City of Dania Beach
Parks and Recreation Department
100 West Dania Beach Blvd.
Dania Beach, FL 33004
(954) 924-6800
(954) 924-6813 FAX

SPECIAL EVENTS REQUEST
Application on Public or Private Property

To Whom It May Concern:

Please be advised that starting May 1, 2006 this application and all its requirements are to be completed and complied with by anyone wishing to utilize public or private property in the City of Dania Beach for a special event **regardless of whether or not the event has been held in the past.** This application process has been designed to ensure the safety and protection of all involved, to include the City of Dania Beach, the host of the event, and all attendees. Please complete the enclosed application, provide all requested attachments and submit it to the City of Dania Beach, Parks & Recreation Offices, Attention: Martha Riguero. **Incomplete applications will be returned.**

The completed application, including all attachments, must be received **AND ALL REQUIREMENTS SET FORTH BY THE CITY OF DANIA BEACH MUST BE MET 60 days prior** to scheduling any special event, including payment of all appropriate fees (see attached). This timeframe is required to ensure proper placement on the City Commission agenda for approval in time for the event. **Failure to comply with the required 60 day timeframe and payment requirements will result in denial of your application.**

Section 33-44 of the City of Dania Beach requires outdoor shows and special events to be reviewed and approved by the City Commissioners [as an agenda item on the next available meeting at 7:00 p.m. Please plan to attend.]

The operation of any type of traveling circus, carnival, outdoor show and like amusements of a transient nature in the city shall be governed by the following provisions:

(1) Traveling circuses, carnivals, outdoor shows, amusement parks, devices and exhibitions, and all such operations, avocations or businesses operating under tents or in temporary buildings or structures shall not be permitted in the city except upon approval of the chief of police and city commission.

(2) Nothing herein contained is intended to apply to local shows or amusements held in theaters, auditoriums or permanent buildings in the city. Further, nothing herein contained is intended to apply to any amusement park established in the city on a permanent basis prior to the effective date of this chapter and located in an AP district. Specifically, without limitation on the foregoing, this section shall apply to traveling shows, carnivals, fairs, exhibitions and the like which are transient in nature and which operate only for temporary periods.

DANIA BEACH
SEA IT. LIVE IT. LOVE IT.

City of Dania Beach

100 West Dania Beach Blvd., Dania Beach, FL 33004

SPECIAL EVENTS APPLICATION – EVENTS ON PRIVATE / PUBLIC PROPERTY

Please PRINT or TYPE

NOTE: ALL APPLICATIONS MUST BE COMPLETED AND SUBMITTED TO THE CITY FOR APPROVAL 60 DAYS PRIOR TO THE EVENT INCLUDING PAYMENT OF ALL APPLICATION FEES (SEE ATTACHED).

Event Name, Date, and Time: _____

*Brief Description of the Event: _____

_____

Address/Location of Event: _____

Event Coordinator: _____

Telephone #1: _____ E-mail Address: _____

Telephone #2: _____ Fax: _____

Additional Contact Person for the Event: _____

Telephone #1: _____ E-mail Address: _____

Telephone #2: _____ Fax: _____

Organization or Sponsor of Event: _____

Address: _____

City, State, Zip Code: _____

Telephone: _____ Fax: _____ Cell: _____

Is this a Non-Profit Organization? ☐ Yes ☐ No Tax ID #: _____

Corporation Name **(As it appears in the Articles of Incorporation)**:

_____

Date of Incorporation: _____ State of Incorporation: _____

Federal ID #: _____

Authorizing Official for the Organization: _____

Telephone #1: _____ E-mail Address: _____

Telephone #2: _____

Authorizing Official for the Organization: _____

Telephone #1: _____ E-mail Address: _____

Telephone #2: _____

***Property Owner**: _____

****Please Note – A letter of Consent is required from the property owner for the approval of this application.***

Is the letter attached? Yes No

Will any portion of this event take place on Public or City Property? Yes No

Will there be a charge for admission? Yes No If yes, how much? _____

Has this event been held in the past? Yes No

If so, Indicate the city location of last event: _____

Is the event to take place: Indoors Outdoors Both

Number of Expected Daily Attendants: _____ **(BSO or Fire Details may be required - refer to page 6)**

