



Department of Parks and Recreation

To: Robert Baldwin, City Manager

From: Kristen L. Jones, MS
Director of Parks & Recreation

Cc: Mayor Flury, Vice Mayor McElyea, Commissioner Grace, Commissioner Castro and
Commissioner Duke

Date: March 20, 2012

Subject: Kristen Jones Retirement Party

On June 2, 2012 I would like to have a party to celebrate 33 years of service with the City of Dania Beach. I am requesting that I be approved for this event to celebrate with family and friends. I am not asking for any services from the City of Dania Beach other than use of the parking lot for my guests. My party will not begin until 6:00 P.M. therefore there would be no loss of revenue for parking. I am retracting my original request and approval from BSO for the small firework show and use of the Dania Beach Fishing Pier.

Thank you for your consideration for this request for my very special day. It's been a pleasure being employed with The City of Dania Beach! Thank you for a wonderful career.

Thank you,

Kristen L. Jones, MS
Director of Parks and Recreation

Cc: Colin Donnelly, Assistant City Manager



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: RETIREMENT PARTY FOR KRISTEN JONES

*Brief Description of the Event: FAMILY AND FRIENDS WILL GATHER TO CELEBRATE MY RETIREMENT.

Address/Location of Event: DANIA BEACH NEAR PIER

Event Coordinator: CAROL JOHNSON-GREFF

Telephone #1: 561.317.1341

E-mail Address: cgreff@comcast.net

Telephone #2: _____

Fax: _____

Additional Contact Person for the Event: KRISTEN JONES

Telephone #1: 954.651.5057

E-mail Address: Kjones@ci.dania-beach.fl.us

Telephone #2: _____

Fax: _____

Organization or Sponsor of Event: KRISTEN JONES

Address: 9340 SW 44TH COURT

City, State, Zip Code: DANIA FLORIDA 33329

Telephone: 954.651.5057

Fax: _____

Cell: _____

Is this a Non-Profit Organization? [] Yes [X] No Tax ID #: _____

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

N/A

Date of Incorporation: _____ State of Incorporation: _____

Federal ID #: _____

Authorizing Official for the Organization: _____

Telephone #1: _____

E-mail Address: N/A

Telephone #2: _____

Authorizing Official for the Organization: _____

Telephone #1: _____ E-mail Address: _____
 Telephone #2: _____

*Property Owner: CITY OF DUNIA BEACH

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

Is the letter attached? [] Yes [x] No

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

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

Has this event been held in the past? [] Yes [x] No

If so, indicate the city location of last event: N/A

Is the event to take place: [] Indoors [x] Outdoors [] Both

Number of Expected Daily Attendants: 200 (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 |
|----------|----------------|------------|------------|------------------|
| SATURDAY | JUNE 2 2012 | 6:00 P.M. | 10:00 P.M. | 4 |
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Anticipated Date and Time to Begin Set-Up: JUNE 2ND 3P.M.

Anticipated Date and Time for Completion of Break-Down: 11 P.M.

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

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

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 retardency 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.): DJ AND POSSIBLE BAND

Please specify the hours of entertainment:

| DAY | DATE | START TIME | END TIME | TOTAL # OF HOURS |
|------------------|--------|--------------|---------------|------------------|
| JUNE AND 2012 | 6/2/12 | 6:00 P.M. | 10:00 P.M. | 4 |
| SATURDAY | | | | |
| | | | | |

*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: N/A

***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 N/A

***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 N/A

***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: N/A

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

BEER AND WINE ONLY

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: N/A

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

*If yes, please describe: N/A

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? 1 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: N/A

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

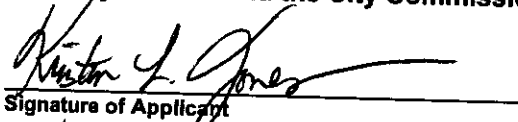
A Fire-Watch may be imposed depending on the type of event, number of persons present and hazards involved. The number of personnel and apparatus required may vary depending on the type of event and hazards involved. Below are the current rates charged for the presence of a fire watch detail, fire inspector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

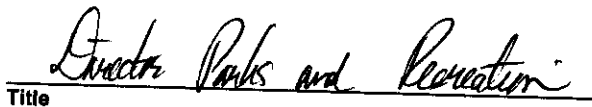
The City of Dania Beach requires payment 14 days in advance for the detail services and fees are to be made payable to The City of Dania Beach by means of cash advance or a cashier's check. Fees are based on individual employee's overtime rates which vary from person to person. The amount estimated is 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

KRISTIN L. JONES
Print name of Applicant

3-20-12
Date


Title

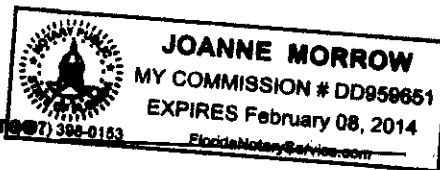
STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me on March 20, 2012
by Kristen Jones, who is personally known to me, or, if not, such person produced the
following form of identification: drivers license.

NOTARY PUBLIC

My Commission expires

My Commission number:



Joanne Morrow