



# 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:

Live Christmas Tree Sales Nov. 24 - December 24, 2015

\*Brief Description of the Event:

Seasonal sales of live Christmas Trees and wreaths

Address/Location of Event: 1301 S. Federal Hwy

Event Coordinator: Kathy Chefas for the Dania Beach Kiwanis

Telephone #1: 727-492-0573

E-mail Address: kchefas@hotmail.com

Telephone #2: 954-378-7900

Fax: \_\_\_\_\_

Additional Contact Person for the Event: Barry Baker - Dania Beach Kiwanis

Telephone #1: 954-783-1388

E-mail Address: \_\_\_\_\_

Telephone #2: \_\_\_\_\_

Fax: \_\_\_\_\_

Organization or Sponsor of Event: Dania Beach Kiwanis Club

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: 954-378-7900

Fax: \_\_\_\_\_

Cell: \_\_\_\_\_

Is this a Non-Profit Organization?  Yes  No

Tax ID #: \_\_\_\_\_

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

Dania Beach Kiwanis

Date of Incorporation: 1985

State of Incorporation: \_\_\_\_\_

Federal ID #: \_\_\_\_\_

Authorizing Official for the Organization:

Barry Baker

Telephone #1: 954-931

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: Dania Beach @ 601 S. Federal Hwy.

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

Number of Expected Daily Attendants: 25 (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
Tuesday	November 24	9am	9pm	12
↓ DAILY				
Thursday	December 24	9am	3pm	6

Anticipated Date and Time to Begin Set-Up: November 10, 2015 morning

Anticipated Date and Time for Completion of Break-Down: December 25 Noon

\*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 retardancy 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 *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 *N/A*  
 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 *N/A*

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: \_\_\_\_\_ N/A

Will there be retail sales at this event?  Yes  No

Please Specify: live Christmas trees and wreaths

\*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 N/A

**\*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

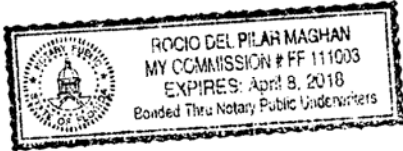
**\*Please Note** - Any questions regarding temporary signage should be directed to City Code Compliance, (954)924-6810.

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

If yes, please explain: \_\_\_\_\_

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

The foregoing instrument was acknowledged before me on November 02, 2005  
by Kathy Shepos, who is personally known to me, or, if not, such person produced the  
following form of identification: \_\_\_\_\_.



NOTARY PUBLIC

My Commission expires: April 08/18

My Commission number: FF 111003

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**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.

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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.

Kathy Chefas  
Signature of Applicant

Owner  
Title

KATHY CHEFAS  
Print name of Applicant

11-2-15  
Date

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STATE OF FLORIDA  
COUNTY OF BROWARD