

# **Town of Lauderdale-By-The-Sea**

## **Regular Town Commission**

### **Agenda**

Tuesday, June 9, 2026

6:30 PM



Jarvis Hall 4505 N. Ocean Drive  
[www.Lauderdalebythesea-fl.gov](http://www.Lauderdalebythesea-fl.gov)

#### **LAUDERDALE-BY-THE-SEA TOWN COMMISSION**

**Mayor Edmund Malkoon**  
**Vice Mayor Randy Strauss**  
**Commissioner Richard DeNapoli**  
**Commissioner John A. Graziano**  
**Commissioner Theo Pouloupoulos**

**Ken Rubach, Town Manager**  
**Susan Trevarthen, Town Attorney**  
**Melissa Vasami, Town Clerk**

## Regular Town Commission

Tuesday, June 9, 2026, 6:30 PM  
Jarvis Hall 4505 N. Ocean Drive

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1. **CALL TO ORDER, MAYOR EDMUND MALKOON**
2. **PLEDGE OF ALLEGIANCE TO THE FLAG**
3. **INVOCATION by Rabbi Bentzion Singer**
4. **ADDITIONS, DELETIONS, DEFERRALS OF AGENDA ITEMS**
5. **PRESENTATIONS**
  - 5.a. Proclamation Honoring Firefighter/Paramedic Broderick Espinoza and Lieutenant Jesus Fuentes for Heroic Lifesaving Actions
  - 5.b. Code Compliance Workshop Follow-up
6. **PUBLIC COMMENTS**
7. **PUBLIC SAFETY DISCUSSION**
8. **TOWN MANAGER REPORT**
  - 8.a. Town Manager Report
9. **TOWN ATTORNEY REPORT**
10. **APPROVAL OF MINUTES**
  - 10.a. Approval of Minutes of the May 12, 2026, Regular Town Commission Meeting and the May 13, 2026, Town Commission Budget Workshop.
11. **CONSENT AGENDA**
  - 11.a. Special Event Application: Seaside Players October 2026
12. **OLD BUSINESS**
13. **NEW BUSINESS**
  - 13.a. Special Event Application: Blues By The Sea 2026
  - 13.b. Special Event Application: Stars & Stripes by the Sea 06.26.26
14. **COMMISSIONER PRESENTATIONS**
15. **COMMISSIONER COMMENTS**
16. **ORDINANCES 1st Reading**
17. **ORDINANCES 2nd Reading**
18. **RESOLUTIONS – PUBLIC COMMENTS**

## **19. QUASI JUDICIAL PUBLIC HEARINGS**

## **20. ADJOURNMENT**

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THE TOWN OF LAUDERDALE-BY-THE-SEA WILL FURNISH APPROPRIATE AUXILIARY AIDS AND SERVICES NECESSARY TO AFFORD INDIVIDUALS AN EQUAL OPPORTUNITY TO PARTICIPATE IN MEETINGS OF THE TOWN COMMISSION. IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND FLORIDA STATUTE 286.26, PERSONS WITH DISABILITIES NEEDING SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING

SHOULD CONTACT THE TOWN CLERK NO LATER THAN TWO (2) DAYS PRIOR TO THE MEETING AT (954) 640-4200 FOR ASSISTANCE.

IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE TOWN COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING OR HEARING, HE/SHE WILL NEED A RECORD OF THE PROCEEDINGS AND FOR SUCH PURPOSES MAY NEED TO ENSURE THAT A VERBATIM RECORDING OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

### **PROCEDURES FOR PUBLIC COMMENTS:**

Public Comments may address issues that are not on this meeting's agenda, but should relate to the business of the Town, and should not contain personal attacks. If your comment requires follow up, the Town Manager will have a staff person respond to your concerns, and will advise us of the outcome.

The Town Clerk will read off the names of those who have signed up to speak. When your name is called, please come to the podium, state your name for the record, and indicate whether you are a Town resident. Do not state your address. You have up to three minutes to make your comments, but there is no requirement to use the entire time. If you wish to address a particular Commissioner or member of Town Administration, please do so by use of their title.

If you wish to approach the Commission dais to hand out a document or for some other reason, please request permission and state your reason for doing so. All documents to be provided to the Commission should be handed to the Town Clerk for distribution.

These procedures have been developed to assure that the Town Commission meeting time is efficiently used, and that meetings are conducted in a polite and respectful manner. More information on the decorum rules for Town Commission meetings is available in Section 2-23 of the Town Code of Ordinances.

### **INVOCATION:**

The Invocation before each Town Commission meeting is a voluntary service of a private citizen, offered to serve the spiritual needs of the members of the Town Commission and solemnize the meeting. It is not intended to be an opportunity to advance or disparage one faith or belief over another. The views expressed in the Invocation have not been previously reviewed by the Town and do not necessarily represent the beliefs of any Town employee or official. No person is required to be present at or participate in the Invocation, and the decision whether to be present or participate in the Invocation will not affect any person's right to actively participate in the official business of the Town or obtain any benefit from the Town. The Town's written Invocation policy is available on its website, and upon written request to the Town Clerk.all static



## Agenda Item No: 5.a.

### Town Commission Agenda Item Report

**Meeting Date:** June 9, 2026

**Submitted By:** Melissa Vasami, Town Clerk

**Submitting Department:** Administration

**Item Type:** Presentations

**Agenda Section:** PRESENTATIONS

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**Subject Title:** Proclamation Honoring Firefighter/Paramedic Broderick Espinoza and Lieutenant Jesus Fuentes for Heroic Lifesaving Actions

**Explanation:** Mayor Malkoon will read a proclamation honoring Firefighter/Paramedic Broderick Espinoza and Lieutenant Jesus Fuentes for saving the life of a five-year-old child at the Plunge Beach Resort in Lauderdale-by-the-Sea on May 24, 2026.

**Recommendation:**

**Exhibits:**

1. Proclamation FF Espinoza and Lt. Fuentes



# Proclamation

*Issued by the Governing Body of the  
Town of Lauderdale-By-The-Sea, Florida*

**WHEREAS**, on May 24, 2026, a five-year-old child was found unresponsive in a swimming pool at the Plunge Beach Resort in Lauderdale-By-The-Sea; and

**WHEREAS**, Broward Sheriff's Office Firefighter/Paramedic Broderick Espinoza and Miami-Dade Fire Rescue Lieutenant Jesus Fuentes were off duty at the time of the emergency; and

**WHEREAS**, upon recognizing the severity of the situation, Firefighter Espinoza and Lieutenant Fuentes immediately sprang into action without hesitation; and

**WHEREAS**, relying on their extensive training, experience, and commitment to public service, they administered critical lifesaving care to the child; and

**WHEREAS**, their swift actions, professionalism, and teamwork were instrumental in restoring the child's pulse and providing care until additional emergency personnel arrived on scene; and

**WHEREAS**, Firefighter Espinoza and Lieutenant Fuentes demonstrated extraordinary courage, compassion, and dedication to preserving human life, exemplifying the highest traditions of the fire service profession; and

**WHEREAS**, the Town of Lauderdale-By-The-Sea wishes to express its sincere appreciation and genuine gratitude to Firefighter Broderick Espinoza and Lieutenant Jesus Fuentes for their heroic actions and selfless service on behalf of a child and family in need;

**NOW, THEREFORE, I, Edmund Malkoon, Mayor**, on behalf of the Town Commission and residents of Lauderdale-By-The-Sea, hereby proclaim the **Tuesday, June 9, 2026**, as:

***"Firefighter/Paramedic Broderick Espinoza  
and  
Lieutenant Jesus Fuentes Day"***

*In witness wherof we have hereunto set our  
hands and caused this seal to be affixed*



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*Edmund Malkoon, Mayor*

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*Melissa Vasami, Town Clerk*



**Agenda Item No: 5.b.**

## **Town Commission Agenda Item Report**

**Meeting Date:** June 9, 2026

**Submitted By:** Jhanelle Campbell, Development Services Director, Terry-Ann Boyd, Assistant Director Development Services -Code Compliance

**Submitting Department:** Administration

**Item Type:** Presentation

**Agenda Section:**PRESENTATIONS

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**Subject Title:** Code Compliance Workshop Follow-up

**Explanation:** Staff will review the consensus reached during the recent Code Compliance Workshop and seek Commission direction regarding implementation and any additional policy considerations.

**Recommendation:**

**Exhibits:**

1. Code\_Compliance\_Workshop\_Action\_Agenda\_6-3-26

## **Action Agenda**

Code Compliance Workshop – June 3, 2026

### **1. Resolution 2014-22 – Code Relief Policy Updates**

- Draft revisions to Resolution 2014-22 reflecting workshop direction and policy consensus.
- Update mitigation authority thresholds as follows:
  - Up to \$1,000 – Development Services Director and Assistant Director/Code Compliance
  - Over \$1,000 to \$100,000 – Town Manager review/approval
  - Over \$100,000 – Town Commission approval required
- Include language emphasizing reduction of mitigation requests brought before the Town Commission where appropriate.
- Maintain case-by-case evaluation process for extension requests following issuance of mitigation orders.
- No cap to be established on the number of extensions at this time.
- Draft application process and fee schedule for mitigation requests.
- Proposed fee: \$250 application fee for Special Magistrate mitigations.

### **2. Reporting**

- Development Services Director to include quarterly reporting metrics identifying the number and total dollar amount of mitigations approved administratively under \$100,000.

### **3. Lien Amnesty Program Exploration**

- Research lien amnesty programs utilized by comparable municipalities.
- Develop policy concepts addressing educational outreach periods, incentivized payment structures, early payment mitigation incentives, and administrative implementation procedures.
- Return to Commission with policy recommendations and implementation considerations.

### **4. Common Code-Related Inquiries**

- Create administrative sod replacement application process with no application fee.
- Proceed with addressing sight triangle visibility issues throughout the Town.
- Coordinate enforcement strategy between Code Compliance and Public Works as necessary.

### **4. Code Compliance Priority List**

- Update internal Code Compliance priority with requested items to High Priority status.

### **5. Commission Direction**

- Coordinate with Public Works regarding sidewalk damage caused by tree roots.
- Continue evaluating tree placement and landscaping practices to minimize future sidewalk damage.
- Research policies and procedures utilized by comparable municipalities relating to code enforcement mitigation, amnesty programs, administrative authority thresholds, and extension procedures.

- Return to the Town Commission with findings and recommendations.

## 6. Follow-Up Items

| Item                                           | Responsible Party                    | Status/Next Step |
|------------------------------------------------|--------------------------------------|------------------|
| Draft revisions to Resolution 2014-22          | Development Services                 | Pending          |
| Develop mitigation application and fee process | Development Services                 | Pending          |
| Research lien amnesty programs                 | Development Services / Town Attorney | Pending          |
| Create sod replacement application             | Development Services                 | Pending          |
| Update enforcement priorities                  | Code Compliance                      | Pending          |



## Agenda Item No: 8.a.

### Town Commission Agenda Item Report

**Meeting Date:** June 9, 2026

**Submitted By:** Ken Rubach, Town Manager

**Submitting Department:** Administration

**Item Type:** Town Manager Report

**Agenda Section:** TOWN MANAGER REPORT

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**Subject Title:** Town Manager Report

#### Explanation:

##### **Commission Meeting Date Cancellations**

Traditionally, the Town Commission has observed a summer recess during the month of August, resulting in the cancellation of the first regularly scheduled Commission meeting on August 11, 2026. Additionally, the Commission has historically canceled the second regularly scheduled meetings in November and December due to the Thanksgiving and holiday seasons, specifically November 24, 2026, and December 22, 2026.

Staff is seeking Commission consensus regarding the cancellation of these regularly scheduled meetings. Should a time-sensitive matter arise requiring Commission action, a special meeting can be scheduled as needed.

##### **Dive into Summer Recap**

A heartfelt thank you to all the volunteers, staff, sponsors, and attendees who helped make this year's Dive into Summer event such a tremendous success.

Thanks to your generosity and support, Scuba4Good raised approximately \$90,000—an incredible \$10,000 increase over last year's total. This achievement will allow 10 additional adaptive divers to earn their certifications this year, creating even more opportunities for individuals to experience the life-changing benefits of scuba diving.

Special recognition goes to Katie Anderson, whose dedication, leadership, and countless hours of work were instrumental in making this two-day event such an overwhelming success. Her efforts have helped establish Dive into Summer as one of the premier events and a cornerstone of the Town's annual calendar.

Thank you again to everyone who participated and contributed to making a meaningful difference in our community.



### **El Prado Park Project**

On May 18, 2026, the Town opened bids for the El Prado Park Project. Following staff's review and analysis, all bids were found to exceed the project's estimated cost. In accordance with Section III.E.7 "Responsible Vendor Determination Opening of Responses" of the Town's Purchasing Policy, I have rejected all bids and recommend that the project be considered for inclusion in the FY 2027 Capital Improvement Program (CIP).

### **Fort Lauderdale Utility Accounts**

The City of Fort Lauderdale has updated its utility account policies effective March 1, 2026. Under the new ordinance, only property owners may establish new utility billing accounts. Existing tenant accounts established prior to March 1, 2026, may remain active unless service is disconnected, at which point only the property owner may reestablish service. Tenants may still receive bills "in care of" the property owner once the account is established.

To open a new residential or commercial utility account, applicants must submit a completed Utility Service Application and Agreement, a government-issued photo ID, proof of ownership (such as a signed settlement statement or warranty deed unless ownership is already reflected in the Broward County Property Appraiser records), and the applicable utility deposit. Deposits are required for all new or additional accounts and vary based on meter size and services provided.

The City also clarified that utility accounts cannot be placed in the name of a property manager or management company; however, bills may be directed to a property manager with a valid management agreement.

Requests for new utility service may be submitted by email, fax, mail, or in person, with standard processing times of approximately three to five business days.

### **IPW Recap**

Lauderdale-By-The-Sea was grateful to support Visit Lauderdale as they hosted U.S. Travel's IPW Conference this May to represent the Greater Fort Lauderdale area. One of the largest tourism conferences in the country, the conference saw attendees from all over the world, giving Staff and our Town partners the chance to showcase our Lauderdale-By-The-Sea on a

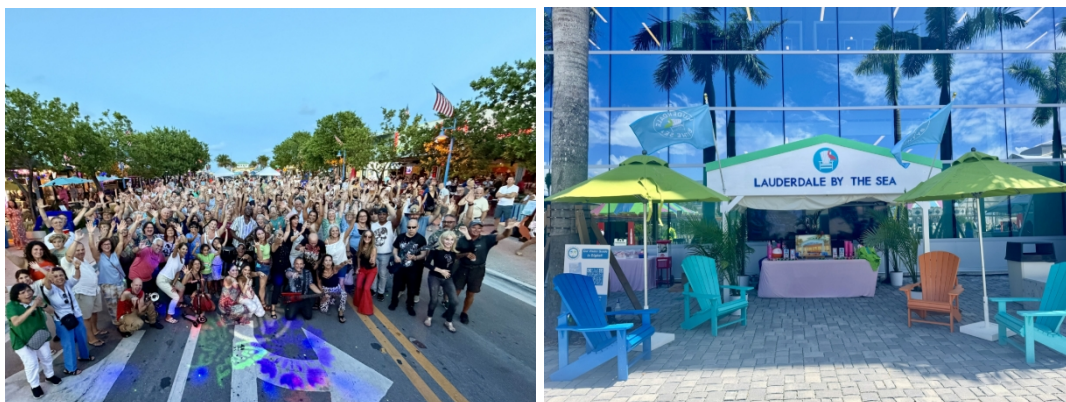


global level.

The Wednesday evening of the agenda opened attendees' schedules up and allowed us to invite everyone to experience one of our highly anticipated street parties, with Private Stock bringing the energy. Thank you to the Lauderdale-By-The-Sea Chamber of Commerce, Lodging Association, and Merchants Association for joining us to collectively target visitors, promote what we love about our slice of paradise, as well as engage with the local community. Through data from our ride share voucher offer, we saw 89 vouchers claimed that users had to redeem with Lauderdale-By-The-Sea as their ending location. Between these individuals, media outlets, and others, we welcomed a couple of hundred persons from the conference into our Town that evening alone.

IPW kicked off on a Tuesday at the Broward Convention Center, with the Thursday closing reception wrapping an incredible week spent with our newest admirers of Lauderdale-By-The-Sea. One of the most rewarding outcomes of this experience has been seeing so many of our Town groups come together in a shared effort to showcase the very best of our community. We are incredibly grateful for the volunteer efforts, with a special thank you to Tina Collerman and Ann Marchetti with the Chamber, Ina Marjakangas with the Merchants Association, and Ellen Zavell of the Lodging Association, who went above and beyond to physically assist at the conference, organize volunteer support within their groups, and promote all of the Town's initiatives.

We look forward to the impact this conference will have on our area for years to come.





### **Potential Property Tax Impacts**

The Florida Legislature on June 2nd advanced the Governor's proposal regarding an increase in the homestead tax exemption, which will impact the revenue the Town receives from property taxes. This item will appear on the ballot in November for Florida voters to weigh in on. Staff will continue to assess the impact of this and what it means for our budget process going forward. These impacts will not be felt until potentially the FY28 budget.

### **World Cup Watch Party**

Lauderdale-By-The-Sea looks forward to cheering on Team USA during our nation's historic 250th Anniversary year and celebrating the excitement of the FIFA World Cup alongside residents and visitors.

The LBTS Watch Party is planned to take place on Wednesday, July 1, from 6 pm to 10 pm, hosting the community for the 8:00 pm match, throughout Dunes Plaza and the Ocean Pavilion, located in the heart of our downtown district at the eastern end of Commercial Boulevard. A large video wall will be erected in Dunes Plaza, with high-top tables and seating arranged throughout the horseshoe area to create an inviting viewing experience. Family-friendly activities, including games, face painting, and prize giveaways, will be hosted under the Ocean Pavilion, providing entertainment for guests of all ages.



### **Upcoming Meetings**

-Commission Meeting — Tuesday, June 23rd at 6:30 pm



**Recommendation:**

**Exhibits:** None



**Agenda Item No: 10.a.**

## **Town Commission Agenda Item Report**

**Meeting Date:** June 9, 2026

**Submitted By:** Melissa Vasami, Town Clerk

**Submitting Department:** Administration

**Item Type:** Approval of Minutes

**Agenda Section:** APPROVAL OF MINUTES

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**Subject Title:** Approval of Minutes of the May 12, 2026, Regular Town Commission Meeting and the May 13, 2026, Town Commission Budget Workshop.

**Explanation:** Approval of Minutes of the May 12, 2026, Regular Town Commission Meeting and the May 13, 2026, Town Commission Budget Workshop.

**Recommendation:** Accept/Approve

### **Exhibits:**

1. Draft Minutes of the Town Commission Meeting – May 12, 2026
2. Draft Minutes of the Town Commission Budget Workshop – May 13, 2026



**DRAFT**

**TOWN OF LAUDERDALE-BY-THE-SEA  
TOWN COMMISSION  
Jarvis Hall  
4505 N. Ocean Drive  
Tuesday, May 12, 2026  
6:30 PM**

**1. CALL TO ORDER, MAYOR EDMUND MALKOON**

Mayor Edmund Malkoon called the meeting to order at 6:30 p.m. Also present were Vice Mayor Randy Strauss, Commissioner Richard DeNapoli, Commissioner John A. Graziano, Commissioner Theo Pouloupoulos (by phone), Town Manager Ken Rubach, Town Attorney Susan Trevarthen, Public Works Director Chris Lips, Finance Director Lucila Lang, Assistant Finance Director Edner Saint-Jean, Development Services Director Jhanelle Campbell, Assistant to the Town Manager Courtney Easley, Events and Marketing Manager Katie Anderson, and Town Clerk Melissa Vasami.

**2. PLEDGE OF ALLEGIANCE TO THE FLAG**

**3. INVOCATION**

It was requested that any individuals who are willing to donate platelets to local resident Jose Reyes contact Memorial Hospital West, the Mayor, or Town Offices, for more information. A matching blood type is not necessary for the donation.

Rabbi Bentzion Singer gave the Invocation.

**4. ADDITIONS, DELETIONS, DEFERRALS OF AGENDA ITEMS**

None.

**5. PRESENTATIONS**

**a. National Safe Boating Week Proclamation**

Mayor Malkoon read a Proclamation recognizing the week of May 16-22, 2026, as National Safe Boating Week.

**b. National Police Week and National Peace Officers Memorial Day Proclamation**

Mayor Malkoon read a Proclamation designating the week of May 10-16, 2026, as National Police Week and May 15, 2026, as National Peace Officers Memorial Day.

**c. National Public Works Week Proclamation**

Mayor Malkoon read a Proclamation recognizing the week of May 17-23, 2026, as National Public Works Week.

**d. Smart Water Meters Presentation**

Ingrid Kindbom, representing Fort Lauderdale's Utility Services Department, gave a presentation on smart water meters, which will modernize utility infrastructure by replacing the former mechanical water meters. They can be read remotely over radio frequency and allow residents to more closely monitor their water usage. The devices will be installed in Lauderdale-By-The-Sea by summer 2027.

Ms. Kindbom explained that residents will have access to a portal within the new system, which will allow them to view their water consumption as well as information on any unusual consumption patterns. Once consumption is read, the information is downloaded to the billing office and the customer portals.

Installation of smart meters began in late December 2025. Fort Lauderdale is on track to replace approximately 65,000 meters through summer 2027. When installation is complete, a contractor will perform maintenance and operations of the system.

Prior to the installation of smart meters, Fort Lauderdale performed an audit of all existing water meter boxes. The operations team is working to clear up any issues or obstructions before the new meters are installed.

Sheryl Dickey, a consultant working with Fort Lauderdale's Utility Services Department, advised that roughly 1,600 meters will be replaced in Lauderdale-By-The-Sea. Weather permitting, this process is expected to take approximately one month. Postcards will be

sent to customers, so they are aware of the process. The contractor's team will alert residents that installation is underway if they are home; if not, they will provide door hangers stating that meters have been installed.

Ms. Dickey emphasized the importance of ensuring that customers feel connected through the new system. She encouraged residents to call or email with additional questions.

Mayor Malkoon requested confirmation that the contractors installing the devices will be identifiable. Ms. Dickey confirmed that they will wear identifying insignia.

Commissioner DeNapoli asked how the new meters and their installation are funded. Ms. Kindbom replied that the Utility Services Department is aware that there have been billing issues in Lauderdale-By-The-Sea in the past and moved the Town to an earlier position in the installation cycle to address this. Costs will eventually be reflected in customers' rates in Lauderdale-By-The-Sea as well as in Fort Lauderdale.

Vice Mayor Strauss continued that he had become aware of issues in which average cost billing was used instead of directly reading meters. Ms. Kindbom replied that some bills have been estimated in the past when existing mechanical meters could not be read; however, smart meters will be read remotely, which will prevent further estimates.

Vice Mayor Strauss requested information on the mitigation process if a meter shows a spike in usage, a broken pipe, or another issue. Ms. Kindbom replied that if an adjustment is needed to a bill, this can be done for all charges, which include wastewater as well as water. Homeowners seeking a pool credit, separate meters, or other mitigation must apply for the adjustment. If a property has both domestic and irrigation meters, both will be replaced with smart meters.

Commissioner Graziano asked if smart meters have been shown to stabilize, decrease, or increase rates over the long term in municipalities where they are used. Ms. Kindbom replied that it is unlikely for rates to decrease. The smart meters are being implemented with the intent of modernization and improved customer service.

Commissioner DeNapoli asked if eventual household costs could be estimated. Ms. Kindbom replied that the cost per household will depend on consumption. She did not have information at hand regarding the cost of installation. The user portal will be accessible to customers by summer 2027.

Commissioner DeNapoli asked if the new meters will provide alerts in the event of leaks or other unusual activity. Ms. Kindbom explained that customers may set up their own notification thresholds within the system. One mitigation per year will be allowed, which is also the current policy.

Commissioner DeNapoli asked if the billing cycle will be normalized. Ms. Kindbom confirmed this, stating that there will be neither delayed billing nor “skips” when the new meters are deployed.

## **6. PUBLIC COMMENTS**

Mayor Malkoon read a statement clarifying that members of the public may address any Agenda Item, Resolution, or Ordinance either during general Public Comments or when that Item is presented later in the meeting, but not both. Repetitive or duplicative comments may be limited in accordance with the Commission's rules and procedures. Speakers are limited to three minutes' speaking time and are asked to state their name and whether or not they are Town residents.

At this time, Mayor Malkoon opened public comment.

Kimberly Bertsch, resident, addressed statements made at the April 28, 2026, Town Commission meeting, which indicated that public comments should not be used to advance “ongoing political agendas.” She found it offensive to suggest that voicing concerns and asking questions were politically motivated, adding that both elected officials and residents are expected to remain respectful in their comments. She concluded that residents continue to challenge and hold governments accountable and deserve transparent processes.

Mayor Malkoon observed that the processes followed by the Commission have been and remain transparent.

Karen Sylvester, resident, addressed proposed Town Charter amendments, stating that she did not support allowing determinations to be made by the Florida Commission on Ethics, as this would remove local authority. She also recalled that the Town's Charter Review Committee had recommended extending the minimum residency for candidates for office from six months to one year and was in favor of bringing this recommendation before the voters.

Ms. Sylvester also addressed the use of the terms “residency” and “domicile,” asserting that the Charter should use the term “domicile” in order to ensure that candidates are part of the community. She noted that this term should also be defined within the Charter itself. She continued that the Commission should eliminate the north and south voting districts as recommended by the Charter Review Board and concluded that while the Commission and the Charter Review Board recommended a four-year rather than a two-year mayoral term, she believed the two-year term preserves accountability.

Cristie Furth, resident, also addressed proposed Charter amendments, stating that most of the changes proposed by the Commission for inclusion on the November 2026 ballot were not “housekeeping” measures but are considered controversial. She asserted that the Charter amendment proposals relax the standards currently written into that document, take rights from voters, and erode home rule. She encouraged residents to vote against the proposed ballot questions in November.

Commissioner DeNapoli commented that he did not see presenting questions to voters as a compromise of voters' rights.

With no other individuals wishing to speak at this time, Mayor Malkoon closed public comment.

## **7. PUBLIC SAFETY DISCUSSION**

### **a. BSO April 2026 Public Safety Report**

Broward Sheriff's Office (BSO) Captain Christopher Sutter reported that Detective Ben Koos is the Employee of the Month for April 2026, citing his work in resolving a recent burglary. He recognized the role played by the Town's surveillance system in addressing this case as well.

Captain Sutter continued that there has been a pattern of recent thefts and strongly encouraged residents to keep doors and vehicles locked.

Recent events with a BSO presence include the Shred-a-Thon held on April 11, 2026, which shredded paper documents and destroyed controlled and non-controlled substances. They also attended the recent Farmers Market and raised funds for the local Special Olympics Law Enforcement Torch Run. Captain Sutter thanked all



residents who donated and participated in this event. BSO also attended the April 15, 2026, Art in the Park event.

## **8. TOWN MANAGER REPORT**

### **a. Town Manager Report**

Town Manager Ken Rubach reported that Staff is preparing items for a Code Compliance workshop with the Town Commission. There was consensus to schedule this workshop for 5:30 p.m. on Wednesday, June 3, 2026.

Additional upcoming events include:

- Coffee with a Cop on Friday, May 22, 2026, from 9:00 a.m. until 11:00 a.m. at the pavilion
- Dive Into Summer begins on Friday, May 29, 2026, from 5:00 p.m. until 9:00 p.m. and carries over into Saturday, May 30 from 5:00 p.m. to 10:00 p.m. in El Prado Park; events include bands, a vendor village, and a dining village; additional activities, including a dive log, will promote Town businesses and are available at Town Hall or at participating businesses, which are listed on the Town's website

The Farmer's Market has concluded for the season.

