

Please fill out EVENT APPLICATION ELECTRONICALLY and submit through email to [chadwick@ddaftl.org](mailto:chadwick@ddaftl.org)

Sign the PARK RULES (2<sup>nd</sup> sheet) and fill out the PARK SITE PLAN and send back either through fax (954) 463-8412 or email.

### Outdoor Event Application Checklist

(Checklist for applicant's records - does not need to be submitted to DDA)

#### **PLEASE NOTE:**

Event must be approved by the Downtown Development Authority's Board of Directors and then attain approval by the City of Fort Lauderdale.

The event **WILL NOT** be put on the agenda **unless all** required Pre-Approval items have been submitted by the due date (please see the website for a listing of due dates).

#### ***Pre-Approval***

Required:

Completed TYPED APPLICATION

Completed PARK LAYOUT\*

Completed summary of set-up and breakdown procedures

Signed copy of park rules & regulations (signature page only)

Optional:

Visuals/brochures/handouts of proposed event (past event's material)

#### ***Post-Approval***

Required:

Certificate of Liability\*\*

Damage Deposit: \$1,000/per event day \*\*\*

Event Fee (For rental of park)\*\*\*\*

City of Fort Lauderdale Approval

\* The **park layout** should show exactly where applicant plans on placing anything within the park.

Ex: Food booths should be depicted by shape and labeled.

\*\***Certificate of Liability** must name the Downtown Development Authority as an additional insured, with minimum coverage of \$1,000,000. If alcohol will be served at the event, a certificate of liquor liability insurance in the amount of \$500,000 must be presented naming the Downtown Development Authority as an additional insured.

\*\*\***Damage deposit** should be made out to the Downtown Development Authority of Fort Lauderdale, FL in the form of check, cashier's check, or money order. After the event, if no damage is found on the property, the DDA will provide the applicant with a reimbursement check for the damage deposit.

\*\*\*\*Payment representing a rental/user fee AND NOW includes both set-up and break-down days.

Fees are as follows: **\$500/day for non-profit organizations and \$1,000/day for for-profit.**

(For-profit events may be subject to an additional fee of \$500 per day that attendance exceeds 1,000 persons.)

**\*Cancellation Fee\*** If the event has already been approved by the DDA and the event organizers wish to cancel the event within 90 days of the scheduled event there will be a cancellation fee that is HALF of the total event fee applied.

**IT IS REQUIRED THAT A REPRESENTATIVE BE PRESENT AT THE BOARD MEETING TO ANSWER ANY QUESTIONS THAT MAY ARISE.**

## DDA Plaza Rules and Regulations

DDA Plaza was designed to serve as both an event area and a passive urban park. The amenities – hardscape and landscape were put in place to enhance the appeal and usability of the park and should be viewed as assets to be protected.

**Both the City of Fort Lauderdale and the Downtown Development Authority hope you will join with them to protect the plaza.**

Drilling on any hardscape (concrete, concrete bands, pavers, etc) and removal of paver blocks, bricks or other hardscape is not allowed. No apparatus or equipment may be suspended or attached to the space frame or canopy. Tents MUST be weighted and NOT stake.

Removal of benches, plaza fixtures, trash receptacles, picnic tables and any other installed equipment is prohibited.

Pruning and/or removal of plants or trees is prohibited.

All waste including, but not limited to water, grease, charcoal, or other substances must be removed from the Plaza.

Painting or marking the walkway, concrete, concrete bands, or other hardscape is prohibited unless keel (a colored marking crayon used for chalking lines, usually red ocher) or other suitable water-resistant, but non-permanent materials are used.

Vehicular access within or beyond the curbing shall be limited to two (2) points. Internal circulation within the Plaza for set up, service, and breakdown should follow designated routes. Access will be contingent upon the type of vehicles and barricades being used to define access points. Alternate access plans submitted by the applicant may be considered if such plans are deemed necessary to address the unique needs of a specific event. On site supervision must be provided.

Digging or excavation in the Plaza to bury cords or cables or any other devices is not permitted.

The applicant is responsible for removal of all trash from the Plaza and adjoining areas.

The applicant is financially responsible for all damage incurred by subcontractors, volunteers, vendors, and patrons and is responsible for informing all parties of the regulations in force.

The applicant is responsible for providing adequate on site supervision for the event.

The applicant is responsible for providing restroom attendants for events that require the use of the facilities.

There will be a \$50 charge per day for items (ex. dumpsters, restrooms...) dropped off before or not picked up after the scheduled event date.

After inspection of damages, the DDA has the right to charge applicant monies over the \$1000 deposit if necessary.

Fencing is **only** allowed if approved by the DDA Board and it follows the pre-approved fencing layout. All fencing **must** be sandbagged; under no circumstances may holes be drilled into the brick pavers or concrete.

The fountain is a visual feature, but cannot be used as an integral part of an event.

No amplified sound (coming from speakers or other amplification devices) can commence until after 8:00am.

**A WALK THROUGH OF THE PARK AND DATED PHOTO DOCUMENTATION  
WILL BE TAKEN BEFORE AND AFTER EACH EVENT TO VERIFY CONDITION  
OF THE AREA.**

**SIGNATURE PAGE**  
**DDA PARK RULES AND REGULATIONS**

By signing below, applicant agrees to adhere to all rules outlined on the application and to the rules and regulations listed on previous page.

\_\_\_\_\_  
Applicant Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature