will be played	d:	
Parking Impact No	rest residence?  nators/promoter to reach out to businesses with  res List parking lots/spaces impact  der Park will be billed at \$30.00/day per space	cted with dates & times:
and must be paid in full before the event.  Road Closings No Yes		63. <b>Language of closures:</b> *Road Closures require
a Maintenance of Traffic (MOT) Plan throu	gh Transportation & Mobility Dept. Contact 9	v54-8'28-499/ or MOT@fortlauderdale.gov.
Company Name	Contact	Phone

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Bridge Closings	]NO []	Yes Bridgelocation(s)?		
Date(s) of Closure?		Time(s) of	Closure?	
"Events that impact And Division, For more inform	lrews Avenue nation coll 954	and 3 <sup>rd</sup> Avenue must be approved 4-577-4571. Closing a bridge requires icotion for each bridge offected.	by Broword County Highway	
Sanitation & Waste Recycling must be prov	ided at all Cit	y events, facilities & parks, All dumps	sters must be removed at the	end of the event.
Company Name		Contact	Pho	ne
re-lining oll gorboge rec recycling services.	eptocles. All g	ediately after completion of event of gorboge must be removed from the	event site completely. You or	re responsible for securing
Security/Police	No L	Yes Who is your Police c	ontact for officers & sec	urity planning?
Name		nust be approved and you may still b	Phone	
*Security companies and	their plans m	oust be approved and you may still b	pe required to hire City Police.	See Part IV below.
Security Company		Contact	Pho	ne
Tents or Canopies each canopy or tent. No		Yes <b>Quantity &amp; size of e</b>		
Services Division. Conto	ct (954) 828-6	mlt. Tent permits are obtained throu 520 with ony questions. A permit an ng or if there are Tents with walls.		
Company Name		Contact	Pho	one
Transportation Plan	unty Environm	*All toilets must be removed within a nental Manager at 954412-7334.  Yes  have an approved Transportation P		
PART IV: SECURIT	Y AND EM	ERGENCY SERVICES		
	Varrative, N	ry and Emergency Services w MOT, transportation plan and		
Rescue staff and a charges 45 minutes	minimum to set up a ative must c	re scheduled for the event toof three (3) hours for each and 45 minutes to break down call each department at least raged.	Police staff will be cha for each event. If the e	event is canceled then
	n 30 days) e	services are invoiced to the except for major events when		
On-site Contact Na	me		Phone	
	_			

# 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 Development Services Department (DSD) indicate all the permits and inspections you need and immediately pay DSD directly. For questions call the Fire Marshal at (954) 828-6370.

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#### **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.

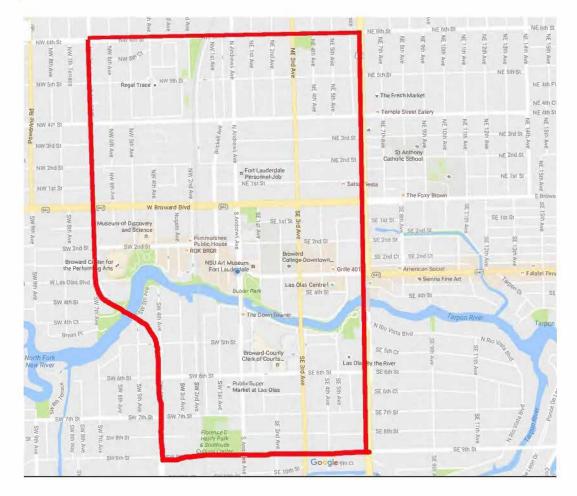
# PART V: RIVERWALK DISTRICT OUTDOOR EVENTS

Riverwalk Fort Lauderdale, Inc. oversees all outdoor events within the Riverwalk District (outlined below) held on public land, public right-of-way and at all City parks including the Riverwalk Park, Esplanade Park, Peter Feldman Park, Hardy Park, Sistrunk Park, Stranahan Park, Smoker Park and Laura Ward Plaza.

Riverwalk Event Requirements:

- 1. Refundable Security/Compliance deposit (outlined on page 1) made payable to Riverwalk Fort Lauderdale
- 2. Site Visit
- 3. Certificate of Insurance for Riverwalk Fort Lauderdale
- 4. Riverwalk Event Checklist
- 5. Riverwalk Event Rules & Regulations
- 6. Other documents as determined based on your application and City requirements

After your application is submitted, contact the Riverwalk Parks Operation Manager 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 or two million dollars (\$2,000,000) if bounce houses are part of the event, or 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 Applicants signature	Date	

### **PART VII: SUBMISSION**

**Email** application and plans to: <u>bhenry@fortlauderdale.gov</u>

**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 **Refundable Security/Compliance Deposit** and other documents outlined in Part V: Riverwalk District Outdoor Events.

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

Brittany Henry, Special Events Coordinator 701 S. Andrews Fort Lauderdale, FL 33316

For assistance or questions about the outdoor event process please contact 954-828-4349 or 954-828-5349.

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