Please indicate the duration of the event:

DAY	DATE	START TIME	END TIME	TOTAL # OF HOURS

Anticipated Date and Time to Begin Set-Up: _____

Anticipated Date and Time for Completion of Break-Down: _____

***Do you have a site plan for the event to be submitted with this application? Yes No**

****Please Note*** **–** A site plan indicating the following conditions must accompany the application or the application will be rejected, resulting in a significant time delay. The fire department must have easy access to the special event area. The site plan must include the following: entrances and exits, emergency vehicle access routes, parking, general vehicular drive paths, fire hydrant locations, fire department connections, street closure requests, fenced areas, grandstand, bleacher or other seating locations, tent and stage locations, cooking areas, and locations of any pyrotechnical material, fireworks, etc. In addition, the site plan must include the location of any rides (animal or mechanical), petting zoos, exhibits, DJ's, bands, performers, sanitary facilities, recreation vehicles for overnight housing, etc.

Is there a request for any road closures? Yes No

Please identify the street name(s) and/or locations for closure requests: _____

_____

***Please Note* – These streets must also be identified on the site plan.**

***Are you requesting to fence the event area? ___Yes ___ No**
Please Note – You must identify any fencing area on the site plan.

***Will Canopies (tent structure with no sides) be used for this event?___Yes ___ No**
****Please Note* -** All tent structures with canopies in excess of 400 square feet [Per NFPA 1: Table 1.12.19(a)] require building permits and inspections. All canopies must be flame retardant. A certificate of flame retardency and a sample of the canopy fabric for field testing must be submitted for product approval with this application. This information can be obtained from the canopy manufacturer or the canopy rental company. Please apply for the permit at the Building Department located at 100 W. Dania Beach Blvd. Please allow 8-10 working days for permit approvals.

***Will Tents (With Sides) be used for this event? ___Yes ___ No**
****Please Note* –** All tents in excess of 200 square feet [Per NFPA 1: Table 1.12.19(a)] require building permits and inspections. All tents must be flame retardant. A certificate of flame retardancy and a sample of the tent fabric for field testing must be submitted for product approval with this application. This information can be obtained from the tent manufacturer or the tent rental company. If the tents have sides, they are treated as buildings. They must have two separate exits remotely located from each other with electrically illuminated exit signs that have a battery back-up. In addition, they must have emergency egress lighting and fire extinguishers. Provide a life safety plan for these tents indicating the location of all Exits, Exit Signs, Emergency Lighting, Aisle Spacing, Fire Extinguisher locations, etc. Permits must be obtained for all tents and electrical work. Please apply for all permits at the Building Department located at 100 W. Dania Beach Blvd. Please allow 8-10 working days for permit approvals.

***Will electricity be required for this event?**
(for lighting, sound, cooking, other power needs, etc.) ___ Yes ___ No

***How will this electricity be supplied?___ On-Site ___ Generator ___ Combination of Both**
***Please Note* –** The use of generators, temporary wiring, temporary electrical connections, etc. require permits and inspections. Please apply for the permit(s) prior to setting up at the Building Department located at 100 W. Dania Beach Blvd. Events requiring electricity are the responsibility of the applicant and must have a master electrician on site. Please allow 8-10 working days for permit approvals. Any generator less than 5KW does not require a permit.

Will there be live entertainment at this event?___Yes ___ No

Please indicate the type (Band, DJ, Live Performers, etc.): _____

Please specify the hours of entertainment:

DAY	DATE	START TIME	END TIME	TOTAL # OF HOURS

***Will a stage(s) be used in this event? ___ Yes ___ No**
*Please note Fire Extinguisher Requirement in the next question.

***Do you have adequate fire extinguishers for this event? ___ Yes ___ No**
****Please Note* -** Fire extinguishers must be supplied for each tent, canopy, cooking appliance and stage. They must be accessible from anywhere in the tent or on the stage without having to travel any further than 75 feet for access. Extinguishers must be easily accessible and not obscured from view. Fire extinguishers must be commercial "ABC Multi-Purpose" (minimum 5lbs.) fire extinguishers that are currently certified and tagged by a licensed company. You

need to demonstrate that this requirement will be met by making a note on the site plan indicating compliance with all of the above requirements or providing a letter to the City fire prevention bureau to that effect.