The International Pow-Wow (IPW) Conference 2026 will be held in Fort Lauderdale beginning May 17, 2026. Lauderdale-By-The-Sea will provide a tent at the Convention Center to promote the Town, and a concert is planned on Wednesday, May 20, for IPW participants. A "Show Your Badge" campaign will offer promotions to participants.

The first Town Commission Budget Workshop is scheduled for Wednesday, May 13, 2026, at 5 p.m. No action will be taken at this workshop. The Commission will also meet on Tuesday, June 9, 2026, at 5:30 p.m. to discuss capital improvements.

Mayor Malkoon asked if the Town's concert is an advertised event for the IPW. Events and Marketing Manager Katie Anderson confirmed this, clarifying that the concert is advertised on the IPW website, the Visit Lauderdale channels, and the Town's booth at the Convention Center.

## **9. TOWN ATTORNEY REPORT**

None.

#### **10.APPROVAL OF MINUTES**

a. **Approval of Minutes of April 14, 2026, Regular Town Commission Meeting**

Commissioner DeNapoli made a motion, seconded by Commissioner Pouloupoulos, to approve. Motion carried 5-0.

#### **11.CONSENT AGENDA**

a. **Special Event Application: International Coastal Cleanup September 2026**

b. **RESOLUTION 2026-17: A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, APPROVING AN INTERLOCAL AGREEMENT AMONG BROWARD COUNTY AND OTHER BROWARD MUNICIPALITIES FOR SHARING RESOURCE BURDENS OF THE SYSTEM-WIDE NPDES MS4 PERMIT AND AUTHORIZING BROWARD COUNTY TO CONDUCT TECHNICAL ACTIVITIES REQUIRED BY THE NPDES MS4 PERMIT**

Vice Mayor Strauss made a motion, seconded by Commissioner Pouloupoulos, to approve. Motion carried 5-0.

#### **12.OLD BUSINESS**

None.

#### **13.NEW BUSINESS**

None.

#### **14.COMMISSIONER PRESENTATIONS**

None.

## **15.COMMISSIONER COMMENTS**

Commissioner Graziano reported that he remains in communication with Florida Power and Light (FPL) regarding the utility's Storm Secure Underground Program (SSUP). FPL has provided the Town with data which confirms that Lauderdale-By-The-Sea's northern district is eligible for this program, and the Town has requested consideration of inclusion on the list of SSUP communities for 2030.

Commissioner Graziano requested that in the future, the Town consider adopting a more relaxed policy for parking along the beaches during events such as Fort Lauderdale's recent Air Show.

Commissioner DeNapoli stated that his focus during upcoming budget discussions is to protect taxpayers, demand accountability, and ensure that major decisions are subject to rigorous analysis and transparent discussion. He briefly reviewed upcoming events, including the IPW concert and Dive Into Summer, noting that 100% of proceeds from Dive Into Summer will support the nonprofit entity SCUBA for Good.

Vice Mayor Strauss announced that he will be a candidate for Mayor in the fall and anticipated honest debate about Town issues in the future.

## **16.ORDINANCES 1<sup>st</sup> Reading**

a. **ORDINANCE NO. 2026-04: AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, PROVIDING FOR THE SUBMISSION TO THE ELECTORS OF PROPOSED AMENDMENTS TO THE TOWN CHARTER, PURSUANT TO SECTION 166.031, FLORIDA STATUTES, CONCERNING AMENDMENTS TO CHANGE THE TOWN'S CHARTER TO EXTEND AND CLARIFY CHARTER TIMEFRAMES FOR CERTIFICATION OF CITIZEN PETITIONS RELATED TO ORDINANCES, ESTABLISH TWO FOUR YEAR MAYOR-COMMISSIONER TERMS, ALLOW MAYOR-COMMISSIONER TO RUN FOR COMMISSIONER AT THE CONCLUSION OF THEIR SERVICE AS MAYOR-COMMISSIONER, ALLOW APPOINTMENTS FOR COMMISSION VACANCIES WITHOUT A TWO-YEAR BREAK IN SERVICE, ESTABLISH CURRENT COMMISSION DISTRICT BOUNDARIES, REVISE AND CLARIFY STANDARDS FOR FORFEITURE OF OFFICES OF COMMISSIONER AND MAYOR-COMMISSIONER, INCORPORATE STATE LAW GOVERNING ELECTIONS, PUBLIC NOTICES,**

**AND AUDITS, AND CORRECT ERRORS, RESOLVE INCONSISTENCIES, AND UPDATE PROVISIONS TO CLEAN UP CHARTER LANGUAGE; CALLING A SPECIAL ELECTION ON THE PROPOSED CHARTER AMENDMENTS TO BE HELD ON TUESDAY, THE 3RD DAY OF NOVEMBER 2026, IN CONJUNCTION WITH THE GENERAL ELECTION BEING HELD ON SAID DATE; PROVIDING FOR VOTING AT THE POLLS; PROVIDING FOR NOTICE OF ELECTION; PROVIDING FOR REQUISITE BALLOT LANGUAGE; PROVIDING FOR INCLUSION IN THE CHARTER, SEVERABILITY AND FOR AN EFFECTIVE DATE.**

Mayor Malkoon advised that the Town's Charter requires Lauderdale-By-The-Sea to undertake the Charter review process at least every 10 years. A Charter Review Board (CRB) met in 2025 and proposed a number of potential Charter amendments, which were considered by the Commission. The Agenda Items presented in Ordinance 2026-04 are the final result of the review process. The Mayor concluded that the purpose of tonight's consideration of the Ordinance is to review the proposed language to ensure clarity for voters, who will then be able to vote on the proposals in November 2026.

Mayor Malkoon thanked the CRB members for their service and dedication to the Town and the Charter review process.

At this time, Mayor Malkoon opened public comment.

Kimberly Bertsch, resident, addressed comments made at the April 28, 2026, Town Commission meeting regarding the Charter requirement for six months' residency. She advised that information provided by Town Staff at the February 24, 2026, Commission meeting shows that Dania Beach, Hallandale Beach, and Pompano Beach each require one year's residency before an election. Both Hollywood and Deerfield Beach require six months' residency before an individual may qualify as a candidate. Only Fort Lauderdale requires six months' residency prior to the election only.

Ms. Bertsch continued that she did not believe comparisons to other coastal municipalities should determine what is best for Lauderdale-By-The-Sea. She added that voters will not be given the opportunity to consider extending the Town's residency requirement to one year. She also did not agree with the description of the Charter's ethics language as "vague" and concluded that none of the proposed Charter amendments benefit the Town.

With no other individuals wishing to speak at this time, Mayor Malkoon closed public comment.

Commissioner DeNapoli stated that Ms. Bertsch's interpretation of his previous comments was a mischaracterization, pointing out that he had cited several examples of coastal communities which require six months' residency or less. He asserted that when factually incorrect assertions were made, it was his duty to point them out.

Mayor Malkoon requested correction of a grammatical error on line 400 in the ballot question's language addressing vacancy appointments: "...if that person would otherwise be required by the Town Charter *to* take..."

Vice Mayor Strauss commented that he did not agree with the proposed change from a two-year to a four-year mayoral term, the proposed minimum residency requirement, or the standards proposed in the event of forfeiture of office. He did not feel the changes were necessary and concluded that he would, as in previous meetings, vote against the proposed amendments.

Commissioner Pouloupoulos observed that while some comments from the public and the Commission have suggested the Charter not be changed, the comments appeared to depend on the speakers' viewpoints. He recalled that the proposed amendments have been discussed over several Commission meetings, and he felt they will improve clarity and/or consistency.

Mayor Malkoon addressed forfeiture of office, pointing out that this can occur due to a broad range of circumstances. He felt the inclusion of standards for forfeiture would ensure a fairer process. With regard to the proposed change from a two-year mayoral term to a four-year term, he noted that it can be exhausting for a candidate to mount a campaign every two years.

Commissioner Graziano advised that he did not feel the Charter was in need of change because it has lasted for several years in which only a minimal number of Charter-related issues have occurred. He felt fewer changes should be made than are proposed, and requested clarification of how the referendum process would work with regard to the multiple issues addressed.

Town Attorney Susan Trevarthen explained that Ordinance 2026-04 is a package. If it is the Commission's desire, a motion can be made to determine whether or not the

Ordinance should be changed prior to second reading. If this is the case, the Ordinance would be modified to make the requested change(s) to any of the details in the Ordinance. The form of the Ordinance approved upon second reading will be included on the November ballot to be decided by the voters.

Commissioner Graziano restated his objection to the six months' required residency and asked if the issue of terminology between "residence" and "domicile" required more attention. Town Attorney Trevarthen replied that Ordinance 2026-04 consistently uses the word "residence" as a means of resolving that conflict, as directed by the prior consensus of the Commission.

Commissioner Graziano also expressed concern with ceding any authority regarding ethics, which are currently the responsibility of the Commission, to a state entity. He asserted that all ethics are local and recommended that this authority be maintained in the Town.

Mayor Malkoon commented that the proposed change would not remove a Commission's ability to allege wrongdoing but would provide an opportunity for impartial judgment of those allegations. Commissioner Graziano stated that he did not believe any action taken by the Commission should be arbitrary and would rely on all the Commissioners to make their feelings known when an issue is discussed.

Vice Chair Strauss requested clarification that comments made by the Mayor, which addressed the ability to perform the duties of elected office while undergoing medical treatment, had not been made by a sitting member of the Commission. Mayor Malkoon asserted that a member of the current Commission had inquired into the potential procedure for removal in the case of debilitating illness.

Commissioner DeNapoli commented that there have been multiple votes on the proposed Charter amendments, and briefly reviewed the recommendations brought forward by the CRB and the modifications made to some of those recommendations by the Commission. With regard to the proposed ethics amendment, he pointed out that, in addition to the recommendation which would allow involvement by the Florida Commission on Ethics, there are multiple other methods by which an individual Commissioner could be removed from office.

Commissioner DeNapoli spoke in favor of ensuring that due process is available in the event of an ethical issue. He concluded that the Ordinance's language was clear and the voters should be allowed to decide on the items.

**Commissioner DeNapoli made an omnibus motion, seconded by Commissioner Pouloupoulos, to move all the proposed amendments forward to second reading.**

Commissioner DeNapoli clarified that his **motion** would include the grammatical correction pointed out by the Mayor.

**Motion carried 3-2 (Vice Mayor Strauss and Commissioner Graziano dissenting).**

**17. ORDINANCES 2<sup>nd</sup> Reading**

None.

**18. RESOLUTIONS – PUBLIC COMMENTS**

None.

**19. QUASI JUDICIAL PUBLIC HEARINGS**

None.

**20. ADJOURNMENT**

With no other business to come before the Commission at this time, the meeting was adjourned at 8:15 p.m.

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Mayor Edmund Malkoon

ATTEST:

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Melissa Vasami, Town Clerk

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Date



**DRAFT**  
**TOWN OF LAUDERDALE-BY-THE-SEA**  
**TOWN COMMISSION BUDGET WORKSHOP**  
**Jarvis Hall**  
**4505 N. Ocean Drive**  
**Wednesday, May 13, 2026**  
**5:00 PM**

**1. CALL TO ORDER, MAYOR EDMUND MALKOON**

Mayor Edmund Malkoon called the meeting to order at 5:10 p.m. Also present were Vice Mayor Randy Strauss, Commissioner Richard DeNapoli, Commissioner John A. Graziano, Commissioner Theo Pouloupoulos (by phone), Town Manager Ken Rubach, Town Attorney Susan Trevarthen, Public Works Director Chris Lips, Finance Director Lucila Lang, Assistant Finance Director Edner Saint-Jean, Development Services Director Jhanelle Campbell, Assistant to the Town Manager Courtney Easley, Events and Marketing Manager Katie Anderson, and Town Clerk Melissa Vasami.

**2. PLEDGE OF ALLEGIANCE TO THE FLAG**

**3. PUBLIC COMMENTS**

Mayor Malkoon briefly addressed an exchange that had occurred during the May 12, 2026, regular Commission meeting, emphasizing that he has not alleged any improper conduct by any member of the Town Commission and wished to ensure his comments were not interpreted in that manner.

At this time, Mayor Malkoon opened public comment.

Marc Pearson, resident, asserted that reducing costs results in improved performance if done correctly. With regard to EMS/Fire services, he noted that these services include several change management issues. He recommended benchmarking for comparison between the budgets of Lauderdale-By-The-Sea and other Broward communities.



William Harder, resident of Sea Ranch Lakes, stated that he was informed the Town is considering an increase in enforcement along a segment of the Intracoastal Waterway, which includes a portion of Sea Ranch Lakes. He advised that if this is pursued further, affected homes in Sea Ranch Lakes will try to provide approximately 35% of the expense of enhanced enforcement activity.

Howard Goldberg, resident, requested clarification of why Town staffing costs would increase by an estimated 22% when the Town's population remains relatively steady. He also asked why the proposed budget would prioritize a fleet of vehicles over infrastructure projects and requested information on a five-year plan to prevent insolvency. He concluded by asking if there may be a tax increase after the November 2026 election.

Brian Paperny, resident, advised that he has attended Town Commission meetings in the past and felt the Commission does not listen to Town citizens. He did not feel the Town has sufficient funds at this time for a proposed park project, including water features.

With no other individuals wishing to speak at this time, Mayor Malkoon closed public comment.

#### **4. DISCUSSION ITEM**

##### **a. FY2027 – Budget Discussion**

Town Manager Ken Rubach addressed items raised during Public Comments, explaining that the Town traditionally holds two separate budget workshops: one focusing on the General Fund budget, and another on the Town's Capital Improvement Program (CIP) budget.

With respect to the Town's fleet, Town Manager Rubach stated that one vehicle is being added in the next fiscal year while two vehicles will be retired. The average age of vehicles in the fleet is 10 years or more. 90% of Staff vehicles are used by the Public Works Department. When vehicles are released from the fleet and sold, the Town receives the proceeds of those sales.

Town Manager Rubach explained that tonight's workshop is intended to serve as the Commission's first opportunity to review and discuss the proposed budget for fiscal year (FY) 2026-2027. He emphasized that no final decisions will be made at tonight's workshop, nor will a budget be adopted. The workshop will provide an opportunity to review preliminary assumptions, discuss priorities, and provide guidance.

Many of the figures presented at this stage of the budget process are estimates. Town Manager Rubach cited the example of final taxable property values, which will not become available until July 2026. The draft budget reflects projected assumptions based on Staff estimates.

As the figures become finalized, the draft budget will continue to evolve. Any proposed millage rate or Fire assessment fee adjustments presented at tonight's workshop are being provided only as examples and planning scenarios for purposes of discussion. This will help the Commission evaluate priorities and determine the direction they wish to take regarding the Town's budget. The discussion is intended to provide transparency into the development of the budget, allow the Commission to identify priorities, and provide an opportunity for early public input before formal decisions are made.

Town Manager Rubach concluded that the workshop will be the first of several discussions over the coming months as the Commission and Staff work toward a fiscally responsible budget that reflects the needs and priorities of the community. He thanked Staff for their work in preparing the proposed budget, concluding that outside public safety costs and a potential transfer to the CIP, the General Fund has increased by less than 3% for the next fiscal year.

Finance Director Lucila Lang reviewed the FY 2025-2026 approved budget as well as the proposed FY 2026-2027 budget. She explained that Staff reviews and determines the percentages of time allocated to specific types of work and then divides that percentage among the affected Departments. FY 2026-2027 reflects a slightly higher personnel allocation to the Town Commission, including the Town Manager, a proposed Deputy Town Manager, the Town Clerk, and the Commission itself.

Finance Director Lang continued that projected donations remain flat at \$27,269, and a decision will be made on this item at a future Commission meeting. Donation requests will close at the end of May 2026 and will then be brought to the Commission.

Finance Director Lang noted that funds allocated to the Visitor Center have slightly decreased, while administration dollars slightly increased due to new contracts. An increase in Town Attorney expenses is due to a new contract. Tourism and community outreach saw minor increases as well due to new events, which will be presented later by the Events and Marketing Manager.

Police and EMS expenses represent the highest increase. Police expenses are set to increase by 14.80% due to the 13% increase reflected in the Police contract. Additional Police expenses include new license plate reader (LPR) cameras. The Town is considering new service providers for Fire and EMS services; the scenario prepared for FY 2026-2027 includes a division of the costs in the \$6.5 million contract the Town is considering, which would give EMS an allocation of \$3.2 million. This money comes from the General Fund.

The Development Services Department also saw a slight increase, as did Public Works and Recreation. These expenses include the Town's Community Center and the contractual increase of 5% related to programming at that facility.

Finance Director Lang advised that if the Town considers its proposed FY 2026-2027 budget of \$21.8 million without the Police increase of \$1 and EMS increase of \$1.8 million, this would reduce the proposed budget to \$18.9 million. She also recalled that in the previous fiscal year, the Town transferred approximately \$3 million from the General Fund to cover the CIP. The total difference from the current to the next fiscal year is roughly \$500,000, or less than 3% of the budget.

Key drivers for the FY 2026-2027 budget include:

- Police contract increase of approximately 13%
- BSO Marine Patrol at a cost of roughly \$135,000
- Transition to actual costs for Fire/EMS services of \$2.9 million, which is an 80% increase
- Insurance costs, including both commercial packages for the Town as well as workers' compensation; these costs represent a 5% increase
- Expanded programs and services, including new and proposed events

The Town is currently calculating Fire assessment rates. The residential rate is fixed, while the commercial rate is based on square footage. The Town has broken down current costs to reflect 60% expenses covered by the Fire assessment and 40% covered by the General Fund. Any change would require a new study.

Finance Director Lang noted that there is currently consideration for a Deputy Town Manager position. This does not impact the Town's total number of full-time equivalents (FTEs), which was approved by the Commission the previous year when the Parking Coordinator accepted a position in Public Works. The Parking Coordinator position then reverted to a single person at a lesser amount, resulting in savings for the Town. The overall impact of a Deputy Town Manager on the budget would be approximately 4.62% of personnel expenses. The overall budget for that position is less than 1%.

The Town has nearly \$9 million in investments at present. Emergency reserves are expected to reach \$2.7 million by the end of FY 2025-2026. These funds are strictly reserved for emergencies and cannot be used toward operations.

Roughly \$3 million is anticipated in the General Fund at the end of FY 2025-2026. This is due in part to the transfer to the CIP, which came from unencumbered funds in the General Fund.

Town Manager Rubach advised that any funds used toward CIP expenses or replacement of funds would come from fund balances, which he characterized as extremely healthy. The Town has slightly over \$10 million that they may use to some degree, including nearly \$6 million in the Parking Fund, \$3.2 million in the Unassigned Fund Balance, and nearly \$1 million remaining in the CIP from the current fiscal year. The \$11 million in investments and emergency reserves will not be touched. The Government Finance Officers' Association (GFAO) recommends maintaining at least two months' reserves; the Town currently has six months' reserves.

Town Manager Rubach addressed comments made during Public Comments, which related to how Fire and EMS services are divided. At present, all Firefighter/Emergency Medical Technicians (EMTs) are paramedics. The services are divided in a way that reflects how funds are assessed and revenue collected. 60% of these funds come from the Town's Fire assessment, while the remaining 40% come from the General Fund. The Town may not charge more than 60% of these costs to the Fire assessment unless another study is done. More may be charged to the General Fund; an example of a 50/50 split is included in the budget.

Town Attorney Susan Trevarthen advised that in addition to the requirement of a new study, the Florida Supreme Court has ruled that Fire and other assessments cannot be used to pay for EMS. This is the reason behind the 60/40 split.

Finance Director Lang advised that the current fiscal year saw some savings in salaries as employees left and were replaced at lower salaries. The total impact of salaries on the FY 2026-2027 budget is estimated at 7.66%. 5% is also budgeted for merit increases. On July 1, 2026, employees will receive a 2.5% cost of living adjustment (COLA). No funds are budgeted for interns or temporary assistance in any Departments, resulting in savings of roughly \$31,000.

Mayor Malkoon emphasized the importance of careful, responsible, and transparent address of the Town's budget. He noted that the majority of increases are driven by public safety costs, contractual obligations, insurance, and inflationary pressures, particularly with respect to Fire and EMS expenses. The increases are not primarily driven by discretionary spending.

Mayor Malkoon continued that the Town should remain cautious about adding new discretionary expenditures or expanding programs until they have a clearer long-term financial view. He recommended that the Commission and Staff continue to evaluate efficiencies as well as the timing and prioritization of capital projects. He emphasized that his focus is on protecting public safety, maintaining financial stability, and ensuring that the Town continues to be managed with fiscal discipline.

Commissioner DeNapoli requested a breakdown of the expenses listed under the Town Commission line item. Town Manager Rubach replied that the item reflects the percentage provided by each Staff member who contributes to this line item, confirming that a more detailed breakdown can be provided. Commissioner DeNapoli clarified that he wished to see numbers rather than percentages in this category.

Commissioner DeNapoli also requested more information regarding BSO Marine Patrol. Town Manager Rubach recalled that the Commission had previously discussed additional law enforcement on the Intracoastal Waterway, and the Vice Mayor had suggested that this line item be included as a placeholder in the proposed budget. The Marine Unit expense is based on three eight-hour days per week, primarily on Fridays through Sundays. The cost is \$108/hour for this BSO detail. He further clarified that the estimate includes the proposed 35% contribution from Sea Ranch Lakes, which was mentioned during Public Comments.

Commissioner DeNapoli asked if the Town has made any recent efforts to bid out for insurance premiums. Finance Director Lang confirmed that this is done annually. A

response to the bids is expected in July 2026. The Town's insurance broker provides a review of different options from various carriers, and Staff analyzes this review as well.

Commissioner DeNapoli requested clarification of the rate of return on each section of the Town's investments, including emergency reserves, SBA trust pools, and more. Finance Director Lang replied that she would provide this at the next such discussion.

Commissioner DeNapoli also requested information on a document provided to the Commission. Town Manager Rubach explained that Town resident Ken Brenner had emailed comments regarding the Fire assessment, and Commissioner Graziano had requested that these be printed and provided to the Commission.

Commissioner DeNapoli asked who was responsible for proposing new events. Events and Marketing Manager Katie Anderson explained that tonight's budget workshop is the first opportunity to present new ideas to the Commission. She emphasized the importance of Staff listening to the community in a holistic manner, taking existing programming throughout the year into consideration, ensuring that costs are accurate, and addressing continuous requests. She recalled that there has been previous discussion of co-sponsorship of the Town's Friday Night Music events, and two such opportunities are accounted for in the proposed FY 2026-2027 budget.

Events and Marketing Manager Anderson continued that the Party in the Park series speaks well for the recent renovations to Friedt Family Park, which have received positive feedback. FY 2025-2026 has included smaller "pop-up" events in that Park, to positive response. Staff hopes to continue these events into the next fiscal year. One proposal for the next year is a singer/songwriter event, preferably within the off-season. She recalled that Vice Mayor Strauss had proposed this idea, and a number of businesses and residents have reached out to Staff with similar interest in this proposed event. Full-time Town residents have expressed interest in seeing more programming during the off-season. The estimated cost for this event is \$12,000, which is inclusive of staging, audiovisual equipment, marketing, and BSO.

Events and Marketing Manager Anderson continued that another proposed community-driven event is a proposed "burger battle," which would also be held during the off-season. It would integrate Town businesses and live music at a cost of \$14,000. A West Plaza Art Walk has been suggested by businesses in that area who would like to see greater activation of this part of the Town. One such event is proposed per quarter, with a total budget of \$6,000 for four events featuring artisans and live music.

Commissioner DeNapoli also requested clarification of a \$12/hour increase in Town Attorney services. Town Manager Rubach confirmed that this increase was contractual. Town Attorney Trevarthen recalled that in FY 2025-2026, the Commission had set aside fewer funds in litigation reserves.

Vice Mayor Strauss addressed Police expenses, noting the budgeted amount of \$8,355,676.22 and requesting clarification of other figures mentioned, which did not add up to that total. Town Manager Rubach advised that the \$8,090,092.62 is the cost of the Town's BSO contract, with another \$100,000 for a high-visibility detail in addition to the costs of the Town's LPR and emergency notification systems. While these are not contractual costs, they still fall under the umbrella of the BSO budget.

Vice Mayor Strauss addressed the Marine Patrol proposal, recalling that the Commission had discussed the potential creation of a No Wake Zone, which he had cautioned would significantly affect individual boat owners as well as the marine industry in general. The Commission had also discussed enforcement of existing regulations, such as the posted 25-mile-per-hour (MPH) speed limit in that area. He felt this enforcement of speed as well as safety practices could alleviate many of the concerns raised by the Commission and property owners in that area.

Vice Mayor Strauss continued that the proposed Marine Patrol enhancements could be modified, including hours and shifts. He pointed out that a contribution from Sea Ranch Lakes would be helpful on that shared waterway. A greater Marine Patrol presence could also identify environmental issues on the waterway, such as illegal discharge or pollution. He concluded that he was in favor of enhanced Marine Patrol efforts if the Town could afford them.

With respect to Town events, Vice Mayor Strauss advised that these could help local businesses during the off-season. He pointed out that when revenues drop during this period, the businesses continue to pay the same rent. Town events also enhance the quality of life in Lauderdale-By-The-Sea for residents as well as visitors.

Mayor Malkoon noted that enhanced enforcement on the waterways would cost \$134,784. He did not recommend proceeding with additional expenditures at this time. He also addressed the proposed singer/songwriter event, suggesting that sponsors be sought for it. He concluded that he wished to be very careful about any additional

expenses in the Town and ensure that residents were not asked to pay the costs for all events.

Commissioner Graziano stated that the Commission does not fully understand the baseline costs of various Departments; they only know the total costs involved when Town Staff, such as the Town Manager or Finance Director, participate in each Department. He asserted that he opposed this type of budgeting, which is based not only Departmental costs but participation from outside each Department.

Commissioner Graziano continued that he had spoken with Town resident Ken Brenner regarding millage rates and budgeting, as Mr. Brenner had a history of participating in the Town's audit and budgeting processes. Mr. Brenner had produced a document which Commissioner Graziano had requested be provided to all the Commissioners as a written Public Comment.

Commissioner Graziano recalled that the Commission had previously reduced parking rates on a temporary basis during the past year. He was in favor of reducing these rates once more in order to provide relief for Town businesses. He was not in favor of increasing the number of Town employees, including a Deputy Town Manager position. He recommended revisiting the issue of additional Staff during a later fiscal year when there is more certainty regarding the overall budget.

Commissioner Graziano addressed the increase in Town Attorney fees. Town Attorney Trevarthen noted that the Commission has always worked with her firm on an hourly basis; the rate has increased by 3%. The actual amount spent is driven by the demands of the Town's business, which results in fluctuations.

Commissioner Graziano recalled that in FY 2025-2026, the Town had required legal assistance in addressing Charter issues, as well as the ongoing public-private partnership (P3) effort. He emphasized the importance of the distinction between a budgeted 3% increase and a 3% billing increase.

With respect to the Fire assessment, Commissioner Graziano requested additional clarification of this item. Town Manager Rubach explained that Fire Rescue services are currently funded based on a 60/40 division formula determined by the most recent Fire study, which showed that 60% of Fire Rescue costs were from the Fire side of the division, while 40% came from the EMS side. No EMS services are funded from the Fire assessment; they are instead funded through the Town's millage rate. There has been



discussion about changing this division to a 50/50 split. He emphasized that these differing scenarios are presented for the Commission's consideration and encouraged residents with questions to reach out to his or Finance Director Lang's office.

Commissioner Graziano continued that Fire Rescue service negotiations can be complex and observed that prospective providers, such as BSO, can be intransigent regarding the amounts charged. He did not feel the 3.8% increase in Public Works funding was significant and requested clarification of the difference between Recreation and Tourism/Community Development funding.

