



# 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

**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 alcohol.

**Administrative Approval** – Minor event with sustained attendance of 500 or less with no road closures, music exemptions or alcohol.

**Intermediate 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.)

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**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	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
EVENT DAY(S)*	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
BREAKDOWN	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

\*Supply additional information if event times vary or events are on non-contiguous days:

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**PART II: APPLICANT**

**Organization Name** \_\_\_\_\_

For-Profit  Non-profit  Private  (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 Organization**

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

**Event Coordinator** Name \_\_\_\_\_ Will you be on-site?  Yes  No

Title \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

E-mail address \_\_\_\_\_

**Additional Contact** Name \_\_\_\_\_ Will you be on-site?  Yes  No

Title \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

E-mail address \_\_\_\_\_

**Event Production Company** \*If other than applicant \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

E-mail address \_\_\_\_\_

**PART III: EVENT INFORMATION**

**Admission/Registration**  No  Yes How Much? \_\_\_\_\_

**Advertising/Promotion**  No  Yes How? \_\_\_\_\_

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

How will the beverages be controlled & 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**  No  Yes **Bounce Houses**  No  Yes What type of rides are you planning?

\_\_\_\_\_  
\_\_\_\_\_

Name and contact of company \_\_\_\_\_

\*Florida Bureau of Fair Rides (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**  No  Yes **Generators**  No  Yes **What size?** \_\_\_\_\_  
\*Generators above a certain size must be permitted.

Company: \_\_\_\_\_ License #: \_\_\_\_\_

Name of electrician: \_\_\_\_\_ Phone: \_\_\_\_\_

**Entertainment**  No  Yes **What type of entertainment will be there? Any notable performers?**

**Fencing & Barricades**  No  Yes **Name & contact of company:**

\*Include proposed fences in your Site Plan & Narrative along with egress and ingress points. An architectural design may be required for maximum occupancy.

**Fireworks & Flame Effects**  No  Yes **Name & contact of company:**

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

**Food Vendors**  No  Yes **Food Trucks**  No  Yes **Cooking On Site**  No  Yes

\*State Health Department at (954) 397-9366 must be notified 10 days prior to event. All Food Vendors must be inspected by the Fire Rescue Department 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**  No  Yes **Soundproofing equipment?**  No  Yes

**What music format(s) will be used?** (amplified, acoustic, recorded, live, MC, DJ, etc.)

\*Amplified music is required to end by 9:00pm (Sunday - Thursday) and 10:00pm on Friday and Saturday

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

**Days & times music will be played:** \_\_\_\_\_

**How close is the event to the nearest residence?** \_\_\_\_\_

\*It is the responsibility of the event coordinators/promoter to reach out to businesses within proximity of the event.

**Parking Impact**  No  Yes **List parking lots/spaces impacted with dates & times:**

\*Snyder Park Fees Parking spaces at Snyder Park will be billed at \$30.00/day per space equaling \$14,100.00 per day.

\*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. If you have any parking questions 954-828-3763.

**Road Closings**  No  Yes **List roads to be closed with dates & times of closures:** \*Road Closures require a Maintenance of Traffic (MOT) Plan through Transportation & Mobility Dept. Contact 954-828-4997 or MOT@fortlauderdale.gov.

Company Name \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_

**Bridge Closings**  No  Yes **Bridge location(s)?** \_\_\_\_\_

Date(s) of Closure? \_\_\_\_\_ Time(s) of Closure? \_\_\_\_\_

\*Events that impact Andrews Avenue and 3rd Avenue must be approved by Broward County Highway Construction and Engineering Division. For more information call 954-577-4571. Closing a bridge requires submitting the United States Coast Guard issued Bridge Closure Approval Letter with the application for each bridge affected.

**Sanitation & Waste**

\*Recycling must be provided at all City events, facilities & parks. All dumpsters must be removed at the end of the event.

Company Name \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_

\*All grounds must be cleaned up immediately after completion of event or you will be subject to fees. This includes emptying and re-lining all garbage receptacles. All garbage must be removed from the event site completely. You are responsible for securing recycling services.

**Security/Police**  No  Yes **Who is your Police contact for officers & security planning?**

Name \_\_\_\_\_ Phone \_\_\_\_\_

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

Security Company \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_

**Tents or Canopies**  No  Yes **Quantity & size of each?** \*The Site Plan must show the locations and sizes of each canopy or tent. No penetration of ground spike is allowed. All structures must be waterweighted.