***Will there be concessions or sales of food at this event? [ ] Yes [ ] No**

Please specify: _____

****Please Note* STATE HEALTH INSPECTIONS FOR FOOD: Pursuant to Florida law (Chapter 509, Florida Statutes) event sponsors are required to contact the State Health Inspector no less than 3 days prior to the event. Advance notification of 7 to 10 days is advisable. Please send a fax with your event plans and contact information to Fax Number (954) 956-5699. The Inspector's office will contact you to discuss food vendors and amounts and types of food you plan to make available to the public, whether it is being given away or sold.***

An original Certificate of Liability Insurance and Workers' Compensation Certificate is required from all vendors. You must ensure that the Liability Certificate is for this specific event, has the proper dates, and names the City of Dania Beach as an Additional Insured. No event will be approved without this insurance.

***Will any type of cooking appliances be used by either the Sponsor of the Event or any of its vendors? [ ] Yes [ ] No**

***If so, indicate the type of appliance(s) to be used and the number of each appliance to be used:**

[ ] N/A
[ ] Electric Grill(s); #____
[ ] Gas Grill(s); #____
[ ] Charcoal Grill(s); #____
[ ] Smoker Grills(s); #____
[ ] Grease Fryer(s); #____
[ ] Oven(s); #____
[ ] Electric Range Burner(s); #____
[ ] Gas Range Burner(s); #____

****Please Note* –** Grease Fryers are not permitted indoors unless they are protected with an approved Hood and a UL300 Compliant Wet Chemical Automatic Fire Suppression System in accordance with NFPA 96.

***Does each cooking appliance have its own dedicated Fire Extinguisher? [ ] Yes [ ] No**
****Please Note* -** Each cooking appliance must have its own dedicated fire extinguisher. Class K fire extinguishers are required for fryers. You need to demonstrate that this requirement will be met by making a note on the site plan indicating compliance with all of the above requirements or providing a letter to the fire prevention bureau.

***Does each cooking area have the proper clearances from all other event areas? [ ] Yes [ ] No**
****Please Note* -** Cooking areas can be located no closer than 30 feet from any tent or canopy structure, event rides, stages, grandstands or bleachers, etc. Ensure that this measurement is demonstrated on the site plan.

***Will there be sales of alcohol at this event? [ ] Yes [ ] No**
****Please Note*** – An original certificate of liquor liability insurance naming the City of Dania Beach as additional insured and a 1/2/3 Day Special Sales License is required to be submitted with this application. The license must be obtained from the State of Florida Department of Business and Professional Regulation.

If Yes, Please Specify Types of Alcohol to be Sold: [ ] N/A [ ] Beer [ ] Wine [ ] Liquor [ ] Mixed Drinks [ ] Other: _____

If alcohol is being served, please indicate how the beverages will be served: [ ] N/A [ ] Draft Truck [ ] Cold Plate [ ] Mini-Bar [ ] Beer Tub [ ] Table Service

Other: _____

Will there be alcohol given away at this event? ☐ **Yes** ☐ **No**

Please Specify Types of Alcohol to be given away: ☐ **N/A** ☐ **Beer** ☐ **Wine** ☐ **Liquor**
☐ **Mixed Drinks** ☐ **Other:** _____

Will there be retail sales at this event? ☐ **Yes** ☐ **No**

Please Specify: _____

***Will there be any carnival rides, mechanical or vehicular rides, or animal rides at this event?**
☐ **Yes** ☐ **No**

*If yes, please describe: _____

What is the name of the vendor or vendors providing the rides? ☐ **N/A**

_____

Please Note - If carnival rides are to be present, the rides must be inspected by a state inspector, city electrical inspector, and fire inspector 48 hours prior to the rides opening.

Are you providing to us a copy of the ride vendor's Certificate of Liability and Workers' Compensation Insurance with this application? ☐ **Yes** ☐ **No**
***Please Note* –** An original Certificate of Liability and Workers' Compensation Insurance is required for any and all rides. Ensure that the Certificate is for this specific event, has the proper dates, and names the City of Dania Beach as an Additional Insured. No event will be approved without this insurance.