Town Manager Rubach recalled that a salary study was done by BSO the previous year, which showed what upgrades would cost each community that uses BSO's public safety services. FY 2025-2026 was the first year of this increase, with FY 2026-2027 to be the second year. The salary increases generated by this study were non-negotiable.

Town Manager Rubach continued that the difference between Recreation and Tourism funding is primarily the Community Center, for which programming is reflected in the Recreation budget.

Commissioner Graziano concluded that in the future, he may make additional recommendations regarding Commission salaries and COLAs.

Town Manager Rubach advised that he and Finance Director Lang will meet with BSO next week to further discuss public safety contract negotiations. He recalled that the Commission had also requested the Town fund a study to determine what steps would be necessary if the Town chose to form its own Fire Department, as well as the costs involved. The study is expected to be completed in late July 2026 for purposes of comparison to the proposals by BSO and Fort Lauderdale Fire Rescue.

Commissioner Pouloupoulos advised that he generally opposed increasing the size of governmental administration or administrative costs. With regard to proposed public events, he was not certain the Town could add a significant number of discretionary events at this time, recommending fiscal conservatism in light of future unforeseen costs and circumstances. He felt there were few cost savings that could be identified at tonight's workshop, as these are more likely to be pointed out at the next budget meeting when the CIP is discussed.

Commissioner Pouloupoulos continued that the Commission will need to closely examine some items in the Town's CIP and decide if they can be postponed to a later year or if they are necessary at all. He also emphasized the importance of the Fire Rescue contract and the difficulty of the Town's position.

Commissioner Pouloupoulos advised that he felt the funds proposed for enhanced Marine Patrol services could be better spent elsewhere, such as providing lifeguards for the Town's beach. He noted that lifeguard services may be an option if the Town opts to contract with Fort Lauderdale Fire Rescue.

Commissioner Pouloupoulos concluded that he welcomed input from Town residents on what items they feel are or aren't necessary and encouraged residents to reach out to him and share ideas on how to keep the Town's budget healthy.

Mayor Malkoon requested a brief overview of proposed CIP projects for FY 2026-2027. Town Manager Rubach replied that the CIP is currently in draft form and will be discussed further at a budget workshop scheduled for June 2026. Based on feedback he has received, he will recommend postponing a drainage project for one year. Additional CIP projects to be discussed include the proposed P3, roadway paving, facade improvements, staghorn coral planting, and possibly others.

Vice Mayor Strauss requested more information on the study to determine the costs involved in developing a Fire Department within the Town, including the timing involved with this type of contract as well as comparison with the negotiated costs of a contract with an outside provider. Town Manager Rubach explained that he has informed both BSO and Fort Lauderdale Fire Rescue that the Commission elected to undertake the study and has asked both providers to keep working toward potential agreements for the Commission's consideration. He recommended against signing any contract before the results of the study are available.

Town Manager Rubach continued that if a contract with an outside provider is signed, it would take that provider several months to recruit personnel for Fire Rescue services in Lauderdale-By-The-Sea. Implementation of a contract with either provider would occur in 2027. Once the study is complete, the Commission and residents will have a clearer idea of the Town's options.

Should the Town decide to establish its own Fire Department, it would also need to discuss options such as reaching out to Pompano Beach Fire Rescue for the extension

of services or entering into a temporary contract with BSO or Fort Lauderdale while the creation of a new Fire Department is underway. Town Manager Rubach advised that the numbers originally presented to the Commission at a Public Safety Roundtable are the basis for ongoing negotiations with BSO and Fort Lauderdale.

Town Manager Rubach continued that both BSO's and Fort Lauderdale's Fire Rescue Departments are budgeted at roughly \$200 million per year. The portion of that budget that would be allocated to Lauderdale-By-The-Sea would be relatively small. He emphasized the difficulty of recruiting Firefighters, as well as the increased costs associated with that profession. While the Town's budget for these services was once below the Florida average, it is now approaching parity.

Vice Mayor Strauss also observed that the Broward County Property Appraiser's Office will not issue its estimated property values until June 1, 2026, with the final values expected on July 1. These figures will provide the Town with a clearer picture of potential ad valorem revenue. He concluded that tonight's workshop provides the Commission with an opportunity to discuss a great many options for the next year, with greater clarity coming over the next several budget meetings.

Town Manager Rubach also strongly encouraged residents to attend budget meetings and reach out to the Commission and Staff with questions or concerns.

Commissioner DeNapoli observed that the budgeting process remains subject to a heightened level of uncertainty due to ongoing property tax reform discussions at the state level. He advised that basic costs, such as public safety, should come first, but noted that the Commission should examine these costs closely to ensure the best value for taxpayers.

Commissioner DeNapoli continued that discretionary needs should only be considered once basic needs have been met. He emphasized the importance of further review of the CIP and the timing of its proposed projects due to ongoing uncertainty. He noted that he was in favor of the facade rehabilitation project mentioned by the Town Manager, which he saw as a low-cost way to assist businesses through cost sharing.

With regard to wakes on the Intracoastal Waterway, Commissioner DeNapoli commented that one possible way to address this is through enforcement, while another would be to request a study considering lower speeds. These options would take either

money or time. He expressed concern that changes enacted on a temporary basis could become permanent components of the budget.

Commissioner DeNapoli continued that he was in favor of expanding public events aimed at helping local businesses to different nights of the week as well as the off-season. He also recommended holding more events Downtown rather than in park spaces, so businesses do not have to pay off-site personnel.

With respect to the Fire assessment and millage rate, Commissioner DeNapoli noted that more information is needed on the impacts to average homeowners, including cost ranges and disparities between long-homesteaded and newer properties.

Town Manager Rubach emphasized the collaborative nature of the budget process, including modifications proposed by Commissioners. He added that more information is forthcoming on different Fire assessment and millage rate scenarios as the process continues. This information will be posted on the Town's website so it can be accessed by residents.

Mayor Malkoon recalled that potential alternative approaches for the Fire assessment could consider assessed property values and distribute the burden differently between business owners, condominium owners, and residential property owners. Any proposed alternatives would require further study.

Commissioner Pouloupoulos recommended caution when proceeding with changes that could increase costs to condominium owners or devalue condominium properties, but indicated that he would entertain further discussion of options once data is available.

Town Attorney Trevarthen advised that the virtue of an assessment approach would be its data-based nature, which considers different types of uses, their risks, and their demands for Fire services. The Town's current Fire assessment methodology uses a set fee for residential properties and a square footage-based fee for business/commercial properties; however, this is not the only methodology available. Staff would require guidance from the Commission if they are interested in pursuing a new study.

## **5. ADJOURNMENT**

With no other business to come before the Commission at this time, the meeting was adjourned at 6:44 p.m.

Lauderdale-By-The-Sea  
Town Commission Workshop  
May 13, 2026

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Mayor Edmund Malkoon

ATTEST:

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Melissa Vasami, Town Clerk

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Date



**Agenda Item No: 11.a.**

## **Town Commission Agenda Item Report**

**Meeting Date:** June 9, 2026

**Submitted By:** Katie Anderson, Events & Marketing Manager

**Submitting Department:** Administration

**Item Type:** Action Item

**Agenda Section:** CONSENT AGENDA

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**Subject Title:** Special Event Application: Seaside Players October 2026

**Explanation:** Steve D'Oliveira (the "Applicant") has submitted a Special Event Application (**Exhibit 1**) on behalf of the Seaside Players to host their upcoming performance of Don't Dress for Dinner (the "Event").

The Fall production is scheduled to take place over the first two weekends of October, running Friday, Saturday, and Sunday in Jarvis Hall.

Based on historicals, the Applicant anticipates approximately 100 attendees per show. The cast consists of approximately 12 performers.

| <b>SEASIDE PLAYERS<br/>DON'T DRESS FOR DINNER</b>                                               |                   |
|-------------------------------------------------------------------------------------------------|-------------------|
| <b>TUESDAY, SEPTEMBER 29, 2026 [SETUP]</b>                                                      |                   |
| 7:00 PM                                                                                         |                   |
| <b>REHEARSALS<br/>SEPTEMBER 30, OCTOBER 1, OCTOBER 8</b>                                        |                   |
| 6:00 PM                                                                                         |                   |
| <b>FRIDAY, OCTOBER 2–SUNDAY, OCTOBER 4, 2026<br/>FRIDAY, OCTOBER 9–SUNDAY, OCTOBER 11, 2026</b> |                   |
| Friday Performance:                                                                             | 7:00 PM           |
| Saturday Performance:                                                                           | 2:00 PM & 7:00 PM |
| Sunday Performance:                                                                             | 4:00 PM           |

|                                       |
|---------------------------------------|
| <b>MONDAY, OCTOBER 12 [BREAKDOWN]</b> |
| 9:00 AM                               |

According to Resolution 2024-29 (**Exhibit 2**), a Lauderdale-By-The-Sea civic association, charity, community group, or non-profit is required to put down a \$100 rental deposit, but is not charged an application fee for the use of Jarvis Hall. There is a limit of 16 rentals in a 12-month period, which the Seaside Players has not hit as of yet. The Seaside Players is a non-profit based in Lauderdale-By-The-Sea so no fee is owed.

Attendance for the Event is \$20 per ticket for the public, or free for Community Center members. Donations are accepted.

Simple concessions, such as bottled water and pre-packaged snacks, will be available for purchase by attendees.

The layout of Jarvis Hall will consist of a stage set against the dais, an elevated lighting booth in the back of the room, and seating throughout the hall for performance attendees. An aisle will separate the seating sections to allow for an exit egress. The Applicant is aware that the Fire Marshal has final approval of the site map. The Applicant will coordinate directly with the Fire Marshal to arrange a final walk-through of the space once setup is complete.

Seaside Players has a sound system that will be utilized for the performances.

The Applicant is requesting the following as support from the Town:

- Use of Jarvis Hall's outdoor street marquis sign to promote the performances
- Twelve (12) parking permits for the cast for rehearsals and shows between the dates of August 10 and October 12
- Waiver of parking fees in the lots in front of, and behind, Town Hall during the times of the events, which will allow for free parking for show attendees

Historically the Town has complied with all of these requests.

**Recommendation:** Staff is recommending approval of the Special Event Application based on the conditions outlined in the event permit (**Exhibit 3**). The approval as written will include:

- Use of the Town's marquis sign
- Twelve parking permits for event cast to run August 10 - October 12
- Waiver of parking fees during the times of the Seaside Players performances

**Exhibits:**

1. Seaside Players Special Event App Don't Dress For Dinner 2026
2. Resolution 2024-29
3. LBTS Event Permit\_Seaside Players\_October2026

## EXHIBIT 1



### SPECIAL EVENT APPLICATION

#### EVENT DETAILS

**Name of Event:** Don't Dress For Dinner

**New Event:** Yes **Returning Event:** No.

**Day(s) + Date(s) of Event:** Oct. 2, 3 & 4 (2026), and Oct. 9, 11 & 11

Shows are Friday (1), Saturday (2 & 3) and Sunday (4).

**Proposed Location of Event:** Jarvis Hall

**How many total people do you anticipate onsite at any peak time?**

**Participants:** 15 **Spectators:** 100 **Volunteers:**

| ACTIVITY              | DAY         | TIME |
|-----------------------|-------------|------|
| Start of Setup:       | Sept. 29th  | 7PM  |
| Start Time of Event:  | Oct. 2nd    | 7PM  |
| EVENT                 | Don't Dress |      |
| End Time of Event:    | Oct. 11th   | 6PM  |
| Cleanup Completed By: | Oct. 12th   | 9AM  |

#### HOST OR SPONSORING ORGANIZATION

**Name:** Seaside Players, a Florida non-profit based in Lauderdale-By-The-Sea.

**Address:** 1800 S. Ocean Blvd., #1108, Lauderdale-By-The-Sea.

**Is applicant a non-profit organization (501 (c) (3)?** YES YES NO



**PERSON SUBMITTING APPLICATION ("Responsible Party")**

**Name:** Steve d'Oliveira

**Address:** 1831 NE 38th St., #406 Fort Lauderdale, FL 33308\_\_\_\_\_

**Phone:** 561-523-8198\_\_\_\_\_

**Email:** s\_doliveira@yahoo.com\_\_\_\_\_

**ON-SITE EVENT REPRESENTATIVE**

☒ Same as above

**Name:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**REQUEST FOR TOWN INVOLVEMENT**

**Are you requesting Town be involved with this event in any way?**

☒ YES ☐ NO

**If yes, please describe:** Cone blocking of Town Hall parking lot. We also request 12 Town Hall/El Prado parking passes for rehearsals and shows from Aug. 10 to Oct. 12.

**SOUND SYSTEMS**

The event sound systems shall be operated so as not to violate the Town's code, including and especially Section 13-6, Noise Limitation. Violations of the Town's noise ordinance are grounds for immediate termination of the source of the noise and potentially the event.

**Do you plan to use amplified sound?** Yes. We have our own floor mics & speakers.

—  
☒ Proposed amplified sound / speaker system

☐ Proposed live music

☐ Planned recorded music

☐ Do you require electrical connections for any of the above?

If yes, which? \_\_\_\_\_

## TENTS, CANOPIES, STAGES, BLEACHERS

Tents are generally defined as temporary structures having two or more sidewalls or drops.

A canopy is a tent without sides.

All tents or canopies larger than 120 sq. feet, multiple canopies without separation, and stages require a building permit. The use of tents or larger canopies requires approval of the Fire Marshal and are required to have building permits obtained via the LBTS building department prior to the event.

Manufacturer's labels are required to be attached to tents and canopies.

Rental agencies shall provide documentation of the flame spread labeling of 25 or less submitted with the application.

Stages and bleachers shall include product approvals that are supplied by the manufacturer.

**Indicate if any of the following will be assembled at the event and include locations on your site map. Please list sizes and numbers of each:**

# Tents: \_\_\_\_\_

# Canopies: \_\_\_\_\_

# Stages:   X  

# Bleachers: \_\_\_\_\_

Size & Load Max: \_\_\_\_\_

## UTILITIES

All utilities requirements shall be approved by the Director of Development Services and the Fire Marshal prior to application submission to the Town Commission. Depending on location of the event, electric and/or water may be available from the Town for a fee.

All electrical requests shall meet the requirements of the Florida Building Code with final approval from the Town's Building Official at least 30 days prior to the event.

**Will any electrical equipment be installed in conjunction with the Special Event (i.e. lighting, outlets for cooking, etc.)?**

  X   YES           NO    We plan to use two spotlights.

**If the event requires the following on public property, list what equipment is to be installed and locations (include voltage, amperage, and phases of wiring) as well as vendor name providing the equipment.**

\_\_\_\_\_ Electrical Power: \_\_\_\_\_

\_\_\_\_\_ Water: \_\_\_\_\_

\_\_\_\_\_ Gas, Propane, BBQ Grills, Generators: \_\_\_\_\_

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

\_\_\_\_\_ Fuel Storage: \_\_\_\_\_

### SIGNAGE

All signage should be included in the application. Information about signage shall include location, colors, size, and number of signs. Indicate signs to be placed in any right of way that directs traffic to the event. Signage is subject to approval and shall not be installed without permission.

**Are you requesting permission to erect signage for this event?**

☒ YES    ☐ NO

**If yes, please describe:** Use of Jarvis Hall outdoor letter sign.

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### RESTROOMS

Permit holder is required to obtain written approval from Town establishment if said establishment is allowing participants to use their restroom facilities.

**Number of additional Town restrooms being provided:** ☐ None \_\_\_\_\_  
(Please include on site plan)

### TRAFFIC CONTROL / STREET CLOSURES

Street closures may be required at the Permit Holder's expense.

**Are you requesting that any public streets be closed for the event?**

☐ YES    ☒ NO

**If yes, please indicate the streets and times the closure is being requested:**

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**Are you requesting the reservation of any Town parking spaces for the event?**

☐ YES    ☒ NO

**If yes, please indicate which and how many spaces are being requested:**

All parking fees are to be paid at least 30 days prior to the event.

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## VEHICLES

Are you requesting permission to drive or park on Town grounds?

\_\_\_\_\_ YES    ☒ NO

If yes, please indicate the type(s) of vehicles, locations, and times that are being requested:

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Permit Holder shall be responsible for any damage to Town property.

## OFF DUTY POLICE / CODE COMPLIANCE OFFICERS

Off duty police are required, at the Permit Holder's expense, for street closures, events with alcohol or large crowds, as determined by the Broward Sheriff's Office. Large events may require a Code Compliance officer to ensure compliance with Town's codes.

Do you anticipate needing off duty police officers for your event?

\_\_\_\_\_ YES    ☒ NO

Do you anticipate needing code compliance officers for your event?

\_\_\_\_\_ YES    ☒ NO

## ALCOHOL

State license is required to be submitted to the Town at least 30 day prior to the event.

Are you planning on selling alcoholic beverages at the event?

Please note beverage stations on site map.

\_\_\_\_\_ YES    ☒ NO

If yes, has a liquor permit been obtained by the State of Florida?

\_\_\_\_\_ YES    \_\_\_\_\_ NO

Contact information for all license holders who will be providing alcohol:

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## FEES

Are there any fees or donations that will be collected on site from participants or spectators?

☒ YES ☐ NO

If yes, please describe: Tickets are \$20 per person.  
Community Center members get free admission.

**CONCESSIONS** We plan to sell bottled water & snacks.

Are you planning to have any kind of concessions? ☒ YES ☐ NO

If yes, has the Florida Health Department approved the food vending site plans?

☐ YES ☒ NO

Is the food provided by a nonprofit organization? ☒ YES ☐ NO

Is the food: ☐ Free of charge? ☒ For sale?

Do all food vendors have a temporary food service permit? ☐ YES ☒ NO

Please list the type(s) of food that will be served: ☐ Bottled Water (\$1) and  
snacks (cookies and pretzels or chips)

☐ Are you requesting any of the following types of  
cooking equipment to be used on site? ☐ No

- |                                              |                                        |                                       |
|----------------------------------------------|----------------------------------------|---------------------------------------|
| <input type="checkbox"/> Charcoal Grills     | <input type="checkbox"/> Fryers        | <input type="checkbox"/> Open Fires   |
| <input type="checkbox"/> Propane Grills      | <input type="checkbox"/> Smokers       | <input type="checkbox"/> Hoods        |
| <input type="checkbox"/> Concession Trailers | <input type="checkbox"/> Warmers       | <input type="checkbox"/> LP Tanks     |
| <input type="checkbox"/> Sterno              | <input type="checkbox"/> Refrigerators | <input type="checkbox"/> Other: _____ |

## SALE OF MERCHANDISE

Are you requesting approval to offer other items for sale at the event?

☐ YES ☒ NO

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

### ANIMALS

Any exhibition or similar undertaking in which animals are required to participate in performance for the amusement or entertainment of an audience is subject to Town Commission approval.

Are animals included in your event? \_\_\_\_\_ YES    ☒ NO

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

### FIREWORKS

Fireworks require a separate approval process and application.

Are you requesting approval to discharge fireworks at the event?

\_\_\_\_\_ YES    ☒ NO

### RIDES

Rides or other amusement may require a State of Florida inspection. Copies of contracts with any providers of rides, mechanical devices, and amusements shall be submitted to the Town at least 30 days prior to the event.

Are rides included in your event? \_\_\_\_\_ YES    ☒ NO

(i.e. mechanical, electrical, inflatable, bounce houses, slides, etc.)

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### VENDORS

A list of all vendors with the company name is required for initial approval and a final list is required at least 30 days prior to event and subject to approval (please add on a separate page).

### FIRE WATCH / EMS ONSITE

If required by the Fire Marshal, the applicant shall provide a fire watch and / or an EMS Crew during the event. Large events or those using combustible materials shall require qualified stand-by personnel and the appropriate equipment, the cost of which is at the responsibility of the Permit Holder.

I understand that Fire Watch or EMS Services may be required at the Event's expense

Initial: \_\_\_\_\_sjd\_\_\_\_\_

## NO BALLOONS RELEASED

When balloons are released over the ocean, they become a major source of pollution and significantly increase the mortality rate among sea turtles, birds, and other marine life. To help reduce the threats caused by balloons, I agree that there will be no balloons at this event and that I have been informed that the release of balloons is illegal under Florida Statute 379.233. Failure to abide by this requirement will result in the cancellation of the current event and denial of future special event permits.

I agree no balloons will be released.

Initial: \_\_\_\_\_sjd\_\_\_\_\_

## INSURANCE

Insurance requirements differ depending on the type of event and if alcohol is served.

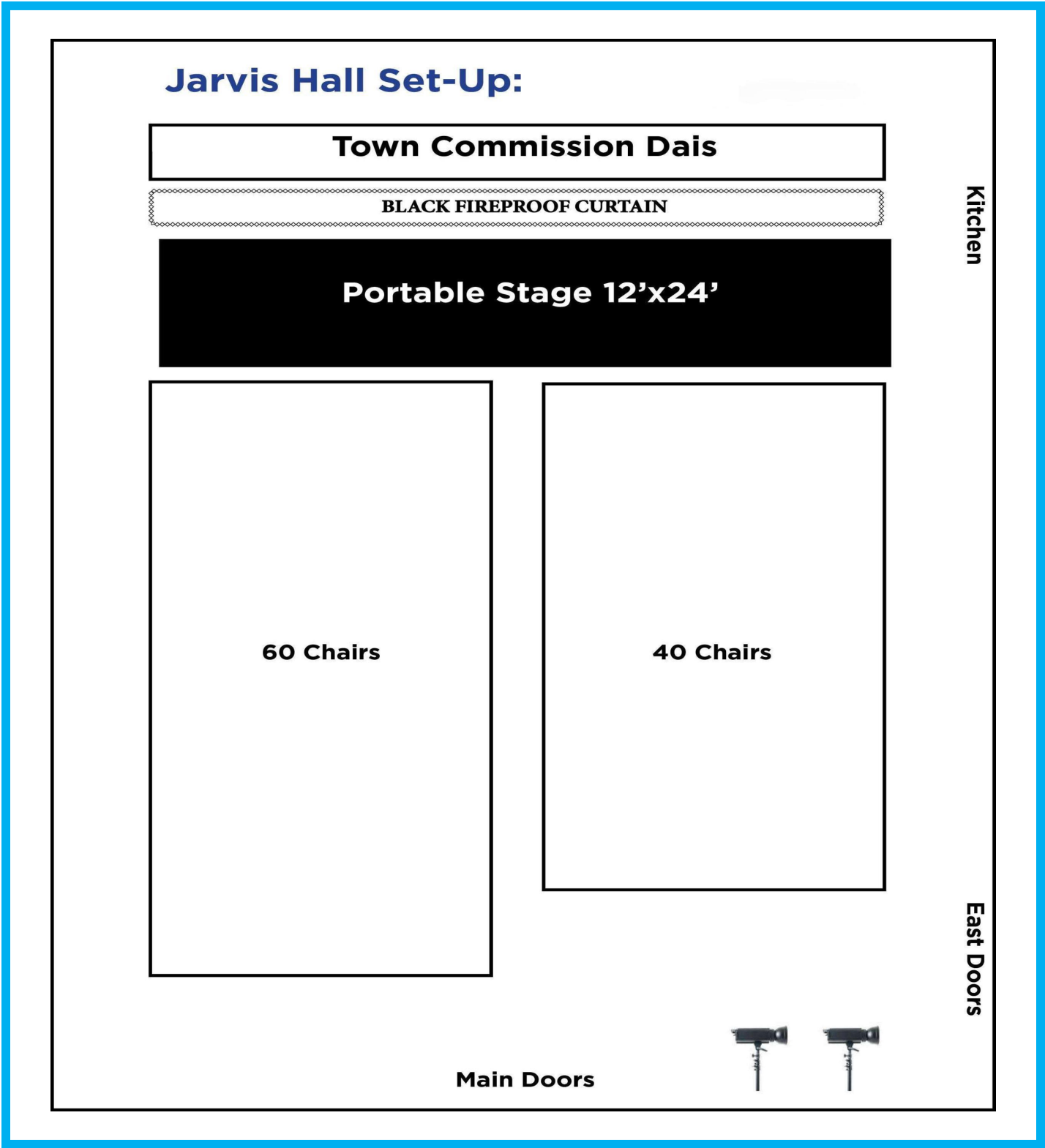
For events not serving alcohol and without fireworks, the Applicants shall provide a Certificate of Liability Insurance written in comprehensive form naming the Town as additional insured in the amount of \$1,000,000 per occurrence and \$2,000,000 general aggregate for property damage with thirty days' written notice required for cancellation.

Certificate of Liability Insurance naming the Town as additional insured is required from all Event businesses, promoters, and other related event planners.

An approved form of a Certificate of Liability Insurance may be required with your Application for approval by the Town Commission and / or shall be provided to the Town at least 30 days prior to the event date.

DETAILED SITE PLAN

A detailed map of the event site identifying locations of each of the items mentioned in the above application must be drawn or attached here with your application submission.





## PERMISSION OF THE PROPERTY OWNER

### Applicant's and Property Owners Certification

An event held on property that is not owned by the applicant requires the permission of the property owner, which is granted by having the property owner sign this special event application.

By signing this event application, the petitioner agrees to all terms, conditions, and indemnification in this application, and understands that this application or the approval of this event application by the Town Commission does not grant any permission to violate any laws, ordinances, or statutes.

Additions and/or revisions to this application must be submitted in writing.

| <b><i>Applicant</i></b>                                                                                                                                                                   | <b><i>Property Owner</i></b>                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I understand the Town's requirements to hold a special event and the information provided in this application is complete to the best of my knowledge.                                    | I give the applicant permission to use my/our property for the proposed special event and I understand the Town's requirements to hold a special event and the information given by the applicant is complete to the best of my knowledge. |
| <b>Applicant's Signature</b> (required):<br>_____                                                                                                                                         | <b>Property Owner's Signature</b> (required):<br>_____                                                                                                                                                                                     |
| <b>Date:</b> _____                                                                                                                                                                        | <b>Date:</b> _____                                                                                                                                                                                                                         |
| <b>Applicant</b> (Print information below)                                                                                                                                                | <b>Property Owner</b> (Print information below)                                                                                                                                                                                            |
| Name: _____                                                                                                                                                                               | Name: _____                                                                                                                                                                                                                                |
| Title: _____                                                                                                                                                                              | Title: _____                                                                                                                                                                                                                               |
| Organization: _____                                                                                                                                                                       | Organization: _____                                                                                                                                                                                                                        |
| Telephone: _____                                                                                                                                                                          | Telephone: _____                                                                                                                                                                                                                           |
| Email: _____                                                                                                                                                                              | Email: _____                                                                                                                                                                                                                               |
| <b>STATE OF FLORIDA:</b>                                                                                                                                                                  | <b>STATE OF FLORIDA:</b>                                                                                                                                                                                                                   |
| <b>COUNTY OF BROWARD:</b>                                                                                                                                                                 | <b>COUNTY OF BROWARD:</b>                                                                                                                                                                                                                  |
| SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Florida, by _____ who is personally known to me / provided _____ as identification and who did / did not take an oath. | SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Florida, by _____ who is personally known to me / provided _____ as identification and who did / did not take an oath.                                                  |
| <b>My Commission Expires:</b> _____                                                                                                                                                       | <b>My Commission Expires:</b> _____                                                                                                                                                                                                        |
| _____<br><b>Notary Public, State of Florida</b>                                                                                                                                           | _____<br><b>Notary Public, State of Florida</b>                                                                                                                                                                                            |

APPLICANT'S CERTIFICATION

By signing this event application, the petitioner agrees to all terms, conditions, and indemnifications in this application, and understands that this application or the approval of this event application by the Town Commission does not grant any permission to violate any laws, ordinances, or statutes.