**Tents larger than 10 x 10 require a permit.** Tent permits are obtained through the Development Services Department (DSD) Building Services Division. Contact (954) 828-6520 with any questions. 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.

Company Name \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_

**Toilets**  No  Yes \*All toilets must be removed within 24 hours. Portable Toilets are regulated by Broward County. Contact the Broward County Environmental Manager at 954-412-7334.

**Transportation Plan**  No  Yes

\*Events larger than 5,000 people must have an approved Transportation Plan. If you have any questions contact 954-828-3763.

**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.

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.

The hourly rate and costs for services are invoiced to the Event Coordinator by individual departments (must be paid within 30 days) except for major events where the City will require an escrow. The cost may change after the meeting.

On-site Contact Name \_\_\_\_\_ 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.

## 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.

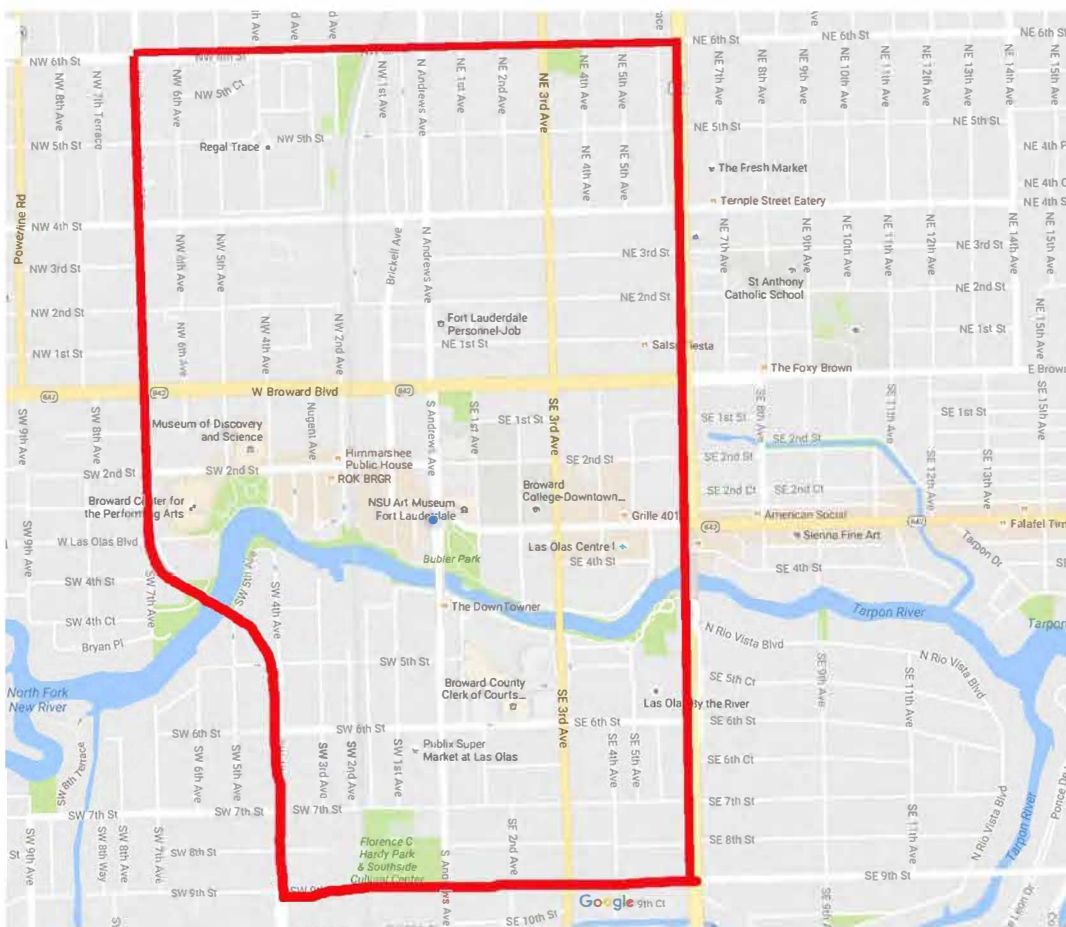
## PART V: RIVERWALK DISTRICT OUTDOOR EVENTS

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: [bhenry@fortlauderdale.gov](mailto:bhenry@fortlauderdale.gov)

**Include** these 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.