***Will recreational vehicles be used for temporary overnight housing?** ☐ **Yes** ☐ **No**
Please Note – Indicate the locations of these on the site plan.

***Will there be any use of pyrotechnics or fireworks displays at this event?** ☐ **Yes** ☐ **No**
***Please Note* -** Pyrotechnics fireworks displays require special applications, permits and inspections as well as an original Certificate of Liability and Workers' Compensation Insurance. In addition, a Fire Inspector will be required to be present during set-up and displays. This expense will be passed on to the event. (BSO or Fire Details may be required - refer to page 6)

***Will there be use of any Grandstands or Bleachers for seating at this event?** ☐ **Yes** ☐ **No**
Please Note - Bleachers and Grandstands may have to meet special safety code requirements. Locations must be indicated on the site plan. Plumbing permit is required for portable toilets.

***Are portable, ADA compliant sanitary facilities being provided for this event?** ☐ **Yes** ☐ **No**

If so, How many? _____ ☐ N/A
***Please Note* –** Provide the locations of all sanitary facilities on the site plan.

***Is there a request for any temporary signage for this event?** ☐ **Yes** ☐ **No**
***Please Note* – Any questions regarding temporary signage should be directed to City Code Compliance, (954)924-6810.**

Are there any services being requested from the City of Dania Beach? ☐ **Yes** ☐ **No**

If yes, please explain: _____

Please list any other conditions, terms or relevant information related to this event that may be of interest to the City:

BSO DETAIL REQUIREMENT

Based upon anticipated attendance, site or building size, site location, and ability to assure public safety requirements, a Broward Sheriff's Office Detail may be required.

FIRE WATCH REQUIREMENT

A Fire-Watch may be imposed depending on the type of event, number of persons present and hazards involved. The number of personnel and apparatus required may vary depending on the type of event and hazards involved. Below are the current rates charged for the presence of a fire watch detail, fire inspector or both:

> Off-Duty detail assignment services performed by Dania Beach Fire Rescue Personnel will be paid at their current overtime rate of pay with benefits (3 Hour Minimum). In addition, a City administrative fee of 10% will also be charged based on the total cost of personnel and apparatus. Personnel costs are currently estimated to be $84.42 per hour, per person (3 hour minimum).
>
> The cost of apparatus is as follows:
> Rescue Truck - $32.00 per hour
> Engine (1500 gpm) - $71.00 per hour
> Ladder (1500 gpm) - $80.00 per hour

The City of Dania Beach requires payment 14 days in advance for the detail services and fees are to be made payable to The City of Dania Beach by means of *cash advance or a cashier's check*. Fees are based on individual employee's overtime rates which vary from person to person. The amount estimated is based on the highest overtime rate currently payable in addition to fees for FICA, Medicare, Worker's Compensation and Administrative fees. In the event that the entire estimated amount is not required for services, the City will refund the money, less the expenses incurred for the service. Should the amount of time required for the fire watch detail exceed that agreed upon before the event, the Event sponsor will be required to pay for any overage based on the actual cost for the Fire Watch. The Event sponsor will be responsible to pay the actual service price incurred.

The information I have provided on this application is true and complete to the best of my knowledge. I understand that approval of this event is contingent upon review and approval of all City Disciplines, the City Attorney's Office and the City Commission.

_____ _____

Signature of Applicant **Title**

_____

Print name of Applicant

_____

Date

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me on _____, 200____.

by _____, who is personally known to me, or, if not, such person produced the following form of identification:_____.

NOTARY PUBLIC

My Commission expires: _____

My Commission number: _____

SPECIAL EVENT APPLICATION / PERMIT FEES

$100.00 Beach Weddings

$150.00 All Other Events

$280.00 Special Events Involving Fire Inspections

$100.00 Private Parties (over 26 participants)

$50.00 Small Parties (under 25 participants)

Special events requiring the use of Broward Sheriff's Office shall require advance payment of the applicable special detail rate.

Special Events requiring the use of personnel from the Fire Department or the use of City Lifeguards shall require advance payment of the applicable overtime rate.

A late fee of $75.00 will be assessed for any application that is received by the City sixty (60) days or less before the date (or starting date) of the event.

Rental rates are subject to the applicable 6% sales tax.