Additions and / or revisions to this application shall be submitted in writing.

I understand the Town's requirements for park use and the information provided in this application is complete to the best of my knowledge.

  
Applicant's Signature

Date: 5-28-2026

Stephen d'Oliveira

Applicant's Printed Name

Telephone: 561-233-8198

**RESOLUTION 2024-29**

**A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, ADOPTING AN UPDATED FEE SCHEDULE FOR SPECIAL EVENTS, AND OTHER USE OF PUBLIC PROPERTIES, BY AMENDING THE FEES RELATED TO SPECIAL EVENTS, PARK USES, AND STREET PERFORMERS; PROVIDING FOR CONFLICT, SEVERABILITY, AND FOR AN EFFECTIVE DATE.**

**WHEREAS**, Chapter 1 “General Provisions,” Section 1-13 “Fees,” of the Code of Ordinances provides that, except as otherwise provided by the Code or other applicable law, fees related to any process or approval established by the Code (including but not limited to service, application, permit, license and user fees) may be established, repealed, and amended by resolution of the Town Commission; and

**WHEREAS**, On September 24, 2012, the Town Commission adopted Resolution No. 2012-35, establishing fees for the Rental of Jarvis Hall; and

**WHEREAS**, On May 27, 2014, the Town Commission adopted Resolution 2014-18, adopting policies and fees governing the use of the Dunes Plaza, Ocean Plaza, and Beach Pavilion; and

**WHEREAS**, On September 23, 2014, the Town Commission adopted Resolution 2014-20 revising fees for the Rental of Jarvis Hall and adopting and combining fees for Parks and Special Events; and

**WHEREAS**, on September 23, 2014, the Town Commission adopted Resolution 2014-30, amending the Development Review Permit and License Fee Schedule to consolidate fees and include missing fees; and

**WHEREAS**, on February 10, 2015, the Town Commission adopted Resolution 2015-05, which included fees related to Medical Marijuana Permits, Street Performers and Vending pursuant to Ordinances 2014-15, 2015-01, and 2015-02, respectively; and

**WHEREAS**, Resolution 2015-05 also updated the Development Review Permit and License Fee Schedule to establish additional fees for permits or reviews which require Town staff and resources; and

**WHEREAS**, Resolution 2015-19 updated Development review fee schedule; and

**WHEREAS**, Resolution 2016-20 further updated the Development review fee schedule; and

**WHEREAS**, Resolution 2016-35 moved the fee schedules from Development to Administration for Special Events, Park Use Permits, Vending, Street Performing, and New Racks, and included in the fee schedule the plazas and pavilion, while also updating when payment of fees or monies are due to the Town; and

**WHEREAS**, Resolution 2017-06 updated Fee Schedule related to use of Jarvis Hall, and adopt limitations on the frequency of the use of Jarvis Hall; and

**WHEREAS**, pursuant to Section 1-13 of the Lauderdale-By-The-Sea Code of Ordinances, the Town Commission desires to further amend the Fee Schedule for Special Events and Other Use of Public Properties by amending the fees related to Special Events, Park Uses, Street Performers; and

**WHEREAS**, the Town Commission finds it to be in the best interest of the Town and its citizens to adopt an updated Fee Schedule for Special Events and Other Use of Public Properties that amends the fees related to Special Events, Park Uses, and Street Performers, and adopts the fees as set forth in this Resolution.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF  
THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA:**

**Section 1.    Recitals.** Each “WHEREAS” clause set forth is true and correct and incorporated herein by this reference.

**Section 2.    Fees.** The Fee Schedule for Special Events and Other Use of Public Properties, which includes the fees for the use of Jarvis Hall and the Plazas, is hereby amended as follows <sup>1</sup>:

| <b><u>Special Event, Park Use, and Street Performing<br/>Fee Schedule for Special Events and Other Use of Public<br/>Properties</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                               |                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|------------------------------------------------------|
| The following is applicable to all <u>special events</u> and <u>other use of public properties</u> <del>park use permits</del> :                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                               |                                                      |
| <ol style="list-style-type: none"> <li>1. All applicants must abide by the conditions set forth in their permit, including but not limited to fees, deposits, insurance requirements, solid waste plan, and police, fire or EMS detail.</li> <li>2. All fees, including any monies owed the Town must be paid before the event or park permit is issued.</li> <li>3. All estimated fees or costs from Town or BSO shall be paid at least two weeks prior to the event date. Any additional costs incurred will be deducted from the event deposit or is due when invoiced.</li> <li>4. Depending on the nature and size of the event, a deposit may be required as determined by the Town Manager.</li> </ol> |                                                                                               |                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Type of Activity, Permit or License</b>                                                    | <b>Fee</b>                                           |
| <b>1. Chapter 14.3 – Parks</b><br>A Park Permit is required for groups of 25 people plus or when a specific area is reserved.<br>A Park Use Permit may not be approved if submitted within 14 business days of a proposed event.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                               |                                                      |
| Private event in a park or at the beach where the public is not invited:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                               |                                                      |
| 1.1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Single day event, less than 25 people:<br>No reserved area<br>Reservation of a specific area. | No permit required<br><u>\$100<del>125</del></u>     |
| 1.3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Single day event, 25 people + with or without reserved area.                                  | <u>\$100<del>125</del></u>                           |
| 1.4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Multi-day event                                                                               | <u>\$100<del>125</del></u> Permit Fee plus an impact |

<sup>1</sup> Text shown in underline reflects text or new or revised fees. Text shown in ~~strikethrough~~ reflects deleted text or fee amounts.

| <b><u>Special Event, Park Use, and Street Performing</u></b><br><b><u>Fee Schedule for Special Events and Other Use of Public</u></b><br><b><u>Properties</u></b> |                                                                                                                                                                                                                                                                                                 |                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| 1.5                                                                                                                                                               | One day event (local or non-local user) that charges admission or registration or sell commercial products or services.                                                                                                                                                                         | fee set by the Town Manager based on the activity, number of attendees, and impact on the facility |
| <b>2. Chapter 14.5 - Street Performing</b>                                                                                                                        |                                                                                                                                                                                                                                                                                                 |                                                                                                    |
| 2.1                                                                                                                                                               | Street performing annual permit fee                                                                                                                                                                                                                                                             | \$50                                                                                               |
| <b>3. Chapter 17 - Special Events</b>                                                                                                                             |                                                                                                                                                                                                                                                                                                 |                                                                                                    |
| 3.1                                                                                                                                                               | <b>Special Event Application Fee</b><br>See also use fees.<br><br>See 3.2 For events hosted by a businesses with less than 15 employees in the Commercial District along Commercial Boulevard from A1A to West Tradewinds<br>Application filed within 30 days of an event will not be accepted. |                                                                                                    |
|                                                                                                                                                                   | 1. A volunteer event that provides direct benefits to the LBTS community. (examples: beach clean-up, Easter egg hunt, free yoga and meditation, etc.)                                                                                                                                           | -0-<br><br>(Town Manager may authorize an application to be accepted within 30-days of the event)  |
|                                                                                                                                                                   | 2. Submitted at least 60 days in advance of the proposed event date                                                                                                                                                                                                                             | <u>\$100</u> <u>125</u>                                                                            |
|                                                                                                                                                                   | 3. Submitted between 59 days and 30 days prior to the event PLUS any costs related to special processing of the processing of the application.                                                                                                                                                  | <u>\$250</u> <u>275</u><br><br>Plus costs, not to exceed \$1,500.                                  |
|                                                                                                                                                                   | 4. A recurring event within a 6 month period                                                                                                                                                                                                                                                    | <u>\$500</u> <u>525</u>                                                                            |
|                                                                                                                                                                   | 5. A recurring event within a 12 month period (for example, once a week or once a month).                                                                                                                                                                                                       | \$800                                                                                              |
|                                                                                                                                                                   | 6. An event that has been advertised prior to Commission approval.                                                                                                                                                                                                                              | \$250 in additional to the application fee                                                         |
|                                                                                                                                                                   | 7. Semi-public business events that use private or public property with less than 50 people at any one time.                                                                                                                                                                                    | <u>\$50</u> <u>75</u><br><br>Event may be approved by the Town Manager                             |
|                                                                                                                                                                   | 8. Events (local and non-local user)that charges admission or registration or sell commercial products or services                                                                                                                                                                              | Set by the Town Manager based on purpose, number of attendees, and impact on the facility          |
| 3.2                                                                                                                                                               | <b>Special Event Application Fee for West Commercial Business District</b><br>Commercial District events may be approved by the Town Manager if the event is consistent with the Commission's policy direction on special events and meets the following criteria:                              |                                                                                                    |

## **Special Event, Park Use, and Street Performing** **Fee Schedule for Special Events and Other Use of Public** **Properties**

|                                                                                                                                                                                                                                                                                          |                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| 1. Less than 75 people at any time<br>2. 2. Located along Commercial Boulevard from Seagrape to West Tradewinds<br>The <del>\$2550</del> electrical use fee will be waived for usage of one 20-amp outlet at event<br>Application filed within 30 days of an event will not be accepted. |                                                                                        |
| 1. Submitted at least 60 days in advance of the proposed event date                                                                                                                                                                                                                      | <del>\$2025</del>                                                                      |
| 2. Submitted between 59 days and 30 days prior to the event PLUS any costs related to special processing of the processing of the application.                                                                                                                                           | <del>\$5060</del><br>Plus costs, not to exceed \$1,500.                                |
| 3. A recurring event within a 12 month period (for example, once a week or once a month).                                                                                                                                                                                                | \$15 per event day                                                                     |
| 4. An event that has been advertised prior to Commission approval.                                                                                                                                                                                                                       | \$250 in additional to the application fee                                             |
| 5. Events that charges admission or registration or sell commercial products or services                                                                                                                                                                                                 | Set by the Town Manager based on purpose, number of attendees, and impact on the area. |

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|     |                                                                                                                                                                                                                                                                                             |                                                                     |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| 3.3 | <b>Special Event Use Fees for Road Closures and El Mar Median Lane Parking</b><br>The following use fees are in addition to the Special Event Application Fee, but may be modified or waived by the Town Commission upon a finding that the applicable event will provide a public benefit. |                                                                     |
|     | <b>Event Conditions:</b>                                                                                                                                                                                                                                                                    | <b>Road Closure</b><br><br><b>El Mar Median Lane Parking</b>        |
|     | 1. Private or public business events that use public property with less than 50 people at any one time.                                                                                                                                                                                     | N/A                                                                 |
|     | 2. Less than 100 people                                                                                                                                                                                                                                                                     | <del>\$100125</del> per day                                         |
|     | 3. 101 - 200 people                                                                                                                                                                                                                                                                         | <del>\$200225</del> per day                                         |
|     | 4. More than 200 people                                                                                                                                                                                                                                                                     | <del>\$250275</del>                                                 |
|     | 5. Events (local or non-local user) that charges admission or registration or sell commercial products or services                                                                                                                                                                          | Set by Commission based on purpose, number of attendees, and impact |

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### **4. Chapter 17 - Jarvis Hall**

| User                                                                                                                                                                                                                                                                                                                                                                                                                              | Deposit                       | Rental Fee                                                                                 | Rental Policy (1) (2)                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| 4.1. LBTS Resident (household)                                                                                                                                                                                                                                                                                                                                                                                                    | \$100                         | \$-0-                                                                                      | Limit of 4 rentals in a twelve month period.                                                            |
| 4.2. LBTS civic association, charity, community group, or non-profit organization.                                                                                                                                                                                                                                                                                                                                                | \$100                         | \$-0-                                                                                      | Limit of 16 rentals in a twelve month period, which normally will be one per month plus special events. |
| 4.3. LBTS Business                                                                                                                                                                                                                                                                                                                                                                                                                | \$100                         | \$-0-                                                                                      | Limit of 3 rentals in a twelve month period.                                                            |
| 4.4. Governmental entity or agency                                                                                                                                                                                                                                                                                                                                                                                                | \$-0-                         | \$-0-                                                                                      | As approved by the Town Manager                                                                         |
| 4.5. Out-of-Town charitable or non-profit                                                                                                                                                                                                                                                                                                                                                                                         | \$-0-                         | \$100 per day                                                                              | Limit of 3 rentals in a twelve month period.                                                            |
| 4.6. Non-Resident                                                                                                                                                                                                                                                                                                                                                                                                                 | \$300                         | \$200 for up to 3 hours, then \$50 per hour                                                | Limit of 3 rentals in a twelve month period.                                                            |
| 4.7. Out-of-Town Business                                                                                                                                                                                                                                                                                                                                                                                                         | \$300                         | \$300 for up to 3 hours, then \$50 per hour                                                | Limit of 3 rentals in a twelve month period.                                                            |
| 4.8. Additional Service such as special set-ups, opening and closing services outside of business hours, or staffing at event.                                                                                                                                                                                                                                                                                                    | Prepaid or charged to deposit | Actual cost determined by the Town Manager.                                                |                                                                                                         |
| 4.9 Events (local or non-local user) that charge admission or registration or sell commercial products or services.                                                                                                                                                                                                                                                                                                               | TBD                           | Set by the Town Manager based on purpose, number of attendees, and impact on the facility. |                                                                                                         |
| (1) Each rental or event is limited to 3 consecutive days, which includes move in and move out. Upon the Applicant demonstrating a valid reason, or if required by the Town, the Town Manager may approve minor logistical changes, including but not limited to additional time for set-up and breakdown of events, that are consistent with the Town Code and the Town Commission’s policy direction on the use of Jarvis Hall. |                               |                                                                                            |                                                                                                         |
| (2) A rental application denied by the Town Manager may be appealed to the Town Commission.                                                                                                                                                                                                                                                                                                                                       |                               |                                                                                            |                                                                                                         |

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## 5. Use of the Dunes Plaza, Connie Hoffmann Plaza or Beach Pavilion Plaza



**General philosophy:** The Dunes Plaza, Connie Hoffmann Plaza and Beach Pavilion (“**The Plazas**”) are the premier public spaces in Town and were built for the enjoyment of our residents and visitors. They are available for events that are open to the general public or are of significant benefit to the Town. The Use Fees are set so the users bear the costs related to their events, rather than the Town subsidizing those events.

Generally, The Plazas will not be rented for events that are not open to the general public, although it is understood that there may be uses that require an admission fee or cost to the public.

The Town Commission may authorize the private use of one or more plaza by a user for an event that is deemed to be of significant benefit to the Town. (Example: a party hosted by the Town and the Convention & Visitors’ Bureau whose purpose is to showcase the Town to visiting travel agents or dignitaries).

*Potential use on holidays.*

- a. The Town Commission will decide in advance if they will make a plaza available for use by a Town commercial businesses or Town-based non-profit organizations on specific holidays.
- b. On those holidays the Commission designates, the Town will accept proposals for use six months in advance of the holiday and determine which proposals best fit the image and goals of the Town. After the Commission ranks the proposals in preferred order, staff will negotiate rental fees with the first ranked proposer and bring them back to the Commission for approval.
- c. The same business or non-profit organization may not rent the same space on a specific holiday two years in a row if another business or non-profit wants the opportunity. The Town Manager will determine whether others are interested in the opportunity, based on whether she or he has received written notice of such interest from an eligible business or organization no later than seven months prior to the holiday.

*Use on the same day as a special event.* Rentals will not be considered on days or evenings of Special Events if the Town Manager determines that a conflict would occur.

*Sales.* There will be no sales during an event except for 1) food products provided to the attendees, 2) items sold at a charity event, or, 3) hand-made artisan products.

*Cancellation:* The Town Commission reserves the right to cancel the rental up to 90 days in advance.

The following use fees apply, but may be modified or waived by the Town Commission upon a finding that the applicable event will provide a public benefit.

|     |                                                                                                  |                                                                                                                                                                                                                                                                                                                                                |
|-----|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.1 | <b>Advanced Advertising.</b> An event that was advertised prior to receiving Commission approval | \$500 plus the application fee and use fee(s).                                                                                                                                                                                                                                                                                                 |
| 5.2 | <b>Plaza Event Application Fee</b><br>(does not include Use Fee(s))                              | \$100 if filed at least 60 days in advance of the proposed event date.<br><br>\$250 if submitted between 59 days and 30 days prior to the event AND any cost recovery fees for the costs for Town staff (including police and fire services) and any consultant time attributable to the processing of the application, not to exceed \$1,500. |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                   |                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-------------------------|
| <b>Plaza Use Fees</b><br>Are in addition to the Event Application Fees listed above.<br>The use fee is per plaza. If an organization wants to utilize more than one plaza for their event, they must pay for each space.<br>Use of the plazas as part of a larger special event are subject to the plaza use fees, in addition to the any other Special Event Use Fee, but may be waived or modified by the Town Commission upon a finding that the applicable event will provide a public benefit.<br>Application filed within 30 days of an event date will not be accepted.<br>A Deposit may be required and will be set by the Town Manager based on purpose, number of attendees, and impact on the facility. |                                                                                                                   |                         |
| 5.3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | LBTS businesses (limited to 4 rentals per year per business)                                                      | \$850 per day per plaza |
| 5.4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | LBTS-based charity or non-profit organization (limited to 2 rentals per year per organization)                    | \$215 per day per plaza |
| 5.5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Out-of-Town 501C Registered Non-Profit or Tax Exempt Organization (limited to 1 rental per organization per year) | \$425 per day per plaza |

**Section 3. Conflict.** All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**Section 4. Severability.** If any clause, section or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered as eliminated and shall in no way affect the validity of the other provisions of this Resolution.

**Section 5. Effective Date.** This Resolution shall become effective immediately upon its passage. The increased fees set forth herein related to Special Events, Park Uses, and Street Performers shall apply to all new requests submitted after the passage and adoption of this Resolution.

**PASSED AND ADOPTED** this 27th day of August 2024.

  
\_\_\_\_\_  
Mayor Edmund Malkoon

Attest:

APPROVED AS TO FORM:

83 *Katrina Adler*

84 Town Clerk, Katrina Adler

85

86

87 (CORPORATE SEAL)

*Susan L. Trevarthen*

Susan L. Trevarthen, Town Attorney





## TOWN OF LAUDERDALE-BY-THE-SEA SPECIAL EVENT PERMIT

### PERMIT HOLDER INFORMATION

|                             |                                         |                          |                                                                  |
|-----------------------------|-----------------------------------------|--------------------------|------------------------------------------------------------------|
| <b>NAME / ORGANIZATION:</b> | Seaside Players                         | <b>REPRESENTATIVE:</b>   | Steve D' Oliveira                                                |
| <b>STREET ADDRESS:</b>      | 2190 NE 51 <sup>st</sup> Court,<br>#102 | <b>CITY, STATE, ZIP:</b> | Fort Lauderdale, FL 33308                                        |
| <b>PHONE NUMBER (S):</b>    | (561) 523-8198                          | <b>EMAIL:</b>            | <a href="mailto:S_doliveira@yahoo.com">S_doliveira@yahoo.com</a> |

### DATE AND LOCATION OF EVENT

|                          |                     |                                             |                                                               |
|--------------------------|---------------------|---------------------------------------------|---------------------------------------------------------------|
| <b>TYPE OF EVENT:</b>    | Theatre Performance | <b>DATE(S) OF EVENT:</b>                    | 1 <sup>st</sup> & 2 <sup>nd</sup> weekends of<br>October 2026 |
| <b>HOUR(S) OF EVENT:</b> | (see below)         | <b>ADDRESS /<br/>LOCATION OF<br/>EVENT:</b> | Jarvis Hall (4505 N. Ocean<br>Drive, LBTS, FL 33308)          |

### DESCRIPTION OF EVENT:

Theatrical Performances

|                                                                            |                   |
|----------------------------------------------------------------------------|-------------------|
| <b>SEASIDE PLAYERS<br/>"DON'T DRESS FOR DINNER"</b>                        |                   |
| <b>TUESDAY, SEPTEMBER 29, 2026</b>                                         |                   |
| Setup:                                                                     | 7:00 PM           |
| <b>REHEARSALS</b>                                                          |                   |
| <b>SEPTEMBER 30, OCTOBER 1, OCTOBER 8</b>                                  |                   |
| 6:00 PM                                                                    |                   |
| <b>FRIDAY, OCTOBER 2 + SATURDAY, OCTOBER 3 + SUNDAY, OCTOBER 4, 2026</b>   |                   |
| <b>FRIDAY, OCTOBER 9 + SATURDAY, OCTOBER 10 + SUNDAY, OCTOBER 11, 2026</b> |                   |
| Friday Show:                                                               | 7:00 PM           |
| Saturday Show:                                                             | 2:00 PM & 7:00 PM |
| Sunday Show:                                                               | 4:00 PM           |
| <b>MONDAY, OCTOBER 12, 2026</b>                                            |                   |
| Breakdown:                                                                 | 9:00 AM           |

### SPECIAL CONDITIONS

The EVENT was approved by Town Commission on June 9, 2026 with the following conditions:

1. According to Resolution 2024-29, a Lauderdale-By-The-Sea civic association, community group, or non-profit organization is required to put down a \$100 rental deposit, but is not charged a fee to use Jarvis Hall. As a non-profit organization, the Seaside Players do not owe a rental fee.



## TOWN OF LAUDERDALE-BY-THE-SEA SPECIAL EVENT PERMIT

2. Road Closures, Lane Closures, and Parking Spaces:
  - a. Town will waive the parking fees in the lots in front of, and behind, Town Hall. This offers complimentary parking to those attending the performances. Town Staff will coordinate coning off of the parking lot, as well as placing event day signage designating the lots as event parking.
  - b. Twelve parking permits will be provided for event cast to be used in the Town Hall parking lots between August 10<sup>th</sup> and October 12<sup>th</sup> for rehearsals and performance times.
3. Setup:
  - a. Tables, chairs, stage, equipment, etc. shall not interfere with pedestrian walkways, ingress or egress.
  - b. Sidewalks next to the Event site and within the Event shall remain open and clear for pedestrian traffic.
  - c. The Event shall be organized in a safe manner to protect attendees. All electric cords and similar material shall be covered to not pose a hazard to the public or event staff.
4. Broward Sherriff Office (BSO):
  - a. BSO shall specify the number of detail officers needed for traffic and crowd control. The Permit Holder shall contract with BSO directly for the necessary BSO personnel within ten (10) days of receiving event approval.
  - b. BSO shall approve the Event's traffic plan, if one is required.
5. Signage
  - a. Seaside Players are permitted to use the Jarvis Hall street marquis to promote the Event. Marquis sign is to be set East of Jarvis Hall along A1A.
  - b. No signage relating to the event shall be affixed by any means to any outdoor Town structure or signpost without approval. Taping promotional materials to any outdoor structure is not permitted.
6. The Event and its approved sound systems will be operated so as not to violate the Town's code, including section 13-6, Noise Limitation.
7. A clean up deposit may be imposed, based on the final Site Plan, and due two weeks prior to the Event. Clean up fee starting at \$150 will be charged if the area is not cleaned to the Town's standards by 9:00 a.m. the day of the Event.
8. Final Site Plan must be presented to Town Staff for approval at least 48 hours in advance of the Event. The Permit Holder shall arrange for an inspection of the event site to occur two hours before the start of the event. This inspection shall include Town's Event Manager or designee, and the Event's dedicated on-site representative for the purpose of ensuring the event is organized in a safe manner.
9. The cost of any inspections or work required by Town Staff after normal working hours will be billed to the Event and must be paid within two weeks of invoice date.



## TOWN OF LAUDERDALE-BY-THE-SEA SPECIAL EVENT PERMIT

### 10. Insurance:

- a. At least thirty (30) days prior to the Event, the Permit Holder shall provide a Certificate of Liability written in comprehensive form naming the Town as additional insured in the amount of:
  - \$1,000,000 per occurrence and \$2,000,000 general aggregate for bodily injury; and
  - \$1,000,000 per occurrence and \$2,000,000 general aggregate for property damage with thirty (30) days written notice for cancellation
- b. No required policy shall have a deductible or self-insurance retention greater than \$15,000
- c. All policies must be issued by companies authorized to do business in the State of Florida and rated A- or better per Best's Key Rating Guide, latest edition. The certification of insurance will provide for the Town to receive 30 days' written notice prior to any cancellation, non-renewal or material change in the coverage provided, unless the insurance company refuses to provide such notice, as evidenced by affidavit of the policy holder or written documentation from the insurance company. In any event, the EVENT will be held responsible for providing the Town notice of any change in insurance coverage. The Town shall be named as an additional insured on all required insurance policies, and an endorsement reflecting this requirement will be issued as part of any required policies. Failure to comply with these requirements will justify a denial, suspension or revocation of the requested approval by the Interim Town Manager or designee.

11. In the event that control of any applicable event or activity, by contract or other arrangement, becomes the responsibility of a party other than the Event (the "Subcontractor"), the Subcontractor shall be required to meet the insurance and indemnification requirements of set forth in the Permit and this Approval, under which the EVENT is applying, as if they were the Event and will be held responsible for compliance with the Town Code as if the Subcontractor for the Event.

12. In the event that insurance certificates, licenses and other material requirements are not provided by the required dates, the approval for the Event shall expire unless the Town Manager finds there are extenuating circumstances that the Event sponsors have cured or can immediately cure without compromising the health, welfare and safety of the citizens of the Town of Lauderdale-By-The-Sea and those attending the Event, without increasing the administration costs of the Town.

13. The Event shall owe no monies to the Town at the time of the event or have any code citations or violations. There shall be no code violations or monies due such as fines, fees, taxes or other charges, permits or licenses outstanding or owed to the Town by the current or past property owners or operators of the Event unless all monies due are paid, permits/paperwork received, and code issues resolved 14 days prior to the Event.

14. The Town Manager may suspend permission for this event or require changes in the site plan due to conflicting activities, failure of the Event to comply with the terms and conditions of the Town's event permit, for health or safety issues, or for the best interests



## TOWN OF LAUDERDALE-BY-THE-SEA SPECIAL EVENT PERMIT

of the Town.

15. The Town Manager may approve minor logistical changes that are consistent with the Commission's policy direction on special events if deemed necessary by the Town or upon the EVENT proposing a valid reason.
16. Permission for the Event may be suspended or modified by the Commission, Town Manager, or designated Staff.
17. The Town Manager or onsite Town representative may terminate the Event or Event's participation due to the Event not complying with the terms and conditions of the Town's event permit, for health or other safety reasons.
18. If any Condition is not met by the EVENT, the Town may charge a \$500 fee for each occurrence of a violation of these Conditions.



## TOWN OF LAUDERDALE-BY-THE-SEA SPECIAL EVENT PERMIT

### DOCUMENTS AND PERMITS REQUIRED

All documents submitted.

### SIGNATURES REQUIRED

|                                                                                         |              |
|-----------------------------------------------------------------------------------------|--------------|
| <b>PERMIT HOLDER: I agree to comply with all conditions of this permit</b>              |              |
| <b>SIGNATURE OF PERMIT HOLDER:</b>                                                      | <b>DATE:</b> |
| <br><br><br><br><br><br><br><br><br><br><b>STEVE D' OLIVEIRA</b><br><b>PRINTED NAME</b> |              |

|                                                                                                                                                 |              |
|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>TOWN REPRESENTATIVE:</b>                                                                                                                     |              |
| <b>SIGNATURE:</b>                                                                                                                               | <b>DATE:</b> |
| <br><br><br><br><br><br><br><br><br><br><b>KATIE ANDERSON, EVENTS &amp; MARKETING MANAGER</b><br><b>PRINTED NAME &amp; AFFILIATION TO EVENT</b> |              |

|                                                                                                                                             |              |
|---------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>TOWN REPRESENTATIVE:</b>                                                                                                                 |              |
| <b>SIGNATURE:</b>                                                                                                                           | <b>DATE:</b> |
| <br><br><br><br><br><br><br><br><br><br><b>COURTNEY EASLEY, ASSISTANT TO TOWN MANAGER</b><br><b>PRINTED NAME &amp; AFFILIATION TO EVENT</b> |              |





Agenda Item No: 13.a.

## Town Commission Agenda Item Report

**Meeting Date:** June 9, 2026

**Submitted By:** Katie Anderson, Events & Marketing Manager

**Submitting Department:** Administration

**Item Type:** Presentation

**Agenda Section:** NEW BUSINESS

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**Subject Title:** Special Event Application: Blues By The Sea 2026

**Explanation:** Peggy Mohler, of Aruba Beach Cafe, and Chris Jacques, of Pier 14 (the "Applicants"), have submitted a Special Event Application (**Exhibit 1**) for the inaugural Blues By The Sea (the "Event").

The Applicants have identified a need within the Town for engaging event programming during the off-season and are excited to create an elevated atmosphere where residents, neighbors, and visitors can gather to enjoy an evening of live music, camaraderie, and community fun. Given the off-season time frame of the event, the Applicant anticipates between 75-100 guests to attend.

| <b>BLUES BY THE SEA</b><br><b>Wednesday, July 22, 2026</b><br><b>Wednesday, August 18, 2026</b><br><b>Wednesday, September 16, 2026</b> |          |
|-----------------------------------------------------------------------------------------------------------------------------------------|----------|
| Start of Setup:                                                                                                                         | 4:00 PM  |
| Event Start:                                                                                                                            | 7:00 PM  |
| Event End:                                                                                                                              | 10:00 PM |
| Cleanup Concludes:                                                                                                                      | 11:30 PM |

Planned to take place in the heart of the downtown, Blues by the Sea will center around Dunes Plaza. In coordination with Broward Sheriff's Office, the horseshoe will be closed to vehicular traffic to allow for the creation of a cohesive event space. High-top tables will be positioned throughout the roundabout, providing inviting areas for guests to mingle, socialize, and enjoy the evening's entertainment.

The Applicants are requesting Town Staff's support in utilizing the Town's barricades to block off the horseshoe as designated by Broward Sheriff's Office personnel. The Applicant will coordinate directly with Broward Sheriff's Office to contract the BSO detail deemed necessary to oversee the Event.

A small stage will be set on Dune's plaza for the band. Applicant will be providing live entertainment, sound system, and all necessary audio / visual equipment. Live music contractors will consist of jazz / blues bands in line with the branding of the Event. Town Staff will relocate the Adirondack chairs currently on the West end of the Dunes Plaza to accommodate the staging request.

One (1) bar each will be provided by Aruba Beach Cafe and Pier 14 respectively. Each entity has obtained the appropriate licensure to operate bar service outside their place of business, and has named the Town of Lauderdale-By-The-Sea as additionally insured on their policy.

The Applicants have requested permission to place signage to promote the event leading up to, and designate the event site on the days of the event. Exact placement of signage will be approved by Town Staff in accordance with the Town's code.

Parking for attendees will operate in accordance to normal Town standards. Aruba Beach Cafe has requested the reservation of the four (4) golf cart spots at the end of the El Mar median, to be used as a relocation site for the Aruba valet, whose typical access will be impacted by the closure of the horseshoe.

Additional requests for support from the Town include:

- Waiver of fees associated with the Event per Resolution 2024-29 (**Exhibit 2**)
  - Plaza Event Application Fee (filed at least 60 days in advance of the proposed event date): \$100.00
  - Plaza Use Fee for LBTS Business: \$850.00 per day per plaza
  - Road Closure Fee: \$125.00 per day
- Promotion of the event in weekly Town Topics e-blasts
- Promotion of the event through the Town's social media channels

**Recommendation:** Staff recommends:

1. Approval of the Special Event Application based on the conditions outlined in the Event Permit (**Exhibit 3**).
2. Waiver of applicable fees (\$1,075.00) pertaining to the Event in a show of partnership and support of local Town businesses.
3. Waiver of fees for four parking spots to be utilized for Aruba Beach Cafe valet.

#### **Exhibits:**

1. Sp. Event Application Blues By The Sea 2026
2. Resolution 2024-29
3. LBTS Permit Blues by the Sea 2026

EXHIBIT 1



SPECIAL EVENT APPLICATION

EVENT DETAILS

Name of Event: Blues By The Sea

New Event: ☒ Returning Event: ☐

Day(s) + Date(s) of Event: Wednesdays  
July 22, August 19, September 16

Proposed Location of Event: Dune Pavilion

How many total people do you anticipate onsite at any peak time?

Participants: 10 Spectators: 75 Volunteers:           

| ACTIVITY              | DAY       | TIME     |
|-----------------------|-----------|----------|
| Start of Setup:       | Wednesday | 4:00 PM  |
| Start Time of Event:  |           | 7:00 PM  |
| EVENT                 |           |          |
| End Time of Event:    |           | 10:00 PM |
| Cleanup Completed By: |           | 11:30 PM |

HOST OR SPONSORING ORGANIZATION

Name: Aruba Beach Cafe + Pier 14

Address: 1 Commercial Blvd, LBTS + 14C Commercial Blvd, LBTS

Is applicant a non-profit organization (501 (c) (3)? ☐ YES ☒ NO

PERSON SUBMITTING APPLICATION (“Responsible Party”)

Name: Peggy Mohler / Chris Jacques

Address: 1 Commercial Boulevard

Phone: 954-803-9114 (PM)                      Email: peggym2804@gmail.com  
305-903-4362 (CJ)                                      info@pier14fl.com

ON-SITE EVENT REPRESENTATIVE

☒ Same as above

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_                      Email: \_\_\_\_\_

REQUEST FOR TOWN INVOLVEMENT

Are you requesting Town be involved with this event in any way? ☒ YES      \_\_\_\_\_ NO

If yes, please describe: Use of Town barricades to close horseshoe.

Promotion of event through Town Topics e-blasts & Town's social media channels

Waiver of plaza use fees for event dates.

SOUND SYSTEMS

The event sound systems shall be operated so as not to violate the Town’s code, including and especially Section 13-6, Noise Limitation. Violations of the Town’s noise ordinance are grounds for immediate termination of the source of the noise and potentially the event.

Do you plan to use amplified sound?

☒ Proposed amplified sound / speaker system

☒ Proposed live music

\_\_\_\_\_ Planned recorded music

\_\_\_\_\_ Do you require electrical connections for any of the above?

If yes, which? \_\_\_\_\_

**TENTS, CANOPIES, STAGES, BLEACHERS**

Tents are generally defined as temporary structures having two or more sidewalls or drops.  
A canopy is a tent without sides.  
All tents or canopies larger than 120 sq. feet, multiple canopies without separation, and stages require a building permit. The use of tents or larger canopies requires approval of the Fire Marshal and are required to have building permits obtained via the LBTS building department prior to the event.  
Manufacturer's labels are required to be attached to tents and canopies.  
Rental agencies shall provide documentation of the flame spread labeling of 25 or less submitted with the application.  
  
Stages and bleachers shall include product approvals that are supplied by the manufacturer.

**Indicate if any of the following will be assembled at the event and include locations on your site map. Please list sizes and numbers of each:**

# Tents: \_\_\_\_\_  
# Canopies: ☒ \_\_\_\_\_  
# Stages: \_\_\_\_\_  
# Bleachers: \_\_\_\_\_  
Size & Load Max: \_\_\_\_\_

**UTILITIES**

All utilities requirements shall be approved by the Director of Development Services and the Fire Marshal prior to application submission to the Town Commission. Depending on location of the event, electric and/or water may be available from the Town for a fee.  
  
All electrical requests shall meet the requirements of the Florida Building Code with final approval from the Town's Building Official at least 30 days prior to the event.

**Will any electrical equipment be installed in conjunction with the Special Event (i.e. lighting, outlets for cooking, etc.)?**

\_\_\_\_\_ YES    ☒ NO

**If the event requires the following on public property, list what equipment is to be installed and locations (include voltage, amperage, and phases of wiring) as well as vendor name providing the equipment.**

\_\_\_\_\_ Electrical Power: \_\_\_\_\_  
\_\_\_\_\_ Water: \_\_\_\_\_  
\_\_\_\_\_ Gas, Propane, BBQ Grills, Generators: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Fuel Storage: \_\_\_\_\_

**SIGNAGE**

All signage should be included in the application. Information about signage shall include location, colors, size, and number of signs. Indicate signs to be placed in any right of way that directs traffic to the event. Signage is subject to approval and shall not be installed without permission.

Are you requesting permission to erect signage for this event?

☒ YES \_\_\_\_\_ NO

If yes, please describe: \_\_\_\_\_  
Promotional event signage designating the event area and  
\_\_\_\_\_ upcoming dates.  
\_\_\_\_\_

**RESTROOMS**

Permit holder is required to obtain written approval from Town establishment if said establishment is allowing participants to use their restroom facilities.

Number of additional Town restrooms being provided: restaurant restrooms open  
(Please include on site plan)

**TRAFFIC CONTROL / STREET CLOSURES**

Street closures may be required at the Permit Holder's expense.

Are you requesting that any public streets be closed for the event?

☒ YES \_\_\_\_\_ NO

If yes, please indicate the streets and times the closure is being requested:  
Horseshoe surrounding Dunes pavilion  
\_\_\_\_\_  
\_\_\_\_\_

Are you requesting the reservation of any Town parking spaces for the event?

☒ YES \_\_\_\_\_ NO

If yes, please indicate which and how many spaces are being requested:  
All parking fees are to be paid at least 30 days prior to the event.  
The 4 golf cart spots along El Mar at median end; applicant will pay for spots.  
\_\_\_\_\_ Spots will be used for alternative Aruba valet plan  
\_\_\_\_\_

VEHICLES

Are you requesting permission to drive or park on Town grounds?

\_\_\_\_\_ YES    ☒ NO

If yes, please indicate the type(s) of vehicles, locations, and times that are being requested:

\_\_\_\_\_

\_\_\_\_\_

Permit Holder shall be responsible for any damage to Town property.

OFF DUTY POLICE / CODE COMPLIANCE OFFICERS

Off duty police are required, at the Permit Holder's expense, for street closures, events with alcohol or large crowds, as determined by the Broward Sheriff's Office. Large events may require a Code Compliance officer to ensure compliance with Town's codes.

Do you anticipate needing off duty police officers for your event?

\_\_\_\_\_ YES    ☒ NO

Do you anticipate needing code compliance officers for your event?

\_\_\_\_\_ YES    ☒ NO

ALCOHOL

State license is required to be submitted to the Town at least 30 day prior to the event.

Are you planning on selling alcoholic beverages at the event?

Please note beverage stations on site map.

☒ YES    \_\_\_\_\_ NO

If yes, has a liquor permit been obtained by the State of Florida?

☒ YES    \_\_\_\_\_ NO

Contact information for all license holders who will be providing alcohol:

Peggy Mohler (Aruba Beach Cafe)

Chris Jacques (Pier 14)

**FEES**

Are there any fees or donations that will be collected on site from participants or spectators?

\_\_\_\_\_ YES      ☒ NO

If yes, please describe: \_\_\_\_\_

**CONCESSIONS**

Are you planning to have any kind of concessions? \_\_\_\_\_ YES      ☒ NO

If yes, has the Florida Health Department approved the food vending site plans?

\_\_\_\_\_ YES      \_\_\_\_\_ NO

Is the food provided by a nonprofit organization? \_\_\_\_\_ YES      \_\_\_\_\_ NO

is the food: \_\_\_\_\_ Free of charge?      \_\_\_\_\_ For sale?

Do all food vendors have a temporary food service permit? \_\_\_\_\_ YES      \_\_\_\_\_ NO

Please list the type(s) of food that will be served: \_\_\_\_\_

\_\_\_\_\_

Are you requesting any of the following types of cooking equipment to be used on site?

- |                                              |                                        |                                       |
|----------------------------------------------|----------------------------------------|---------------------------------------|
| <input type="checkbox"/> Charcoal Grills     | <input type="checkbox"/> Fryers        | <input type="checkbox"/> Open Fires   |
| <input type="checkbox"/> Propane Grills      | <input type="checkbox"/> Smokers       | <input type="checkbox"/> Hoods        |
| <input type="checkbox"/> Concession Trailers | <input type="checkbox"/> Warmers       | <input type="checkbox"/> LP Tanks     |
| <input type="checkbox"/> Sterno              | <input type="checkbox"/> Refrigerators | <input type="checkbox"/> Other: _____ |

**SALE OF MERCHANDISE**

Are you requesting approval to offer other items for sale at the event?

\_\_\_\_\_ YES      ☒ NO

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_



**ANIMALS**

Any exhibition or similar undertaking in which animals are required to participate in performance for the amusement or entertainment of an audience is subject to Town Commission approval.

Are animals included in your event?      \_\_\_\_\_ YES      ☒ NO

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

**FIREWORKS**

Fireworks require a separate approval process and application.

Are you requesting approval to discharge fireworks at the event?

\_\_\_\_\_ YES      ☒ NO

**RIDES**

Rides or other amusement may require a State of Florida inspection. Copies of contracts with any providers of rides, mechanical devices, and amusements shall be submitted to the Town at least 30 days prior to the event.

Are rides included in your event?      \_\_\_\_\_ YES      ☒ NO  
(i.e. mechanical, electrical, inflatable, bounce houses, slides, etc.)

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VENDORS**

A list of all vendors with the company name is required for initial approval and a final list is required at least 30 days prior to event and subject to approval (please add on a separate page).

**FIRE WATCH / EMS ONSITE**

If required by the Fire Marshal, the applicant shall provide a fire watch and / or an EMS Crew during the event. Large events or those using combustible materials shall require qualified stand-by personnel and the appropriate equipment, the cost of which is at the responsibility of the Permit Holder.

I understand that Fire Watch or EMS Services may be required at the Event's expense

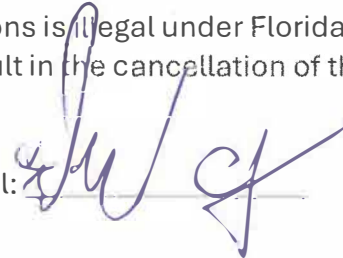
Initial: 

**NO BALLOONS RELEASED**

When balloons are released over the ocean, they become a major source of pollution and significantly increase the mortality rate among sea turtles, birds, and other marine life. To help reduce the threats caused by balloons, I agree that there will be no balloons at this event and that I have been informed that the release of balloons is illegal under Florida Statute 379.233. Failure to abide by this requirement will result in the cancellation of the current event and denial of future special event permits.

I agree no balloons will be released.

Initial:



**INSURANCE**

Insurance requirements differ depending on the type of event and if alcohol is served.

For events not serving alcohol and without fireworks, the Applicants shall provide a Certificate of Liability Insurance written in comprehensive form naming the Town as additional insured in the amount of \$1,000,000 per occurrence and \$2,000,000 general aggregate for property damage with thirty days' written notice required for cancellation.

Certificate of Liability Insurance naming the Town as additional insured is required from all Event businesses, promoters, and other related event planners.

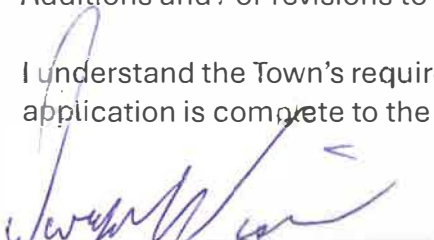
An approved form of a Certificate of Liability Insurance may be required with your Application for approval by the Town Commission and / or shall be provided to the Town at least 30 days prior to the event date.

APPLICANT'S CERTIFICATION

By signing this event application, the petitioner agrees to all terms, conditions, and indemnifications in this application, and understands that this application or the approval of this event application by the Town Commission does not grant any permission to violate any laws, ordinances, or statutes.

Additions and / or revisions to this application shall be submitted in writing.

I understand the Town's requirements for park use and the information provided in this application is complete to the best of my knowledge.

  
Applicant's Signature

5/18/24  
Date

DWAYNE WISEMAN  
Applicant's Printed Name

954-803-9114  
Telephone

  
Applicant's Signature

05/18/2026  
Date

CHRIS JACQUES  
Applicant's Printed Name

954-803-9114  
Telephone

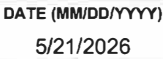
**DETAILED SITE PLAN**

A detailed map of the event site identifying locations of each of the items mentioned in the above application must be drawn or attached here with your application submission.

**Site map attached**

- Horseshoe barricaded off to thru traffic
- Stage set at West end of Dune Plaza
- 20 high top tables scattered throughout event space
- 2 bars setup





**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

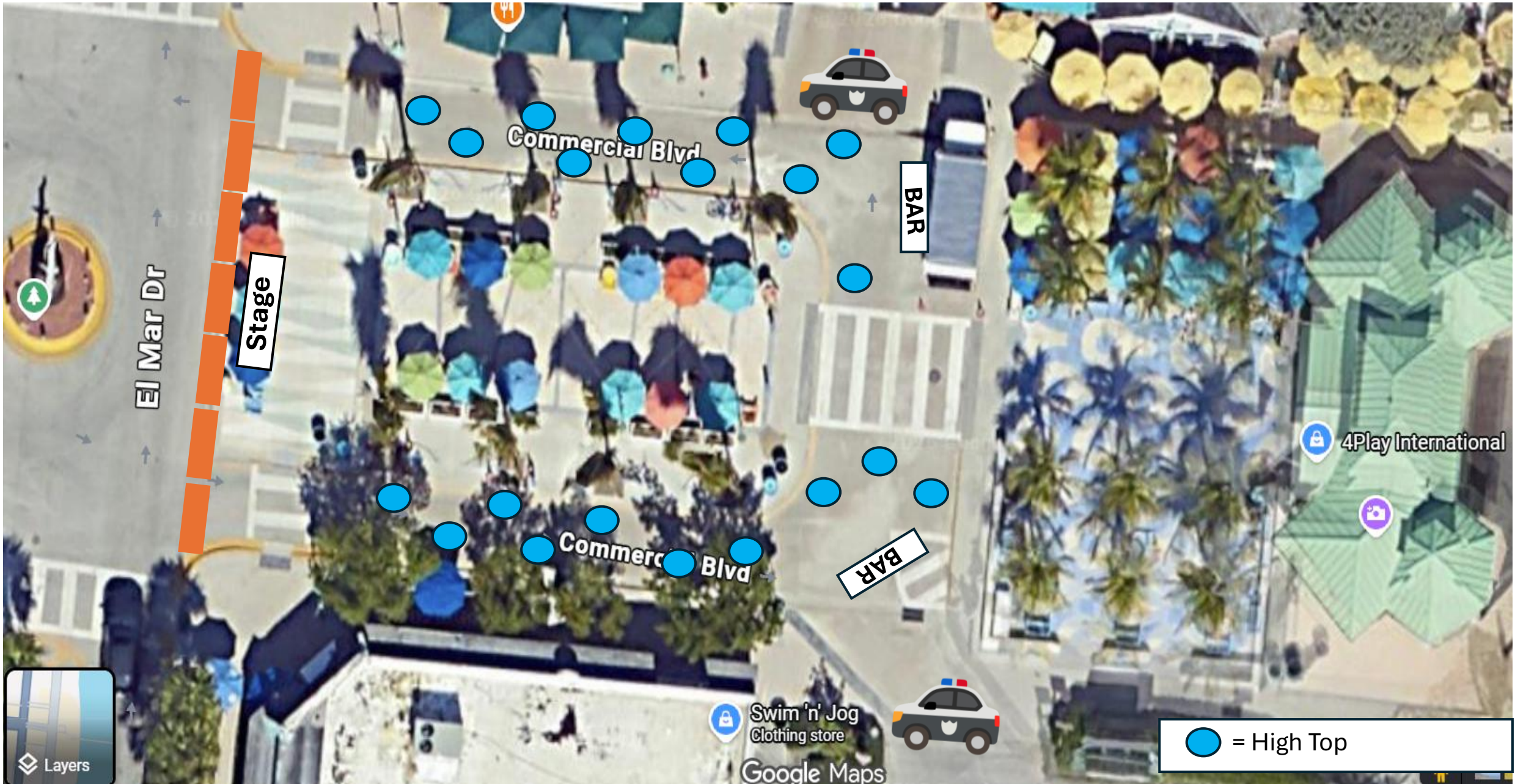
|                  |                                       |                         |
|------------------|---------------------------------------|-------------------------|
| <b>COVERAGES</b> | <b>CERTIFICATE NUMBER: 1458140533</b> | <b>REVISION NUMBER:</b> |
|------------------|---------------------------------------|-------------------------|

| LSR LTR | TYPE OF INSURANCE                                                           |                                     |                                     | ADDL INSD                           | SUBR WVD                 | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS    |                                                 |                                            |              |
|---------|-----------------------------------------------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|---------------|-------------------------|-------------------------|-----------|-------------------------------------------------|--------------------------------------------|--------------|
| B       | <input checked="" type="checkbox"/>                                         | <b>COMMERCIAL GENERAL LIABILITY</b> |                                     |                                     | Y                        | Y             | HSIC-1LEDG04-00362-00   | 5/1/2026                | 5/1/2027  | EACH OCCURRENCE                                 | \$ 1,000,000                               |              |
|         | <input type="checkbox"/>                                                    | CLAIMS-MADE                         | <input checked="" type="checkbox"/> | OCCUR                               |                          |               |                         |                         |           | DAMAGE TO RENTED PREMISES (Ea occurrence)       | \$ 100,000                                 |              |
|         | <input type="checkbox"/>                                                    |                                     |                                     |                                     |                          |               |                         |                         |           | MED EXP (Any one person)                        | \$ 2,500                                   |              |
|         | <input type="checkbox"/>                                                    |                                     |                                     |                                     |                          |               |                         |                         |           | PERSONAL & ADV INJURY                           | \$ 1,000,000                               |              |
|         | GEN'L AGGREGATE LIMIT APPLIES PER:                                          |                                     |                                     |                                     |                          |               |                         |                         |           | GENERAL AGGREGATE                               | \$ 2,000,000                               |              |
|         | <input checked="" type="checkbox"/>                                         | POLICY                              | <input type="checkbox"/>            | PRO-JECT                            | <input type="checkbox"/> | LOC           |                         |                         |           | PRODUCTS - COMP/OP AGG                          | \$ 2,000,000                               |              |
|         | <input type="checkbox"/>                                                    | OTHER:                              |                                     |                                     |                          |               |                         |                         |           |                                                 | \$                                         |              |
| C       | <b>AUTOMOBILE LIABILITY</b>                                                 |                                     |                                     |                                     |                          |               | BA-2S162399-25-42-G     | 5/1/2026                | 5/1/2027  | COMBINED SINGLE LIMIT (Ea accident)             | \$ 1,000,000                               |              |
|         | <input checked="" type="checkbox"/>                                         | ANY AUTO                            |                                     |                                     |                          |               |                         |                         |           | BODILY INJURY (Per person)                      | \$                                         |              |
|         | <input type="checkbox"/>                                                    | OWNED AUTOS ONLY                    | <input type="checkbox"/>            | SCHEDULED AUTOS                     |                          |               |                         |                         |           | BODILY INJURY (Per accident)                    | \$                                         |              |
|         | <input checked="" type="checkbox"/>                                         | HIRED AUTOS ONLY                    | <input checked="" type="checkbox"/> | NON-OWNED AUTOS ONLY                |                          |               |                         |                         |           | PROPERTY DAMAGE (Per accident)                  | \$                                         |              |
|         | <input type="checkbox"/>                                                    |                                     |                                     |                                     |                          |               |                         |                         |           | Comp./Collision Ded.                            | \$ 1,000                                   |              |
| D       | <input type="checkbox"/>                                                    | <b>UMBRELLA LIAB</b>                |                                     | <input checked="" type="checkbox"/> | OCCUR                    |               |                         | GSL103904               | 5/1/2026  | 5/1/2027                                        | EACH OCCURRENCE                            | \$ 1,000,000 |
|         | <input checked="" type="checkbox"/>                                         | <b>EXCESS LIAB</b>                  |                                     | <input type="checkbox"/>            | CLAIMS-MADE              |               |                         |                         |           |                                                 | AGGREGATE                                  | \$ 1,000,000 |
|         | <input type="checkbox"/>                                                    | DED                                 | <input type="checkbox"/>            | RETENTION \$                        |                          |               |                         |                         |           |                                                 |                                            | \$           |
| A       | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>                        |                                     |                                     |                                     |                          |               | TWC4696887              | 11/5/2025               | 11/5/2026 | <input checked="" type="checkbox"/> PER STATUTE | <input checked="" type="checkbox"/> OTH-ER |              |
|         | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) |                                     |                                     |                                     | Y / N                    |               |                         |                         |           |                                                 |                                            |              |
|         | If yes, describe under DESCRIPTION OF OPERATIONS below                      |                                     |                                     |                                     |                          |               |                         |                         |           |                                                 |                                            |              |
|         |                                                                             |                                     |                                     |                                     | N / A                    |               |                         |                         |           |                                                 | E.L. EACH ACCIDENT                         | \$ 500,000   |
|         |                                                                             |                                     |                                     |                                     |                          |               |                         |                         |           |                                                 | E.L. DISEASE - EA EMPLOYEE                 | \$ 500,000   |
|         |                                                                             |                                     |                                     |                                     |                          |               |                         |                         |           |                                                 | E.L. DISEASE - POLICY LIMIT                | \$ 500,000   |
| B       | Liquor Liability                                                            |                                     |                                     |                                     |                          |               | HSIC-1LEDG04-00362-00   | 5/1/2026                | 5/1/2027  | Each Common Cause Aggregate                     | 1,000,000<br>2,000,000                     |              |

|                                                                                          |                                                                                                                                                                |
|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CERTIFICATE HOLDER</b>                                                                | <b>CANCELLATION</b> 30 Days Notice / 10 Days for Non-Pay                                                                                                       |
| Town of Lauderdale-By-The-Sea, FL<br>4501 N. Ocean Dr.<br>Lauderdale-By-The-Sea FL 33308 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
|                                                                                          | AUTHORIZED REPRESENTATIVE<br>                                              |

**ACORD 25 (2016/03)** **The ACORD name and logo are registered marks of ACORD**





**RESOLUTION 2024-29**

**A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, ADOPTING AN UPDATED FEE SCHEDULE FOR SPECIAL EVENTS, AND OTHER USE OF PUBLIC PROPERTIES, BY AMENDING THE FEES RELATED TO SPECIAL EVENTS, PARK USES, AND STREET PERFORMERS; PROVIDING FOR CONFLICT, SEVERABILITY, AND FOR AN EFFECTIVE DATE.**

**WHEREAS**, Chapter 1 “General Provisions,” Section 1-13 “Fees,” of the Code of Ordinances provides that, except as otherwise provided by the Code or other applicable law, fees related to any process or approval established by the Code (including but not limited to service, application, permit, license and user fees) may be established, repealed, and amended by resolution of the Town Commission; and

**WHEREAS**, On September 24, 2012, the Town Commission adopted Resolution No. 2012-35, establishing fees for the Rental of Jarvis Hall; and

**WHEREAS**, On May 27, 2014, the Town Commission adopted Resolution 2014-18, adopting policies and fees governing the use of the Dunes Plaza, Ocean Plaza, and Beach Pavilion; and

**WHEREAS**, On September 23, 2014, the Town Commission adopted Resolution 2014-20 revising fees for the Rental of Jarvis Hall and adopting and combining fees for Parks and Special Events; and

**WHEREAS**, on September 23, 2014, the Town Commission adopted Resolution 2014-30, amending the Development Review Permit and License Fee Schedule to consolidate fees and include missing fees; and



28           **WHEREAS**, on February 10, 2015, the Town Commission adopted Resolution 2015-05,  
29   which included fees related to Medical Marijuana Permits, Street Performers and Vending  
30   pursuant to Ordinances 2014-15, 2015-01, and 2015-02, respectively; and

31           **WHEREAS**, Resolution 2015-05 also updated the Development Review Permit and  
32   License Fee Schedule to establish additional fees for permits or reviews which require Town staff  
33   and resources; and

34           **WHEREAS**, Resolution 2015-19 updated Development review fee schedule; and

35           **WHEREAS**, Resolution 2016-20 further updated the Development review fee  
36   schedule; and

37           **WHEREAS**, Resolution 2016-35 moved the fee schedules from Development to  
38   Administration for Special Events, Park Use Permits, Vending, Street Performing, and New Racks,  
39   and included in the fee schedule the plazas and pavilion, while also updating when payment of  
40   fees or monies are due to the Town; and

41           **WHEREAS**, Resolution 2017-06 updated Fee Schedule related to use of Jarvis Hall, and  
42   adopt limitations on the frequency of the use of Jarvis Hall; and

43           **WHEREAS**, pursuant to Section 1-13 of the Lauderdale-By-The-Sea Code of Ordinances,  
44   the Town Commission desires to further amend the Fee Schedule for Special Events and Other  
45   Use of Public Properties by amending the fees related to Special Events, Park Uses, Street  
46   Performers; and

47           **WHEREAS**, the Town Commission finds it to be in the best interest of the Town and its  
48   citizens to adopt an updated Fee Schedule for Special Events and Other Use of Public Properties  
49   that amends the fees related to Special Events, Park Uses, and Street Performers, and adopts the  
50   fees as set forth in this Resolution.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF  
THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA:**

**Section 1.**     **Recitals.**     Each “WHEREAS” clause set forth is true and correct and  
incorporated herein by this reference.

**Section 2.**     **Fees.**     The Fee Schedule for Special Events and Other Use of Public  
Properties, which includes the fees for the use of Jarvis Hall and the Plazas, is hereby amended as  
follows <sup>1</sup>:

| <p align="center"><b><u>Special Event, Park Use, and Street Performing<br/>Fee Schedule for Special Events and Other Use of Public<br/>Properties</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                               |                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <p>The following is applicable to all <u>special events</u> and <u>other use of public properties</u> <del>park use permits</del>:</p> <ol style="list-style-type: none"> <li>1. All applicants must abide by the conditions set forth in their permit, including but not limited to fees, deposits, insurance requirements, solid waste plan, and police, fire or EMS detail.</li> <li>2. All fees, including any monies owed the Town must be paid before the event or park permit is issued.</li> <li>3. All estimated fees or costs from Town or BSO shall be paid at least two weeks prior to the event date. Any additional costs incurred will be deducted from the event deposit or is due when invoiced.</li> <li>4. Depending on the nature and size of the event, a deposit may be required as determined by the Town Manager.</li> </ol> |                                                                                               |                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Type of Activity, Permit or License                                                           | Fee                                                   |
| <p><b>1. Chapter 14.3 – Parks</b></p> <p>A Park Permit is required for groups of 25 people plus or when a specific area is reserved.<br/>A Park Use Permit may not be approved if submitted within 14 business days of a proposed event.</p> <p>Private event in a park or at the beach where the public is not invited:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                               |                                                       |
| 1.1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Single day event, less than 25 people:<br>No reserved area<br>Reservation of a specific area. | No permit required<br><u>\$100</u> <del>125</del>     |
| 1.3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Single day event, 25 people + with or without reserved area.                                  | <u>\$100</u> <del>125</del>                           |
| 1.4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Multi-day event                                                                               | <u>\$100</u> <del>125</del> Permit Fee plus an impact |

<sup>1</sup> Text shown in underline reflects text or new or revised fees. Text shown in ~~strikethrough~~ reflects deleted text or fee amounts.

**Special Event, Park Use, and Street Performing**  
**Fee Schedule for Special Events and Other Use of Public**  
**Properties**

|                                            |                                                                                                                                                                                                                                                                                                 |                                                                                                    |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| 1.5                                        | One day event (local or non-local user) that charges admission or registration or sell commercial products or services.                                                                                                                                                                         | fee set by the Town Manager based on the activity, number of attendees, and impact on the facility |
| <b>2. Chapter 14.5 - Street Performing</b> |                                                                                                                                                                                                                                                                                                 |                                                                                                    |
| 2.1                                        | Street performing annual permit fee                                                                                                                                                                                                                                                             | \$50                                                                                               |
| <b>3. Chapter 17 - Special Events</b>      |                                                                                                                                                                                                                                                                                                 |                                                                                                    |
| 3.1                                        | <b>Special Event Application Fee</b><br>See also use fees.<br><br>See 3.2 For events hosted by a businesses with less than 15 employees in the Commercial District along Commercial Boulevard from A1A to West Tradewinds<br>Application filed within 30 days of an event will not be accepted. |                                                                                                    |
|                                            | 1. A volunteer event that provides direct benefits to the LBTS community. (examples: beach clean-up, Easter egg hunt, free yoga and meditation, etc.)                                                                                                                                           | -0-<br><br>(Town Manager may authorize an application to be accepted within 30-days of the event)  |
|                                            | 2. Submitted at least 60 days in advance of the proposed event date                                                                                                                                                                                                                             | <u>\$100</u> <u>125</u>                                                                            |
|                                            | 3. Submitted between 59 days and 30 days prior to the event PLUS any costs related to special processing of the processing of the application.                                                                                                                                                  | <u>\$250</u> <u>275</u><br><br>Plus costs, not to exceed \$1,500.                                  |
|                                            | 4. A recurring event within a 6 month period                                                                                                                                                                                                                                                    | <u>\$500</u> <u>525</u>                                                                            |
|                                            | 5. A recurring event within a 12 month period (for example, once a week or once a month).                                                                                                                                                                                                       | \$800                                                                                              |
|                                            | 6. An event that has been advertised prior to Commission approval.                                                                                                                                                                                                                              | \$250 in additional to the application fee                                                         |
|                                            | 7. Semi-public business events that use private or public property with less than 50 people at any one time.                                                                                                                                                                                    | <u>\$50</u> <u>75</u><br><br>Event may be approved by the Town Manager                             |
|                                            | 8. Events (local and non-local user)that charges admission or registration or sell commercial products or services                                                                                                                                                                              | Set by the Town Manager based on purpose, number of attendees, and impact on the facility          |
| 3.2                                        | <b>Special Event Application Fee for West Commercial Business District</b><br>Commercial District events may be approved by the Town Manager if the event is consistent with the Commission's policy direction on special events and meets the following criteria:                              |                                                                                                    |

**Special Event, Park Use, and Street Performing**  
**Fee Schedule for Special Events and Other Use of Public**  
**Properties**

|                                                                                                                                                                                                                                                                                          |                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| 1. Less than 75 people at any time<br>2. 2. Located along Commercial Boulevard from Seagrape to West Tradewinds<br>The <del>\$2550</del> electrical use fee will be waived for usage of one 20-amp outlet at event<br>Application filed within 30 days of an event will not be accepted. |                                                                                        |
| 1. Submitted at least 60 days in advance of the proposed event date                                                                                                                                                                                                                      | <del>\$2025</del>                                                                      |
| 2. Submitted between 59 days and 30 days prior to the event PLUS any costs related to special processing of the processing of the application.                                                                                                                                           | <del>\$5060</del><br>Plus costs, not to exceed \$1,500.                                |
| 3. A recurring event within a 12 month period (for example, once a week or once a month).                                                                                                                                                                                                | \$15 per event day                                                                     |
| 4. An event that has been advertised prior to Commission approval.                                                                                                                                                                                                                       | \$250 in additional to the application fee                                             |
| 5. Events that charges admission or registration or sell commercial products or services                                                                                                                                                                                                 | Set by the Town Manager based on purpose, number of attendees, and impact on the area. |

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|     |                                                                                                                                                                                                                                                                                             |                                                                      |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| 3.3 | <b>Special Event Use Fees for Road Closures and El Mar Median Lane Parking</b><br>The following use fees are in addition to the Special Event Application Fee, but may be modified or waived by the Town Commission upon a finding that the applicable event will provide a public benefit. |                                                                      |
|     | <b>Event Conditions:</b>                                                                                                                                                                                                                                                                    | <b>Road Closure                      El Mar Median Lane Parking</b>  |
|     | 1. Private or public business events that use public property with less than 50 people at any one time.                                                                                                                                                                                     | N/A                      N/A                                         |
|     | 2. Less than 100 people                                                                                                                                                                                                                                                                     | <del>\$100125</del> per day                      N/A                 |
|     | 3. 101 - 200 people                                                                                                                                                                                                                                                                         | <del>\$200225</del> per day <del>\$250275</del>                      |
|     | 4. More than 200 people                                                                                                                                                                                                                                                                     | Set by Commission based on purpose, number of attendees, and impact  |
|     | 5. Events (local or non-local user) that charges admission or registration or sell commercial products or services                                                                                                                                                                          | Set by Commission based on purpose, number of attendees, and impact. |

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**4. Chapter 17 - Jarvis Hall**

| User                                                                                                                                                                                                                                                                                                                                                                                                                              | Deposit                       | Rental Fee                                                                                 | Rental Policy (1) (2)                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| 4.1. LBTS Resident (household)                                                                                                                                                                                                                                                                                                                                                                                                    | \$100                         | \$-0-                                                                                      | Limit of 4 rentals in a twelve month period.                                                            |
| 4.2. LBTS civic association, charity, community group, or non-profit organization.                                                                                                                                                                                                                                                                                                                                                | \$100                         | \$-0-                                                                                      | Limit of 16 rentals in a twelve month period, which normally will be one per month plus special events. |
| 4.3. LBTS Business                                                                                                                                                                                                                                                                                                                                                                                                                | \$100                         | \$-0-                                                                                      | Limit of 3 rentals in a twelve month period.                                                            |
| 4.4. Governmental entity or agency                                                                                                                                                                                                                                                                                                                                                                                                | \$-0-                         | \$-0-                                                                                      | As approved by the Town Manager                                                                         |
| 4.5. Out-of-Town charitable or non-profit                                                                                                                                                                                                                                                                                                                                                                                         | \$-0-                         | \$100 per day                                                                              | Limit of 3 rentals in a twelve month period.                                                            |
| 4.6. Non-Resident                                                                                                                                                                                                                                                                                                                                                                                                                 | \$300                         | \$200 for up to 3 hours, then \$50 per hour                                                | Limit of 3 rentals in a twelve month period.                                                            |
| 4.7. Out-of-Town Business                                                                                                                                                                                                                                                                                                                                                                                                         | \$300                         | \$300 for up to 3 hours, then \$50 per hour                                                | Limit of 3 rentals in a twelve month period.                                                            |
| 4.8. Additional Service such as special set-ups, opening and closing services outside of business hours, or staffing at event.                                                                                                                                                                                                                                                                                                    | Prepaid or charged to deposit | Actual cost determined by the Town Manager.                                                |                                                                                                         |
| 4.9 Events (local or non-local user) that charge admission or registration or sell commercial products or services.                                                                                                                                                                                                                                                                                                               | TBD                           | Set by the Town Manager based on purpose, number of attendees, and impact on the facility. |                                                                                                         |
| (1) Each rental or event is limited to 3 consecutive days, which includes move in and move out. Upon the Applicant demonstrating a valid reason, or if required by the Town, the Town Manager may approve minor logistical changes, including but not limited to additional time for set-up and breakdown of events, that are consistent with the Town Code and the Town Commission’s policy direction on the use of Jarvis Hall. |                               |                                                                                            |                                                                                                         |
| (2) A rental application denied by the Town Manager may be appealed to the Town Commission.                                                                                                                                                                                                                                                                                                                                       |                               |                                                                                            |                                                                                                         |

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## 5. Use of the Dunes Plaza, Connie Hoffmann Plaza or Beach Pavilion Plaza

**General philosophy:** The Dunes Plaza, Connie Hoffmann Plaza and Beach Pavilion (“**The Plazas**”) are the premier public spaces in Town and were built for the enjoyment of our residents and visitors. They are available for events that are open to the general public or are of significant benefit to the Town. The Use Fees are set so the users bear the costs related to their events, rather than the Town subsidizing those events.

Generally, The Plazas will not be rented for events that are not open to the general public, although it is understood that there may be uses that require an admission fee or cost to the public.

The Town Commission may authorize the private use of one or more plaza by a user for an event that is deemed to be of significant benefit to the Town. (Example: a party hosted by the Town and the Convention & Visitors’ Bureau whose purpose is to showcase the Town to visiting travel agents or dignitaries).

*Potential use on holidays.*

- a. The Town Commission will decide in advance if they will make a plaza available for use by a Town commercial businesses or Town-based non-profit organizations on specific holidays.
- b. On those holidays the Commission designates, the Town will accept proposals for use six months in advance of the holiday and determine which proposals best fit the image and goals of the Town. After the Commission ranks the proposals in preferred order, staff will negotiate rental fees with the first ranked proposer and bring them back to the Commission for approval.
- c. The same business or non-profit organization may not rent the same space on a specific holiday two years in a row if another business or non-profit wants the opportunity. The Town Manager will determine whether others are interested in the opportunity, based on whether she or he has received written notice of such interest from an eligible business or organization no later than seven months prior to the holiday.

*Use on the same day as a special event.* Rentals will not be considered on days or evenings of Special Events if the Town Manager determines that a conflict would occur.

*Sales.* There will be no sales during an event except for 1) food products provided to the attendees, 2) items sold at a charity event, or, 3) hand-made artisan products.

*Cancellation:* The Town Commission reserves the right to cancel the rental up to 90 days in advance.

The following use fees apply, but may be modified or waived by the Town Commission upon a finding that the applicable event will provide a public benefit.

|     |                                                                                                  |                                                                                                                                                                                                                                                                                                                                                |
|-----|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.1 | <b>Advanced Advertising.</b> An event that was advertised prior to receiving Commission approval | \$500 plus the application fee and use fee(s).                                                                                                                                                                                                                                                                                                 |
| 5.2 | <b>Plaza Event Application Fee</b> (does not include Use Fee(s))                                 | \$100 if filed at least 60 days in advance of the proposed event date.<br><br>\$250 if submitted between 59 days and 30 days prior to the event AND any cost recovery fees for the costs for Town staff (including police and fire services) and any consultant time attributable to the processing of the application, not to exceed \$1,500. |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                   |                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-------------------------|
| <b>Plaza Use Fees</b><br>Are in addition to the Event Application Fees listed above.<br>The use fee is per plaza. If an organization wants to utilize more than one plaza for their event, they must pay for each space.<br>Use of the plazas as part of a larger special event are subject to the plaza use fees, in addition to the any other Special Event Use Fee, but may be waived or modified by the Town Commission upon a finding that the applicable event will provide a public benefit.<br>Application filed within 30 days of an event date will not be accepted.<br>A Deposit may be required and will be set by the Town Manager based on purpose, number of attendees, and impact on the facility. |                                                                                                                   |                         |
| 5.3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | LBTS businesses (limited to 4 rentals per year per business)                                                      | \$850 per day per plaza |
| 5.4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | LBTS-based charity or non-profit organization (limited to 2 rentals per year per organization)                    | \$215 per day per plaza |
| 5.5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Out-of-Town 501C Registered Non-Profit or Tax Exempt Organization (limited to 1 rental per organization per year) | \$425 per day per plaza |

**Section 3. Conflict.** All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**Section 4. Severability.** If any clause, section or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered as eliminated and shall in no way affect the validity of the other provisions of this Resolution.

**Section 5. Effective Date.** This Resolution shall become effective immediately upon its passage. The increased fees set forth herein related to Special Events, Park Uses, and Street Performers shall apply to all new requests submitted after the passage and adoption of this Resolution.

**PASSED AND ADOPTED** this 27th day of August 2024.

  
\_\_\_\_\_  
Mayor Edmund Malkoon

Attest:

APPROVED AS TO FORM:

83 *Katrina Adler*

84 Town Clerk, Katrina Adler

85

86

87 (CORPORATE SEAL)

*Susan L. Trevarthen*

Susan L. Trevarthen, Town Attorney







## TOWN OF LAUDERDALE-BY-THE-SEA SPECIAL EVENT PERMIT

### PERMIT HOLDER INFORMATION

|                             |                                            |                          |                                                                                                                            |
|-----------------------------|--------------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>NAME / ORGANIZATION:</b> | Aruba Beach Café<br>Pier 14                | <b>REPRESENTATIVE:</b>   | Peggy Mohler<br>Chris Jacques                                                                                              |
| <b>STREET ADDRESS:</b>      | 1 Commercial Blvd.<br>14C Commercial Blvd. | <b>CITY, STATE, ZIP:</b> | Lauderdale-By-The-Sea, FL<br>33308                                                                                         |
| <b>PHONE NUMBER (S):</b>    | 954-803-9114<br>305-903-4362               | <b>EMAIL:</b>            | <a href="mailto:Peggym2804@gmail.com">Peggym2804@gmail.com</a><br><a href="mailto:info@pier14fl.com">info@pier14fl.com</a> |

### DATE AND LOCATION OF EVENT

|                          |                    |                                     |                                           |
|--------------------------|--------------------|-------------------------------------|-------------------------------------------|
| <b>TYPE OF EVENT:</b>    | Live Music         | <b>DATE(S) OF EVENT:</b>            | July 22, August 19,<br>September 16, 2026 |
| <b>HOUR(S) OF EVENT:</b> | 4:00 PM – 11:30 PM | <b>ADDRESS / LOCATION OF EVENT:</b> | Dunes Plaza                               |

### DESCRIPTION OF EVENT:

Live music with high tops and light seating

| <b>BLUES BY THE SEA<br/>WEDNESDAY<br/>JULY 22, AUGUST 19, SEPTEMBER 16, 2026</b> |          |
|----------------------------------------------------------------------------------|----------|
| Start of Setup:                                                                  | 4:00 PM  |
| Event Start:                                                                     | 7:00 PM  |
| Event Ends:                                                                      | 10:00 PM |
| Cleanup Completed:                                                               | 11:30 PM |

### SPECIAL CONDITIONS

The EVENT was approved by Town Commission on June 9, 2026 with the following conditions:

1. All applicable fees pertaining to this event have been waived – application fee (\$100), plaza use fee (\$850)
2. Marine Turtle Protection: If any of the activities take place on the beach sand, the Event organizers shall ensure a minimum buffer of 10 feet is kept clear around any marked sea turtle nests, or any areas that appear to be a new nest. All proposed event activities will stay clear of all active nests. No activities adjacent to a nest that might directly or indirectly disturb the area within the staked circle. No holes are to be dug in the sand west of the high tide line.



## TOWN OF LAUDERDALE-BY-THE-SEA SPECIAL EVENT PERMIT

3. Road Closures, Lane Closures, and Parking Spaces:
  - a. Parking will operate according to normal parking regulations.
  - b. Broward Sheriff Office will oversee the closure of the horseshoe for event setup, and provide the all clear post-event for the roadway to reopen.
  - c. The Town will block off the (4) golf cart spots along El Mar for the relocation of Aruba Beach Café valet.
4. Setup:
  - a. Tables, chairs, stage, equipment, etc. shall not interfere with pedestrian walkways, ingress or egress.
  - b. Sidewalks next to the Event site and within the Event shall remain open and clear for pedestrian traffic.
  - c. The Event shall be organized in a safe manner to protect attendees. All electric cords and similar material shall be covered to not pose a hazard to the public or event staff.
  - d. Each Permit Holder will set one (1) bar each in the event site.
5. Broward Sherriff Office (BSO):
  - a. BSO shall specify the number of detail officers needed for traffic and crowd control. The Permit Holder shall contract with BSO directly for the necessary BSO personnel within ten (10) days of receiving event approval.
  - b. BSO shall approve the Event's traffic plan, if one is required.
6. Signage
  - a. Signage to promote the event leading up to each event date, and signage designating the event site, will be approved by Town Staff.
7. The Event and its approved sound systems will be operated so as not to violate the Town's code, including section 13-6, Noise Limitation.
8. A clean up deposit may be imposed, based on the final Site Plan, and due two weeks prior to the Event. Clean up fee starting at \$150 will be charged if the area is not cleaned to the Town's standards by 9:00 a.m. the day of the Event.
9. Final Site Plan must be presented to Town Staff for approval at least 48 hours in advance of the Event. The Permit Holder shall arrange for an inspection of the event site to occur two hours before the start of the event. This inspection shall include Town's Event Manager or designee, and the Event's dedicated on-site representative for the purpose of ensuring the event is organized in a safe manner.
10. The cost of any inspections or work required by Town Staff after normal working hours will be billed to the Event and must be paid within two weeks of invoice date.
11. Insurance:
  - a. At least thirty (30) days prior to the Event, the Permit Holder shall provide a Certificate of Liability written in comprehensive form naming the Town as additional insured in the amount of:



## TOWN OF LAUDERDALE-BY-THE-SEA SPECIAL EVENT PERMIT

- \$1,000,000 per occurrence and \$2,000,000 general aggregate for bodily injury; and
  - \$1,000,000 per occurrence and \$2,000,000 general aggregate for property damage with thirty (30) days written notice for cancellation
- b. No required policy shall have a deductible or self-insurance retention greater than \$15,000
- c. All policies must be issued by companies authorized to do business in the State of Florida and rated A- or better per Best's Key Rating Guide, latest edition. The certification of insurance will provide for the Town to receive 30 days' written notice prior to any cancellation, non-renewal or material change in the coverage provided, unless the insurance company refuses to provide such notice, as evidenced by affidavit of the policy holder or written documentation from the insurance company. In any event, the EVENT will be held responsible for providing the Town notice of any change in insurance coverage. The Town shall be named as an additional insured on all required insurance policies, and an endorsement reflecting this requirement will be issued as part of any required policies. Failure to comply with these requirements will justify a denial, suspension or revocation of the requested approval by the Interim Town Manager or designee.
12. In the event that control of any applicable event or activity, by contract or other arrangement, becomes the responsibility of a party other than the Event (the "Subcontractor"), the Subcontractor shall be required to meet the insurance and indemnification requirements of set forth in the Permit and this Approval, under which the EVENT is applying, as if they were the Event and will be held responsible for compliance with the Town Code as if the Subcontractor for the Event.
13. In the event that insurance certificates, licenses and other material requirements are not provided by the required dates, the approval for the Event shall expire unless the Town Manager finds there are extenuating circumstances that the Event sponsors have cured or can immediately cure without compromising the health, welfare and safety of the citizens of the Town of Lauderdale-By-The-Sea and those attending the Event, without increasing the administration costs of the Town.
14. The Event shall owe no monies to the Town at the time of the event or have any code citations or violations. There shall be no code violations or monies due such as fines, fees, taxes or other charges, permits or licenses outstanding or owed to the Town by the current or past property owners or operators of the Event unless all monies due are paid, permits/paperwork received, and code issues resolved 14 days prior to the Event.
15. The Town Manager may suspend permission for this event or require changes in the site plan due to conflicting activities, failure of the Event to comply with the terms and conditions of the Town's event permit, for health or safety issues, or for the best interests of the Town.
16. The Town Manager may approve minor logistical changes that are consistent with the Commission's policy direction on special events if deemed necessary by the Town or upon the EVENT proposing a valid reason.



## TOWN OF LAUDERDALE-BY-THE-SEA SPECIAL EVENT PERMIT

17. Permission for the Event may be suspended or modified by the Commission, Town Manager, or designated Staff.
18. The Town Manager or onsite Town representative may terminate the Event or Event's participation due to the Event not complying with the terms and conditions of the Town's event permit, for health or other safety reasons.
19. If any Condition is not met by the EVENT, the Town may charge a \$500 fee for each occurrence of a violation of these Conditions.

### DOCUMENTS AND PERMITS REQUIRED

Insurance provided. Liquor license submitted.

### SIGNATURES REQUIRED

|                                                                            |              |
|----------------------------------------------------------------------------|--------------|
| <b>PERMIT HOLDER: I agree to comply with all conditions of this permit</b> |              |
| <b>SIGNATURE OF PERMIT HOLDER:</b>                                         | <b>DATE:</b> |
| <br><b>PEGGY MOHLER</b><br><b>PRINTED NAME</b>                             |              |

|                                                                            |              |
|----------------------------------------------------------------------------|--------------|
| <b>PERMIT HOLDER: I agree to comply with all conditions of this permit</b> |              |
| <b>SIGNATURE OF PERMIT HOLDER:</b>                                         | <b>DATE:</b> |
| <br><b>CHRIS JACQUES</b><br><b>PRINTED NAME</b>                            |              |

|                                                                                                             |              |
|-------------------------------------------------------------------------------------------------------------|--------------|
| <b>TOWN REPRESENTATIVE:</b>                                                                                 |              |
| <b>SIGNATURE:</b>                                                                                           | <b>DATE:</b> |
| <br><b>KATIE ANDERSON, EVENTS &amp; MARKETING MANAGER</b><br><b>PRINTED NAME &amp; AFFILIATION TO EVENT</b> |              |

|                                                                                                         |              |
|---------------------------------------------------------------------------------------------------------|--------------|
| <b>TOWN REPRESENTATIVE:</b>                                                                             |              |
| <b>SIGNATURE:</b>                                                                                       | <b>DATE:</b> |
| <br><b>COURTNEY EASLEY, ASSISTANT TO TOWN MANAGER</b><br><b>PRINTED NAME &amp; AFFILIATION TO EVENT</b> |              |



## TOWN OF LAUDERDALE-BY-THE-SEA SPECIAL EVENT PERMIT



Agenda Item No: 13.b.

## Town Commission Agenda Item Report

**Meeting Date:** June 9, 2026

**Submitted By:** Katie Anderson, Events & Marketing Manager

**Submitting Department:** Administration

**Item Type:** Action Item

**Agenda Section:** NEW BUSINESS

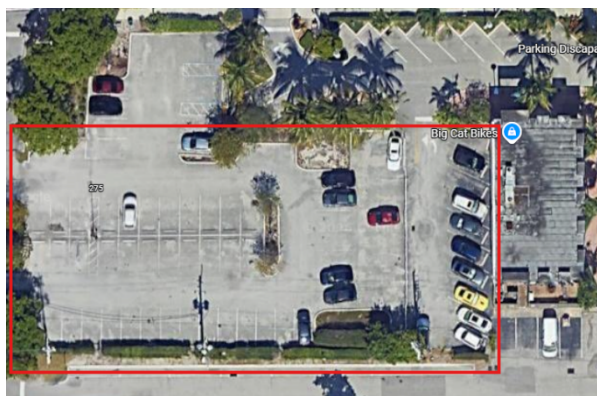
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**Subject Title:** Special Event Application: Stars & Stripes by the Sea 06.26.26

**Explanation:** On behalf of the Lauderdale-By-The-Sea Chamber of Commerce (the "Applicant"), Annie Berry, with Wild Berry Salon, has submitted a Special Event Application (**Exhibit 1**) for the Stars & Stripes By The Sea celebration (the "Event").

The Chamber has expressed an interest in generating awareness for the businesses of the West Plazas, as well as acting on feedback from residents and business owners who have requested more programming during the off season in Town. Stars & Stripes by the Sea is a live music event that incorporates upbeat musical talent, local town eateries, interactive engagement, and more.

This event is anticipated to be held on Friday, June 26, 2026 in the parking lot just West of the Parrot Fish Plaza.



Pending feedback from the June event, the Applicant would like to replicate the Event on the last Friday of the month during the summer season - July 24, August 28, and September 25.

| <b>Stars &amp; Stripes By The Sea</b><br><b>Friday, June 26, 2026</b> |          |
|-----------------------------------------------------------------------|----------|
| Start of Setup:                                                       | 11:00 AM |
| Event Start:                                                          | 6:00PM   |
| Event Ends:                                                           | 10:00 PM |
| Cleanup Concludes:                                                    | 11:00 PM |

Tickets will be sold for this event to control the attendance. VIP tickets will be available for \$50 per ticket, which includes special seating area. General admission tickets will be available at \$20 per ticket. There are 300 tickets available for this inaugural event.

The parking lot is privately owned, and the Applicant has obtained permission from the owner for usage of the space to hold the Event.

Design of the space will include:

- Staging set along West wall of the building for the band performance
- VIP Seating area - approximately (10) 8' tables with seating
- General admission space will be standing room, or guests can bring their own chairs for seating

Restrooms will be available for attendees at Wild Berry Salon, Big Cat Bikes, and Benihana.

The Applicant will be arranging the entertainment for the Event, as well as the necessary sound system and audio / visual equipment necessary for the performance. All entertainment must comply with Chapter 13-6 of the Town code pertaining to noise limitations.

Benihana will be providing a grill to sell their signature fried rice dish. It is anticipated that two more food vendors may be added to the site map.

Bar service will be overseen by Ruff Rescue Transport, a 501 C3 non-profit organization. Ruff Rescue Transport has submitted the necessary paperwork to obtain the appropriate license to operate bar service with a temporary liquor license. This will be provided to the Town prior to the Event.

Parking will operate per normal Town standards, in that any attendees parking in Town will be responsible for the parking fees. The Applicant would like to pay for six (6) spots in the Parrot Fish Plaza to be reserved for patrons of either La Cucina or Interior Digs & Gifts. Six spots, reserved for 4 hours each, comes to a total of \$42.00. The Applicant will be generating signage for these spots and will be responsible for setting this signage prior to the start of the Event. The Applicant will also be setting signage out behind the building, indicating that

parking in the neighborhoods is not permitted. Circuit and rideshare are strongly encouraged.

The Applicant will coordinate directly with Broward Sheriff's Office and Pompano Fire for public safety needs. Broward Sheriff's Office will determine the number of personnel necessary, if any, to oversee the Event. The Fire Marshal will sign off on the site map, once finalized, and ensure the site is safe to open prior to the event start.

Per Resolution 2024-29 (**Exhibit 2**), applications submitted within 30 days of the event in the West Commercial Business District would incur a \$60 application fee. As an association within the Town that is providing an opportunity for the community to come together while also showcasing and promoting Chamber member businesses, the Applicant respectfully requests that this fee be waived.

**Recommendation:** Staff recommends approval of the Special Event Application based on the conditions outlined in the event permit (**Exhibit 3**). The approval as written will include:

- Approval of the June 26 event
- Waiver of the \$60 application fee

Staff is looking for direction on:

- If approved, is Commission approval just the June 26th date, or for all requested dates (includes June, July, August, September).

**Exhibits:**

1. Special Event Application Stars & Stripes By The Sea 06.26.26
2. Resolution 2024-29
3. LBTS Permit Stars & Stripes By The Sea 06.26.26



Liquor Ins. to follow

EXHIBIT 1



### SPECIAL EVENT APPLICATION

We are thrilled you are interested in hosting your event with the  
Town of Lauderdale-By-The-Sea!

| PRIVATE EVENT                                               | SPECIAL EVENT                                               |
|-------------------------------------------------------------|-------------------------------------------------------------|
| Application due at least <b>30 days</b> prior to event date | Application due at least <b>60 days</b> prior to event date |
| Event anticipates 25 guests or more                         | Any event being advertised to the general public.           |
| <b>NOT</b> being advertised to the general public           |                                                             |

Late application fees will apply if submitted within the designated submission window.

Special Event Applications must go before the Commission for final approval. You will be notified when your application has been approved by staff and has been assigned to a commission meeting agenda. While not mandatory, attendance at your designated meeting is recommended.

This application can be found on our website at [www.lbts-fl.gov/town/docs.htm](http://www.lbts-fl.gov/town/docs.htm). We ask that you please complete the application and return to [events@lbts-fl.gov](mailto:events@lbts-fl.gov).

An application is considered complete when:

- All applicable sections of the application are completed.
- Detailed site map is included.
- Application fee of \$125\* has been paid (\*or late fee if applicable).

If the applicant is seeking sponsorship / co-sponsorship from the Town of Lauderdale-By-The-Sea, a Statement of Benefit is required by Town Code and shall be included with your application.

Please keep in mind – Turtle Nesting Season runs March 1<sup>st</sup> through October 31<sup>st</sup>. If any activities are to take place on the sand, the Event organizers shall ensure a minimum buffer of 10 feet is kept clear around any marked turtle nests, or any areas that appear to be a new nest. All activity is to stay away from active nests. No holes are to be dug in the sand west of the high tide line.

For any questions, please reach out to the Events & Marketing Manager.

We look forward to assisting you!

Katie Anderson  
Events & Marketing Manager  
[katiea@lbts-fl.gov](mailto:katiea@lbts-fl.gov) • 954-640-4209



## SPECIAL EVENT APPLICATION

### EVENT DETAILS

Name of Event: Stars and Stripes by the sea

New Event: X Returning Event: \_\_\_\_\_

Day(s) + Date(s) of Event: June 26th This maybe a Music series for  
the summer slow time for Locals.  
July. AUG, Sept The last Friday of  
the month, depending the success  
of June 26th

Proposed Location of Event: 262 Commercial Blvd Lauderdale by the Sea Florida 33308

How many total people do you anticipate onsite at any peak time?

Participants: 6 Spectators: 300 Volunteers: 12

| ACTIVITY              | DAY       | TIME     |
|-----------------------|-----------|----------|
| Start of Setup:       | June 26th | 11am     |
| Start Time of Event:  | June 26th | 6pm      |
| EVENT                 | June 26th | 6pm-10pm |
| End Time of Event:    | June 26th | 10pm     |
| Cleanup Completed By: | June 26th | 11pm     |

### HOST OR SPONSORING ORGANIZATION

Name: Anna Berry & Lauderdale by the Sea Chamber of Commerce

Address: 262 Commercial Blvd #B Lauderdale by the Sea Florida 33308

Is applicant a non-profit organization (501 (c) (3)? ☒ YES ☐ NO

**PERSON SUBMITTING APPLICATION ("Responsible Party")**

**Name:** Anna Berry

**Address:** 262 Commercial Blvd Lauderdale by the Sea Florida 33308

**Phone:** 9545522458

**Email:** annie@thewildberrysalon.com

**ON-SITE EVENT REPRESENTATIVE**

☒ Same as above

**Name:**

**Address:**

**Phone:**

**Email:**

**REQUEST FOR TOWN INVOLVEMENT**

Are you requesting Town be involved with this event in any way?

☒ YES ☐ NO

If yes, please describe: 10 8ft tables, 60 chairs, Stage or riser contribution 1 patrol car  
on site

**SOUND SYSTEMS**

The event sound systems shall be operated so as not to violate the Town's code, including and especially Section 13-6, Noise Limitation. Violations of the Town's noise ordinance are grounds for immediate termination of the source of the noise and potentially the event.

Do you plan to use amplified sound?

☒ Proposed amplified sound / speaker system

☒ Proposed live music

☒ Planned recorded music

☐ Do you require electrical connections for any of the above?

If yes, which? no

### TENTS, CANOPIES, STAGES, BLEACHERS

Tents are generally defined as temporary structures having two or more sidewalls or drops.

A canopy is a tent without sides.

All tents or canopies larger than 120 sq. feet, multiple canopies without separation, and stages require a building permit. The use of tents or larger canopies requires approval of the Fire Marshal and are required to have building permits obtained via the LBTS building department prior to the event.

Manufacturer's labels are required to be attached to tents and canopies.

Rental agencies shall provide documentation of the flame spread labeling of 25 or less submitted with the application.

Stages and bleachers shall include product approvals that are supplied by the manufacturer.

Indicate if any of the following will be assembled at the event and include locations on your site map. Please list sizes and numbers of each:

# Tents: 4 tents

# Canopies: \_\_\_\_\_

# Stages: 1

# Bleachers: \_\_\_\_\_

Size & Load Max: \_\_\_\_\_

In the General Admission area, bring your own chairs  
which is Benihana Parking lot

### UTILITIES

All utilities requirements shall be approved by the Director of Development Services and the Fire Marshal prior to application submission to the Town Commission. Depending on location of the event, electric and/or water may be available from the Town for a fee.

All electrical requests shall meet the requirements of the Florida Building Code with final approval from the Town's Building Official at least 30 days prior to the event.

Will any electrical equipment be installed in conjunction with the Special Event (i.e. lighting, outlets for cooking, etc.)?

\_\_\_\_ YES ☒ NO

If the event requires the following on public property, list what equipment is to be installed and locations (include voltage, amperage, and phases of wiring) as well as vendor name providing the equipment.

\_\_\_\_ Electrical Power: \_\_\_\_\_

\_\_\_\_ Water: \_\_\_\_\_

\_\_\_\_ Gas, Propane, BBQ Grills, Generators: \_\_\_\_\_

3 Food Vendors Benihana to have Habachi grill to m  
make fried rice

\_\_\_\_\_ Fuel Storage: \_\_\_\_\_

### SIGNAGE

All signage should be included in the application. Information about signage shall include location, colors, size, and number of signs. Indicate signs to be placed in any right of way that directs traffic to the event. Signage is subject to approval and shall not be installed without permission.

Are you requesting permission to erect signage for this event?

\_\_\_\_\_ YES ☒ NO

If yes, please describe: \_\_\_\_\_

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

### RESTROOMS

Permit holder is required to obtain written approval from Town establishment if said establishment is allowing participants to use their restroom facilities.

Number of additional Town restrooms being provided: 2 At Big Cat, 1 The Wild Berry Salon  
(Please include on site plan) 2 at Benihana

### TRAFFIC CONTROL / STREET CLOSURES

Street closures may be required at the Permit Holder's expense.

Are you requesting that any public streets be closed for the event?

\_\_\_\_\_ YES ☒ NO

If yes, please indicate the streets and times the closure is being requested:

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

Are you requesting the reservation of any Town parking spaces for the event?

☒ YES \_\_\_\_\_ NO

For Lacuncia, Digs and Gifts I will place Sinage at their spots  
also South side of Building no parking signs for Family homes

If yes, please indicate which and how many spaces are being requested:

All parking fees are to be paid at least 30 days prior to the event.

I believe it is 6 parking spaces

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



## VEHICLES

Are you requesting permission to drive or park on Town grounds?

☐ YES ☒ NO

If yes, please indicate the type(s) of vehicles, locations, and times that are being requested:

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Permit Holder shall be responsible for any damage to Town property.

## OFF DUTY POLICE / CODE COMPLIANCE OFFICERS

Off duty police are required, at the Permit Holder's expense, for street closures, events with alcohol or large crowds, as determined by the Broward Sheriff's Office. Large events may require a Code Compliance officer to ensure compliance with Town's codes.

Do you anticipate needing off duty police officers for your event?

☒ YES ☐ NO 1 patrol car for good faith

Do you anticipate needing code compliance officers for your event?

☐ YES ☒ NO

## ALCOHOL

State license is required to be submitted to the Town at least 30 day prior to the event.

Are you planning on selling alcoholic beverages at the event?

Please note beverage stations on site map.

☒ YES ☐ NO

If yes, has a liquor permit been obtained by the State of Florida?

☒ YES ☐ NO

Contact information for all license holders who will be providing alcohol:

Ruff Rescue Transport is providing a license, which they do not receive from the state 7 days prior to the event, see the example provided, Benihana might provide Bar-TBA

---

### FEES

Are there any fees or donations that will be collected on site from participants or spectators?

☒ YES ☐ NO

If yes, please describe: See attached flyer, \$50 VIP SEATING GA \$20

### CONCESSIONS

Are you planning to have any kind of concessions? ☒ YES ☐ NO

If yes, has the Florida Health Department approved the food vending site plans?

☐ YES ☐ NO TBA

Is the food provided by a nonprofit organization? ☐ YES ☒ NO

Is the food: ☐ Free of charge? ☒ For sale?

Do all food vendors have a temporary food service permit? ☒ YES ☐ NO

Please list the type(s) of food that will be served: Benihana Fried Rice, The other Vendor  
TBA IF we have?

Are you requesting any of the following types of cooking equipment to be used on site?

- |                                              |                                        |                                       |
|----------------------------------------------|----------------------------------------|---------------------------------------|
| <input type="checkbox"/> Charcoal Grills     | <input type="checkbox"/> Fryers        | <input type="checkbox"/> Open Fires   |
| <input type="checkbox"/> Propane Grills      | <input type="checkbox"/> Smokers       | <input type="checkbox"/> Hoods        |
| <input type="checkbox"/> Concession Trailers | <input type="checkbox"/> Warmers       | <input type="checkbox"/> LP Tanks     |
| <input type="checkbox"/> Sterno              | <input type="checkbox"/> Refrigerators | <input type="checkbox"/> Other: _____ |

### SALE OF MERCHANDISE

Are you requesting approval to offer other items for sale at the event?

☐ YES ☒ NO

If yes, please describe: \_\_\_\_\_

### ANIMALS

Any exhibition or similar undertaking in which animals are required to participate in performance for the amusement or entertainment of an audience is subject to Town Commission approval.

Are animals included in your event? ☐ YES ☒ NO

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

### FIREWORKS

Fireworks require a separate approval process and application.

Are you requesting approval to discharge fireworks at the event?

☐ YES ☒ NO

### RIDES

Rides or other amusement may require a State of Florida inspection. Copies of contracts with any providers of rides, mechanical devices, and amusements shall be submitted to the Town at least 30 days prior to the event.

Are rides included in your event? ☐ YES ☒ NO  
(i.e. mechanical, electrical, inflatable, bounce houses, slides, etc.)

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### VENDORS

A list of all vendors with the company name is required for initial approval and a final list is required at least 30 days prior to event and subject to approval (please add on a separate page).

### FIRE WATCH / EMS ONSITE

If required by the Fire Marshal, the applicant shall provide a fire watch and / or an EMS Crew during the event. Large events or those using combustible materials shall require qualified stand-by personnel and the appropriate equipment, the cost of which is at the responsibility of the Permit Holder.

I understand that Fire Watch or EMS Services may be required at the Event's expense

Initial: ANNA BERRY



### NO BALLOONS RELEASED

When balloons are released over the ocean, they become a major source of pollution and significantly increase the mortality rate among sea turtles, birds, and other marine life. To help reduce the threats caused by balloons, I agree that there will be no balloons at this event and that I have been informed that the release of balloons is illegal under Florida Statute 379.233. Failure to abide by this requirement will result in the cancellation of the current event and denial of future special event permits.

I agree no balloons will be released.

Initial: ANNA BERRY

### INSURANCE

Insurance requirements differ depending on the type of event and if alcohol is served.

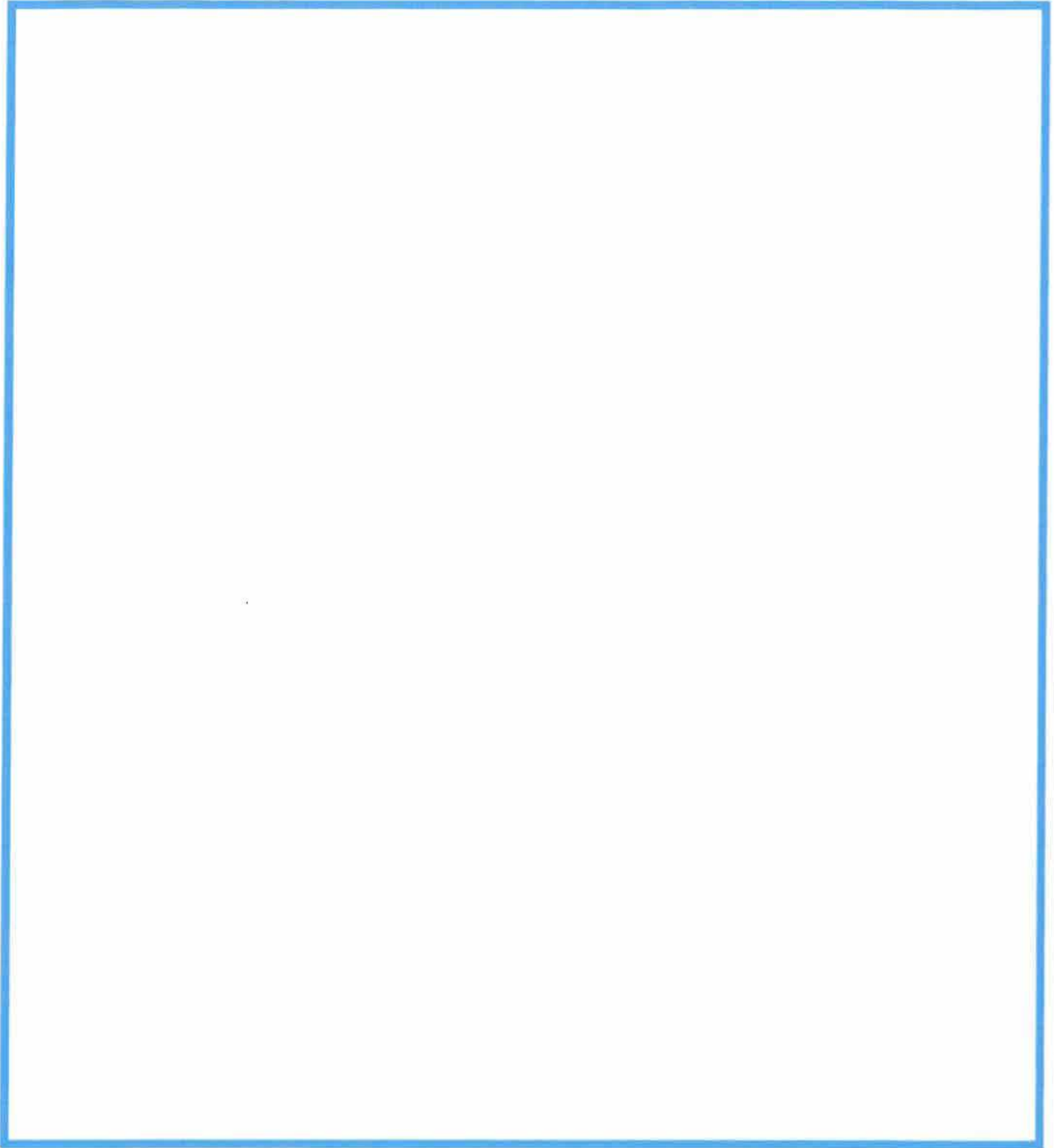
For events not serving alcohol and without fireworks, the Applicants shall provide a Certificate of Liability Insurance written in comprehensive form naming the Town as additional insured in the amount of \$1,000,000 per occurrence and \$2,000,000 general aggregate for property damage with thirty days' written notice required for cancellation.

Certificate of Liability Insurance naming the Town as additional insured is required from all Event businesses, promoters, and other related event planners.

An approved form of a Certificate of Liability Insurance may be required with your Application for approval by the Town Commission and / or shall be provided to the Town at least 30 days prior to the event date.

**DETAILED SITE PLAN**

A detailed map of the event site identifying locations of each of the items mentioned in the above application must be drawn or attached here with your application submission.



Benihus.  
2 Bathrooms.

Grass

Benihus Parking

\$20

G. A. (Bring your own chairs.)

175 ppl

Bar

\$50

Tables (8)

75 ppl

Tables (2)

Benihus Grill

1 Bathroom

2 Bathrooms

Dancing

STAGE

Mural side

Enter  
check-in

Town Parking

962  
Commercial  
Blvd.  
Wild Berry  
big cat bike

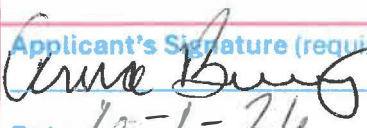
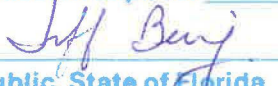
PERMISSION OF THE PROPERTY OWNER

Applicant's and Property Owners Certification

An event held on property that is not owned by the applicant requires the permission of the property owner, which is granted by having the property owner sign this special event application.

By signing this event application, the petitioner agrees to all terms, conditions, and indemnification in this application, and understands that this application or the approval of this event application by the Town Commission does not grant any permission to violate any laws, ordinances, or statutes.

Additions and/or revisions to this application must be submitted in writing.

| Applicant                                                                                                                                                                                       | Property Owner                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I understand the Town's requirements to hold a special event and the information provided in this application is complete to the best of my knowledge.                                          | I give the applicant permission to use my/our property for the proposed special event and I understand the Town's requirements to hold a special event and the information given by the applicant is complete to the best of my knowledge. |
| Applicant's Signature (required):<br>                                                                          | Property Owner's Signature (required):<br>                                                                                                               |
| Date: 6-1-26                                                                                                                                                                                    | Date: 5/22/26                                                                                                                                                                                                                              |
| Applicant (Print information below)<br>Name: Anna Berry                                                                                                                                         | Property Owner (Print information below)<br>Name: ERIC MAUGÉE                                                                                                                                                                              |
| Title: Owner                                                                                                                                                                                    | Title: PRESIDENT                                                                                                                                                                                                                           |
| Organization: Chamber of Comm                                                                                                                                                                   | Organization: FPA Holdings LLC                                                                                                                                                                                                             |
| Telephone: 954 552 2458                                                                                                                                                                         | Telephone: 954 776 5170                                                                                                                                                                                                                    |
| Email: annie@thewildberry.com                                                                                                                                                                   | Email: emaug@floridapure.com                                                                                                                                                                                                               |
| STATE OF FLORIDA:                                                                                                                                                                               | STATE OF FLORIDA:                                                                                                                                                                                                                          |
| COUNTY OF BROWARD:                                                                                                                                                                              | COUNTY OF BROWARD:                                                                                                                                                                                                                         |
| SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Florida, by ANNIE BERRY who is personally known to me / provided _____ as identification and who did / did not take an oath. | SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Florida, by ERIC MAUGÉE who is personally known to me / provided _____ as identification and who did / did not take an oath.                                            |
| My Commission Expires: 1/24/27<br>                                                                           | My Commission Expires: 1/24/27<br>                                                                                                                     |
| Notary Public, State of Florida                                                                                                                                                                 | Notary Public, State of Florida                                                                                                                                                                                                            |



Jeff Berrigan  
Comm.: HM 353234  
Expires: January 24, 2027  
Notary Public - State of Florida



Jeff Berrigan  
Comm.: HM 353234  
Expires: January 24, 2027  
Notary Public - State of Florida

**APPLICANT'S CERTIFICATION**

By signing this event application, the petitioner agrees to all terms, conditions, and indemnifications in this application, and understands that this application or the approval of this event application by the Town Commission does not grant any permission to violate any laws, ordinances, or statutes.

Additions and / or revisions to this application shall be submitted in writing.

I understand the Town's requirements for park use and the information provided in this application is complete to the best of my knowledge.

  
Applicant's Signature

5-22-24  
Date

Anna Berry  
Applicant's Printed Name

954552-2458  
Telephone



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/22/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                                               |                                                                   |               |
|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|---------------|
| <b>PRODUCER</b><br>Simply Business<br>53 State Street<br>19th Floor<br>Boston, MA 02109                                       | <b>CONTACT NAME:</b><br>Simply Business                           |               |
|                                                                                                                               | <b>PHONE (A/C, No, Ext):</b> (844) 654-7272 <b>FAX (A/C, No):</b> |               |
|                                                                                                                               | <b>E-MAIL ADDRESS:</b> contactus@simplybusiness.com               |               |
|                                                                                                                               | <b>INSURER(S) AFFORDING COVERAGE</b>                              | <b>NAIC #</b> |
|                                                                                                                               | <b>INSURER A :</b> Hiscox Insurance Company Inc                   | 10200         |
| <b>INSURED</b><br>Jamin Jam LLC / DBA The Wild Berry Salon<br>262 Commercial Blvd<br>Unit B<br>Fort Lauderdale, Florida 33308 | <b>INSURER B :</b>                                                |               |
|                                                                                                                               | <b>INSURER C :</b>                                                |               |
|                                                                                                                               | <b>INSURER D :</b>                                                |               |
|                                                                                                                               | <b>INSURER E :</b>                                                |               |
|                                                                                                                               | <b>INSURER F :</b>                                                |               |

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                     | ADDL INSD | SUBR WVD | POLICY NUMBER  | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                    |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|----------------|-------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br>OTHER: | X         |          | HIUS3526434XB5 | 05/01/2026              | 05/01/2027              | EACH OCCURRENCE \$2,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000<br>MED EXP (Any one person) \$5,000<br>PERSONAL & ADV INJURY \$2,000,000<br>GENERAL AGGREGATE \$2,000,000<br>PRODUCTS - COMP/OP AGG Equal to Gen. Agg. |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY<br><input type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS ONLY                                                               |           |          |                |                         |                         | COMBINED SINGLE LIMIT (Ea accident)<br>BODILY INJURY (Per person)<br>BODILY INJURY (Per accident)<br>PROPERTY DAMAGE (Per accident)                                                                                                       |
|          | <b>UMBRELLA LIAB</b><br><b>EXCESS LIAB</b><br>DED <input type="checkbox"/> RETENTION <input type="checkbox"/>                                                                                                                                                                                                         |           |          |                |                         |                         | EACH OCCURRENCE<br>AGGREGATE                                                                                                                                                                                                              |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE <input type="checkbox"/> Y / N<br>OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> N / A<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                        |           |          |                |                         |                         | PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/><br>E.L. EACH ACCIDENT<br>E.L. DISEASE - EA EMPLOYEE<br>E.L. DISEASE - POLICY LIMIT                                                                                    |
|          | <b>PROFESSIONAL LIABILITY</b>                                                                                                                                                                                                                                                                                         |           |          |                |                         |                         | EACH CLAIM<br>AGGREGATE                                                                                                                                                                                                                   |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
BUSINESS PERSONAL PROPERTY: \$10,000  
Certificate holder is included as an additional insured on the General Liability policy per written contract.

## CERTIFICATE HOLDER

The Town of Lauderdale by the Sea,  
501 Ocean Dr,  
Lauderdale-by-the-Sea, FL 33308

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/22/2026

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|                                                                                                                               |                                                                   |               |
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| <b>PRODUCER</b><br>Simply Business<br>53 State Street<br>19th Floor<br>Boston, MA 02109                                       | <b>CONTACT NAME:</b><br>Simply Business                           |               |
|                                                                                                                               | <b>PHONE (A/C, No, Ext):</b> (844) 654-7272 <b>FAX (A/C, No):</b> |               |
|                                                                                                                               | <b>E-MAIL ADDRESS:</b> contactus@simplybusiness.com               |               |
| <b>INSURED</b><br>Jamin Jam LLC / DBA The Wild Berry Salon<br>262 Commercial Blvd<br>Unit B<br>Fort Lauderdale, Florida 33308 | <b>INSURER(S) AFFORDING COVERAGE</b>                              | <b>NAIC #</b> |
|                                                                                                                               | <b>INSURER A:</b> Hiscox Insurance Company Inc                    | 10200         |
|                                                                                                                               | <b>INSURER B:</b>                                                 |               |
|                                                                                                                               | <b>INSURER C:</b>                                                 |               |
|                                                                                                                               | <b>INSURER D:</b>                                                 |               |
|                                                                                                                               | <b>INSURER E:</b>                                                 |               |
|                                                                                                                               | <b>INSURER F:</b>                                                 |               |

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                     | ADDL INSD | SUBR WVD | POLICY NUMBER  | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                    |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|----------------|-------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br>OTHER: | X         |          | HIUS3526434XB5 | 05/01/2026              | 05/01/2027              | EACH OCCURRENCE \$2,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000<br>MED EXP (Any one person) \$5,000<br>PERSONAL & ADV INJURY \$2,000,000<br>GENERAL AGGREGATE \$2,000,000<br>PRODUCTS - COMP/OP AGG Equal to Gen. Agg. |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY<br><input type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS ONLY                               |           |          |                |                         |                         | COMBINED SINGLE LIMIT (Ea accident)<br>BODILY INJURY (Per person)<br>BODILY INJURY (Per accident)<br>PROPERTY DAMAGE (Per accident)                                                                                                       |
|          | <b>UMBRELLA LIAB</b><br><input type="checkbox"/> EXCESS LIAB<br>DED <input type="checkbox"/> RETENTION                                                                                                                                                                                |           |          |                |                         |                         | EACH OCCURRENCE<br>AGGREGATE                                                                                                                                                                                                              |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE<br>OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below<br><input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A                 |           |          |                |                         |                         | PER STATUTE<br>OTH-ER<br>E.L. EACH ACCIDENT<br>E.L. DISEASE - EA EMPLOYEE<br>E.L. DISEASE - POLICY LIMIT                                                                                                                                  |
|          | <b>PROFESSIONAL LIABILITY</b>                                                                                                                                                                                                                                                         |           |          |                |                         |                         | EACH CLAIM<br>AGGREGATE                                                                                                                                                                                                                   |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
BUSINESS PERSONAL PROPERTY: \$10,000  
Certificate holder is included as an additional insured on the General Liability policy per written contract.

**CERTIFICATE HOLDER**

Florida Purchasing Agency,  
262 Commercial Blvd,  
Lauderdale-by-the-Sea, FL 33308

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**RESOLUTION 2024-29**

**A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, ADOPTING AN UPDATED FEE SCHEDULE FOR SPECIAL EVENTS, AND OTHER USE OF PUBLIC PROPERTIES, BY AMENDING THE FEES RELATED TO SPECIAL EVENTS, PARK USES, AND STREET PERFORMERS; PROVIDING FOR CONFLICT, SEVERABILITY, AND FOR AN EFFECTIVE DATE.**

**WHEREAS**, Chapter 1 “General Provisions,” Section 1-13 “Fees,” of the Code of Ordinances provides that, except as otherwise provided by the Code or other applicable law, fees related to any process or approval established by the Code (including but not limited to service, application, permit, license and user fees) may be established, repealed, and amended by resolution of the Town Commission; and

**WHEREAS**, On September 24, 2012, the Town Commission adopted Resolution No. 2012-35, establishing fees for the Rental of Jarvis Hall; and

**WHEREAS**, On May 27, 2014, the Town Commission adopted Resolution 2014-18, adopting policies and fees governing the use of the Dunes Plaza, Ocean Plaza, and Beach Pavilion; and

**WHEREAS**, On September 23, 2014, the Town Commission adopted Resolution 2014-20 revising fees for the Rental of Jarvis Hall and adopting and combining fees for Parks and Special Events; and

**WHEREAS**, on September 23, 2014, the Town Commission adopted Resolution 2014-30, amending the Development Review Permit and License Fee Schedule to consolidate fees and include missing fees; and



28           **WHEREAS**, on February 10, 2015, the Town Commission adopted Resolution 2015-05,  
29   which included fees related to Medical Marijuana Permits, Street Performers and Vending  
30   pursuant to Ordinances 2014-15, 2015-01, and 2015-02, respectively; and

31           **WHEREAS**, Resolution 2015-05 also updated the Development Review Permit and  
32   License Fee Schedule to establish additional fees for permits or reviews which require Town staff  
33   and resources; and

34           **WHEREAS**, Resolution 2015-19 updated Development review fee schedule; and

35           **WHEREAS**, Resolution 2016-20 further updated the Development review fee  
36   schedule; and

37           **WHEREAS**, Resolution 2016-35 moved the fee schedules from Development to  
38   Administration for Special Events, Park Use Permits, Vending, Street Performing, and New Racks,  
39   and included in the fee schedule the plazas and pavilion, while also updating when payment of  
40   fees or monies are due to the Town; and

41           **WHEREAS**, Resolution 2017-06 updated Fee Schedule related to use of Jarvis Hall, and  
42   adopt limitations on the frequency of the use of Jarvis Hall; and

43           **WHEREAS**, pursuant to Section 1-13 of the Lauderdale-By-The-Sea Code of Ordinances,  
44   the Town Commission desires to further amend the Fee Schedule for Special Events and Other  
45   Use of Public Properties by amending the fees related to Special Events, Park Uses, Street  
46   Performers; and

47           **WHEREAS**, the Town Commission finds it to be in the best interest of the Town and its  
48   citizens to adopt an updated Fee Schedule for Special Events and Other Use of Public Properties  
49   that amends the fees related to Special Events, Park Uses, and Street Performers, and adopts the  
50   fees as set forth in this Resolution.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF  
THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA:**

**Section 1.** **Recitals.** Each “WHEREAS” clause set forth is true and correct and incorporated herein by this reference.

**Section 2.** **Fees.** The Fee Schedule for Special Events and Other Use of Public Properties, which includes the fees for the use of Jarvis Hall and the Plazas, is hereby amended as follows <sup>1</sup>:

| <p align="center"><b><u>Special Event, Park Use, and Street Performing<br/>Fee Schedule for Special Events and Other Use of Public<br/>Properties</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                               |                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <p>The following is applicable to all <u>special events</u> and <u>other use of public properties</u> <del>park use permits</del>:</p> <ol style="list-style-type: none"> <li>1. All applicants must abide by the conditions set forth in their permit, including but not limited to fees, deposits, insurance requirements, solid waste plan, and police, fire or EMS detail.</li> <li>2. All fees, including any monies owed the Town must be paid before the event or park permit is issued.</li> <li>3. All estimated fees or costs from Town or BSO shall be paid at least two weeks prior to the event date. Any additional costs incurred will be deducted from the event deposit or is due when invoiced.</li> <li>4. Depending on the nature and size of the event, a deposit may be required as determined by the Town Manager.</li> </ol> |                                                                                               |                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Type of Activity, Permit or License                                                           | Fee                                                   |
| <p><b>1. Chapter 14.3 – Parks</b></p> <p>A Park Permit is required for groups of 25 people plus or when a specific area is reserved.</p> <p>A Park Use Permit may not be approved if submitted within 14 business days of a proposed event.</p> <p>Private event in a park or at the beach where the public is not invited:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                               |                                                       |
| 1.1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Single day event, less than 25 people:<br>No reserved area<br>Reservation of a specific area. | No permit required<br><u>\$100</u> <del>125</del>     |
| 1.3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Single day event, 25 people + with or without reserved area.                                  | <u>\$100</u> <del>125</del>                           |
| 1.4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Multi-day event                                                                               | <u>\$100</u> <del>125</del> Permit Fee plus an impact |

<sup>1</sup> Text shown in underline reflects text or new or revised fees. Text shown in ~~strikethrough~~ reflects deleted text or fee amounts.

**Special Event, Park Use, and Street Performing**  
**Fee Schedule for Special Events and Other Use of Public**  
**Properties**

|                                            |                                                                                                                                                                                                                                                                                                 |                                                                                                    |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| 1.5                                        | One day event (local or non-local user) that charges admission or registration or sell commercial products or services.                                                                                                                                                                         | fee set by the Town Manager based on the activity, number of attendees, and impact on the facility |
| <b>2. Chapter 14.5 - Street Performing</b> |                                                                                                                                                                                                                                                                                                 |                                                                                                    |
| 2.1                                        | Street performing annual permit fee                                                                                                                                                                                                                                                             | \$50                                                                                               |
| <b>3. Chapter 17 - Special Events</b>      |                                                                                                                                                                                                                                                                                                 |                                                                                                    |
| 3.1                                        | <b>Special Event Application Fee</b><br>See also use fees.<br><br>See 3.2 For events hosted by a businesses with less than 15 employees in the Commercial District along Commercial Boulevard from A1A to West Tradewinds<br>Application filed within 30 days of an event will not be accepted. |                                                                                                    |
|                                            | 1. A volunteer event that provides direct benefits to the LBTS community. (examples: beach clean-up, Easter egg hunt, free yoga and meditation, etc.)                                                                                                                                           | -0-<br><br>(Town Manager may authorize an application to be accepted within 30-days of the event)  |
|                                            | 2. Submitted at least 60 days in advance of the proposed event date                                                                                                                                                                                                                             | <u>\$100</u> <u>125</u>                                                                            |
|                                            | 3. Submitted between 59 days and 30 days prior to the event PLUS any costs related to special processing of the processing of the application.                                                                                                                                                  | <u>\$250</u> <u>275</u><br><br>Plus costs, not to exceed \$1,500.                                  |
|                                            | 4. A recurring event within a 6 month period                                                                                                                                                                                                                                                    | <u>\$500</u> <u>525</u>                                                                            |
|                                            | 5. A recurring event within a 12 month period (for example, once a week or once a month).                                                                                                                                                                                                       | \$800                                                                                              |
|                                            | 6. An event that has been advertised prior to Commission approval.                                                                                                                                                                                                                              | \$250 in additional to the application fee                                                         |
|                                            | 7. Semi-public business events that use private or public property with less than 50 people at any one time.                                                                                                                                                                                    | <u>\$50</u> <u>75</u><br><br>Event may be approved by the Town Manager                             |
|                                            | 8. Events (local and non-local user)that charges admission or registration or sell commercial products or services                                                                                                                                                                              | Set by the Town Manager based on purpose, number of attendees, and impact on the facility          |
| 3.2                                        | <b>Special Event Application Fee for West Commercial Business District</b><br>Commercial District events may be approved by the Town Manager if the event is consistent with the Commission's policy direction on special events and meets the following criteria:                              |                                                                                                    |

**Special Event, Park Use, and Street Performing**  
**Fee Schedule for Special Events and Other Use of Public**  
**Properties**

|                                                                                                                                                                                                                                                                                          |                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| 1. Less than 75 people at any time<br>2. 2. Located along Commercial Boulevard from Seagrape to West Tradewinds<br>The <del>\$2550</del> electrical use fee will be waived for usage of one 20-amp outlet at event<br>Application filed within 30 days of an event will not be accepted. |                                                                                        |
| 1. Submitted at least 60 days in advance of the proposed event date                                                                                                                                                                                                                      | <del>\$2025</del>                                                                      |
| 2. Submitted between 59 days and 30 days prior to the event PLUS any costs related to special processing of the processing of the application.                                                                                                                                           | <del>\$5060</del><br>Plus costs, not to exceed \$1,500.                                |
| 3. A recurring event within a 12 month period (for example, once a week or once a month).                                                                                                                                                                                                | \$15 per event day                                                                     |
| 4. An event that has been advertised prior to Commission approval.                                                                                                                                                                                                                       | \$250 in additional to the application fee                                             |
| 5. Events that charges admission or registration or sell commercial products or services                                                                                                                                                                                                 | Set by the Town Manager based on purpose, number of attendees, and impact on the area. |

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|     |                                                                                                                                                                                                                                                                                             |                                                                      |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| 3.3 | <b>Special Event Use Fees for Road Closures and El Mar Median Lane Parking</b><br>The following use fees are in addition to the Special Event Application Fee, but may be modified or waived by the Town Commission upon a finding that the applicable event will provide a public benefit. |                                                                      |
|     | <b>Event Conditions:</b>                                                                                                                                                                                                                                                                    | <b>Road Closure                      El Mar Median Lane Parking</b>  |
|     | 1. Private or public business events that use public property with less than 50 people at any one time.                                                                                                                                                                                     | N/A                      N/A                                         |
|     | 2. Less than 100 people                                                                                                                                                                                                                                                                     | <del>\$100125</del> per day                      N/A                 |
|     | 3. 101 - 200 people                                                                                                                                                                                                                                                                         | <del>\$200225</del> per day <del>\$250275</del>                      |
|     | 4. More than 200 people                                                                                                                                                                                                                                                                     | Set by Commission based on purpose, number of attendees, and impact  |
|     | 5. Events (local or non-local user) that charges admission or registration or sell commercial products or services                                                                                                                                                                          | Set by Commission based on purpose, number of attendees, and impact. |

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**4. Chapter 17 - Jarvis Hall**

| User                                                                                                                                                                                                                                                                                                                                                                                                                              | Deposit                       | Rental Fee                                                                                 | Rental Policy (1) (2)                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| 4.1. LBTS Resident (household)                                                                                                                                                                                                                                                                                                                                                                                                    | \$100                         | \$-0-                                                                                      | Limit of 4 rentals in a twelve month period.                                                            |
| 4.2. LBTS civic association, charity, community group, or non-profit organization.                                                                                                                                                                                                                                                                                                                                                | \$100                         | \$-0-                                                                                      | Limit of 16 rentals in a twelve month period, which normally will be one per month plus special events. |
| 4.3. LBTS Business                                                                                                                                                                                                                                                                                                                                                                                                                | \$100                         | \$-0-                                                                                      | Limit of 3 rentals in a twelve month period.                                                            |
| 4.4. Governmental entity or agency                                                                                                                                                                                                                                                                                                                                                                                                | \$-0-                         | \$-0-                                                                                      | As approved by the Town Manager                                                                         |
| 4.5. Out-of-Town charitable or non-profit                                                                                                                                                                                                                                                                                                                                                                                         | \$-0-                         | \$100 per day                                                                              | Limit of 3 rentals in a twelve month period.                                                            |
| 4.6. Non-Resident                                                                                                                                                                                                                                                                                                                                                                                                                 | \$300                         | \$200 for up to 3 hours, then \$50 per hour                                                | Limit of 3 rentals in a twelve month period.                                                            |
| 4.7. Out-of-Town Business                                                                                                                                                                                                                                                                                                                                                                                                         | \$300                         | \$300 for up to 3 hours, then \$50 per hour                                                | Limit of 3 rentals in a twelve month period.                                                            |
| 4.8. Additional Service such as special set-ups, opening and closing services outside of business hours, or staffing at event.                                                                                                                                                                                                                                                                                                    | Prepaid or charged to deposit | Actual cost determined by the Town Manager.                                                |                                                                                                         |
| 4.9 Events (local or non-local user) that charge admission or registration or sell commercial products or services.                                                                                                                                                                                                                                                                                                               | TBD                           | Set by the Town Manager based on purpose, number of attendees, and impact on the facility. |                                                                                                         |
| (1) Each rental or event is limited to 3 consecutive days, which includes move in and move out. Upon the Applicant demonstrating a valid reason, or if required by the Town, the Town Manager may approve minor logistical changes, including but not limited to additional time for set-up and breakdown of events, that are consistent with the Town Code and the Town Commission’s policy direction on the use of Jarvis Hall. |                               |                                                                                            |                                                                                                         |
| (2) A rental application denied by the Town Manager may be appealed to the Town Commission.                                                                                                                                                                                                                                                                                                                                       |                               |                                                                                            |                                                                                                         |

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## 5. Use of the Dunes Plaza, Connie Hoffmann Plaza or Beach Pavilion Plaza

**General philosophy:** The Dunes Plaza, Connie Hoffmann Plaza and Beach Pavilion (“**The Plazas**”) are the premier public spaces in Town and were built for the enjoyment of our residents and visitors. They are available for events that are open to the general public or are of significant benefit to the Town. The Use Fees are set so the users bear the costs related to their events, rather than the Town subsidizing those events.

Generally, The Plazas will not be rented for events that are not open to the general public, although it is understood that there may be uses that require an admission fee or cost to the public.

The Town Commission may authorize the private use of one or more plaza by a user for an event that is deemed to be of significant benefit to the Town. (Example: a party hosted by the Town and the Convention & Visitors’ Bureau whose purpose is to showcase the Town to visiting travel agents or dignitaries).

*Potential use on holidays.*

- a. The Town Commission will decide in advance if they will make a plaza available for use by a Town commercial businesses or Town-based non-profit organizations on specific holidays.
- b. On those holidays the Commission designates, the Town will accept proposals for use six months in advance of the holiday and determine which proposals best fit the image and goals of the Town. After the Commission ranks the proposals in preferred order, staff will negotiate rental fees with the first ranked proposer and bring them back to the Commission for approval.
- c. The same business or non-profit organization may not rent the same space on a specific holiday two years in a row if another business or non-profit wants the opportunity. The Town Manager will determine whether others are interested in the opportunity, based on whether she or he has received written notice of such interest from an eligible business or organization no later than seven months prior to the holiday.

*Use on the same day as a special event.* Rentals will not be considered on days or evenings of Special Events if the Town Manager determines that a conflict would occur.

*Sales.* There will be no sales during an event except for 1) food products provided to the attendees, 2) items sold at a charity event, or, 3) hand-made artisan products.

*Cancellation:* The Town Commission reserves the right to cancel the rental up to 90 days in advance.

The following use fees apply, but may be modified or waived by the Town Commission upon a finding that the applicable event will provide a public benefit.

|     |                                                                                                  |                                                                                                                                                                                                                                                                                                                                                |
|-----|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.1 | <b>Advanced Advertising.</b> An event that was advertised prior to receiving Commission approval | \$500 plus the application fee and use fee(s).                                                                                                                                                                                                                                                                                                 |
| 5.2 | <b>Plaza Event Application Fee</b><br>(does not include Use Fee(s))                              | \$100 if filed at least 60 days in advance of the proposed event date.<br><br>\$250 if submitted between 59 days and 30 days prior to the event AND any cost recovery fees for the costs for Town staff (including police and fire services) and any consultant time attributable to the processing of the application, not to exceed \$1,500. |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                   |                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-------------------------|
| <b>Plaza Use Fees</b><br>Are in addition to the Event Application Fees listed above.<br>The use fee is per plaza. If an organization wants to utilize more than one plaza for their event, they must pay for each space.<br>Use of the plazas as part of a larger special event are subject to the plaza use fees, in addition to the any other Special Event Use Fee, but may be waived or modified by the Town Commission upon a finding that the applicable event will provide a public benefit.<br>Application filed within 30 days of an event date will not be accepted.<br>A Deposit may be required and will be set by the Town Manager based on purpose, number of attendees, and impact on the facility. |                                                                                                                   |                         |
| 5.3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | LBTS businesses (limited to 4 rentals per year per business)                                                      | \$850 per day per plaza |
| 5.4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | LBTS-based charity or non-profit organization (limited to 2 rentals per year per organization)                    | \$215 per day per plaza |
| 5.5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Out-of-Town 501C Registered Non-Profit or Tax Exempt Organization (limited to 1 rental per organization per year) | \$425 per day per plaza |

**Section 3. Conflict.** All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**Section 4. Severability.** If any clause, section or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered as eliminated and shall in no way affect the validity of the other provisions of this Resolution.

**Section 5. Effective Date.** This Resolution shall become effective immediately upon its passage. The increased fees set forth herein related to Special Events, Park Uses, and Street Performers shall apply to all new requests submitted after the passage and adoption of this Resolution.

**PASSED AND ADOPTED** this 27th day of August 2024.

  
\_\_\_\_\_  
Mayor Edmund Malkoon

Attest:

APPROVED AS TO FORM:

83 *Katrina Adler*

84 Town Clerk, Katrina Adler

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86

87 (CORPORATE SEAL)

*Susan L. Trevarthen*

Susan L. Trevarthen, Town Attorney







## TOWN OF LAUDERDALE-BY-THE-SEA SPECIAL EVENT PERMIT

### PERMIT HOLDER INFORMATION

|                             |                                           |                          |                                 |
|-----------------------------|-------------------------------------------|--------------------------|---------------------------------|
| <b>NAME / ORGANIZATION:</b> | Lauderdale-By-The-Sea Chamber of Commerce | <b>REPRESENTATIVE:</b>   | Annie Berry                     |
| <b>STREET ADDRESS:</b>      | 262 Commercial Boulevard, #B              | <b>CITY, STATE, ZIP:</b> | Lauderdale-By-The-Sea, FL 33308 |
| <b>PHONE NUMBER (S):</b>    | (954) 552-2458                            | <b>EMAIL:</b>            | annie@thewildberrysalon.com     |

### DATE AND LOCATION OF EVENT

|                          |                      |                                     |                                                           |
|--------------------------|----------------------|-------------------------------------|-----------------------------------------------------------|
| <b>TYPE OF EVENT:</b>    | Live Music Gathering | <b>DATE(S) OF EVENT:</b>            | Friday, June 26, 2026                                     |
| <b>HOUR(S) OF EVENT:</b> | 11:00 AM -11:00 PM   | <b>ADDRESS / LOCATION OF EVENT:</b> | 262 Commercial Boulevard, Lauderdale-By-The-Sea, FL 33308 |

### DESCRIPTION OF EVENT:

Live Music, Food, Bar

| Stars & Stripes By The Sea<br>Friday, June 26, 2026 |          |
|-----------------------------------------------------|----------|
| Setup Begins:                                       | 11:00 AM |
| Event Start:                                        | 6:00 PM  |
| Event Ends:                                         | 10:00 PM |
| Cleanup Concludes:                                  | 11:00 PM |

### SPECIAL CONDITIONS

The EVENT was approved by Town Commission on June 9, 2026 with the following conditions:

1. All applicable fees pertaining to this event have been waived – \$60 application fee.
2. Marine Turtle Protection: If any of the activities take place on the beach sand, the Event organizers shall ensure a minimum buffer of 10 feet is kept clear around any marked sea turtle nests, or any areas that appear to be a new nest. All proposed event activities will stay clear of all active nests. No activities adjacent to a nest that might directly or indirectly disturb the area within the staked circle. No holes are to be dug in the sand west of the high tide line.



## TOWN OF LAUDERDALE-BY-THE-SEA SPECIAL EVENT PERMIT

3. Road Closures, Lane Closures, and Parking Spaces:
  - a. Parking will operate according to normal parking regulations.
  - b. Permit Holder will pay for six (6) spots in Parrot Fish Plaza at the going rate, to be reserved for patrons of La Cucina restaurant / Interior Digs & Gifts during the hours of the Event (6pm-10pm). Permit Holder is responsible for generating and setting signage on the event date.
4. Setup:
  - a. Tables, chairs, stage, equipment, etc. shall not interfere with pedestrian walkways, ingress or egress.
  - b. Sidewalks next to the Event site and within the Event shall remain open and clear for pedestrian traffic.
  - c. The Event shall be organized in a safe manner to protect attendees. All electric cords and similar material shall be covered to not pose a hazard to the public or event staff.
5. Broward Sherriff Office (BSO):
  - a. BSO shall specify the number of detail officers needed for traffic and crowd control. The Permit Holder shall contract with BSO directly for the necessary BSO personnel within ten (10) days of receiving event approval.
  - b. BSO shall approve the Event's traffic plan, if one is required.
6. Signage
  - a. No signage has been requested to be installed for this event.
7. The Event and its approved sound systems will be operated so as not to violate the Town's code, including section 13-6, Noise Limitation.
8. A clean up deposit may be imposed, based on the final Site Plan, and due two weeks prior to the Event. Clean up fee starting at \$150 will be charged if the area is not cleaned to the Town's standards by 9:00 a.m. the day of the Event.
9. Final Site Plan must be presented to Town Staff for approval at least 48 hours in advance of the Event. The Permit Holder shall arrange for an inspection of the event site to occur two hours before the start of the event. This inspection shall include Town's Event Manager or designee, and the Event's dedicated on-site representative for the purpose of ensuring the event is organized in a safe manner.
10. The cost of any inspections or work required by Town Staff after normal working hours will be billed to the Event and must be paid within two weeks of invoice date.
11. Insurance:
  - a. At least thirty (30) days prior to the Event, the Permit Holder shall provide a Certificate of Liability written in comprehensive form naming the Town as additional insured in the amount of:
    - \$1,000,000 per occurrence and \$2,000,000 general aggregate for bodily injury; and



## TOWN OF LAUDERDALE-BY-THE-SEA SPECIAL EVENT PERMIT

- \$1,000,000 per occurrence and \$2,000,000 general aggregate for property damage with thirty (30) days written notice for cancellation
  - b. No required policy shall have a deductible or self-insurance retention greater than \$15,000
  - c. All policies must be issued by companies authorized to do business in the State of Florida and rated A- or better per Best's Key Rating Guide, latest edition. The certification of insurance will provide for the Town to receive 30 days' written notice prior to any cancellation, non-renewal or material change in the coverage provided, unless the insurance company refuses to provide such notice, as evidenced by affidavit of the policy holder or written documentation from the insurance company. In any event, the EVENT will be held responsible for providing the Town notice of any change in insurance coverage. The Town shall be named as an additional insured on all required insurance policies, and an endorsement reflecting this requirement will be issued as part of any required policies. Failure to comply with these requirements will justify a denial, suspension or revocation of the requested approval by the Interim Town Manager or designee.
12. In the event that control of any applicable event or activity, by contract or other arrangement, becomes the responsibility of a party other than the Event (the "Subcontractor"), the Subcontractor shall be required to meet the insurance and indemnification requirements of set forth in the Permit and this Approval, under which the EVENT is applying, as if they were the Event and will be held responsible for compliance with the Town Code as if the Subcontractor for the Event.
13. In the event that insurance certificates, licenses and other material requirements are not provided by the required dates, the approval for the Event shall expire unless the Town Manager finds there are extenuating circumstances that the Event sponsors have cured or can immediately cure without compromising the health, welfare and safety of the citizens of the Town of Lauderdale-By-The-Sea and those attending the Event, without increasing the administration costs of the Town.
14. The Event shall owe no monies to the Town at the time of the event or have any code citations or violations. There shall be no code violations or monies due such as fines, fees, taxes or other charges, permits or licenses outstanding or owed to the Town by the current or past property owners or operators of the Event unless all monies due are paid, permits/paperwork received, and code issues resolved 14 days prior to the Event.
15. The Town Manager may suspend permission for this event or require changes in the site plan due to conflicting activities, failure of the Event to comply with the terms and conditions of the Town's event permit, for health or safety issues, or for the best interests of the Town.
16. The Town Manager may approve minor logistical changes that are consistent with the Commission's policy direction on special events if deemed necessary by the Town or upon the EVENT proposing a valid reason.
17. Permission for the Event may be suspended or modified by the Commission, Town



## TOWN OF LAUDERDALE-BY-THE-SEA SPECIAL EVENT PERMIT

Manager, or designated Staff.

18. The Town Manager or onsite Town representative may terminate the Event or Event's participation due to the Event not complying with the terms and conditions of the Town's event permit, for health or other safety reasons.
19. If any Condition is not met by the EVENT, the Town may charge a \$500 fee for each occurrence of a violation of these Conditions.

### DOCUMENTS AND PERMITS REQUIRED

Insurance provided; temporary liquor license pending.

### SIGNATURES REQUIRED

|                                                                                   |              |
|-----------------------------------------------------------------------------------|--------------|
| <b>PERMIT HOLDER: I agree to comply with all conditions of this permit</b>        |              |
| <b>SIGNATURE OF PERMIT HOLDER:</b>                                                | <b>DATE:</b> |
| <br><br><br><br><br><br><br><br><br><br><b>ANNIE BERRY</b><br><b>PRINTED NAME</b> |              |

|                                                                                                                                                 |              |
|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>TOWN REPRESENTATIVE:</b>                                                                                                                     |              |
| <b>SIGNATURE:</b>                                                                                                                               | <b>DATE:</b> |
| <br><br><br><br><br><br><br><br><br><br><b>KATIE ANDERSON, EVENTS &amp; MARKETING MANAGER</b><br><b>PRINTED NAME &amp; AFFILIATION TO EVENT</b> |              |

|                                                                                                                                             |              |
|---------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>TOWN REPRESENTATIVE:</b>                                                                                                                 |              |
| <b>SIGNATURE:</b>                                                                                                                           | <b>DATE:</b> |
| <br><br><br><br><br><br><br><br><br><br><b>COURTNEY EASLEY, ASSISTANT TO TOWN MANAGER</b><br><b>PRINTED NAME &amp; AFFILIATION TO EVENT</b> |              |