



Broward County Parks Special Event Information Packet

Central Broward Park and
Broward County Stadium
3700 NW 11th Place
Lauderhill, Florida, 33311

Park Contact Information:

Nicolas Ortiz

Park Manager, Special Events

niortiz@broward.org

Tel: 954 357 5128

Alexis Besinaiz

Recreation Coordinator

abesinaiz@broward.org

Tel: 954 357 5409

Cherellda Branch-McKenzie

Recreation Coordinator

cbranchmckenzie@broward.org

Tel: 954 357 0598

Special Event Packet

Thank you for your inquiry about hosting a special event, renting a corporate shelter, or booking the Broward County Stadium at Central Broward Park & Broward County Stadium. To provide our customers with the best service possible, it is a requirement of the park that all enquiries for **Special Events, Corporate Shelters and Stadium** bookings return this Special Event Packet.

All bookings require a minimum of at least 90 days advance notice.

This Packet includes a Letter of Intent (LOI) and other significant information that is needed to review each request. Each page must be filled in before submission. Incomplete packets will be returned and not considered for evaluation.

What is the process?

1. The Special Event Packet can be returned in person to the park office or by email to CBPSevents@broward.org. The Special Events team meet by appointment only and will not be available at document drop-off. The information you supply in the Special Event Packet will enable us to provide you clear and accurate information of Broward County requirements and the applicable fees.
2. When we receive the full and complete Packet, we will place a tentative "hold" on your requested date and facilities as your request is reviewed by the special events team.
3. We will then notify you of our decision to approve or deny.
4. If approved, you will be notified of any additional requirements that will be needed for you to continue with your booking. We may request that you come into the office to meet with the Special Events team.
5. You will receive a reservation that must be paid in full within 48 hours of issue. Payment can be made in person or over the phone. Checks can be accepted in some cases. If no payment is received the reservation will be cancelled and a new Special Event Packet must be submitted.
6. On receipt of payment, if necessary, an appointment will be made with the Special Events team.
7. Payment does not guarantee the reservation if additional requirements are not met. The park reserves the right to cancel.
8. All facilities require a security deposit to be made. Anyone entering the park is required to pay the regular \$1.50 entrance fee.

What is considered a regular Corporate Shelter rental?

1. One that is closed, not open or advertised to the public. A private event within an organization, or by family and friends, and by invitation only.
2. Less than 250 people
3. No sales of merchandise, food, or alcohol. A regular corporate rental also excludes fundraisers.

What is considered a Special Event?

1. Open to the public, anyone can come.
2. Stadium rentals, concerts, carnivals/festivals, sporting events/tournaments, etc.
3. Admission fee to the event, even if based on donations (fundraisers)
4. 251 or more people
5. Sales of merchandise, food, or alcohol, even on donation basis (fundraisers)
6. Distribution of liquor, other than wine or beer (free or otherwise)

If one or more of these items apply, you are requesting a Special Event rental. Regardless of which facility, size, or location in the park. All Special Events will be required to provide a valid Certificate of Insurance and will be on a Park Permit Addendum. Additional fees and other requirements may apply including the use of BSO, Security, Crowd Managers, Cleaning and parking crew. City of Lauderhill, Lauderhill PD and EMS also have additional permits and requirements for all Special Events are explained in detail by the Special Event team in follow-up meetings.



What is a special event?

A special event can be any event from a sports game to a 5k to a music festival that is held on County Property and meets at least two of the following criteria as determined in our Special Event Guidelines:

- Open to the general public
- Advertised, including by social media, to the general public
- The sale of food, beverage, merchandise, and/or admission to the general public
- Requires two or more of the following, as determined by parks management and/or the local municipal authority that has jurisdiction: parking and/or traffic control, police detail, EMS, portable toilets, contracted dumpster
- Requires that amenities are closed to the general public (disc golf course, main roads, trails, shelters, etc.) in order to operate.

If your event meets the criteria outlined above, please complete a “Special Event Request Form” and return it to Park Management so that we may review your proposal and get back with you for more information.

If your event does not, or you are not sure if it will, meet the criteria, but you would still like further clarification, please contact the Park Office and ask to speak to a Park Manager.

What is the process for a special event?

Each event varies in specifics, but a Park Manager will work with you throughout the process. The basics are:

- Special Event Request Form
- Facility reservation
- Special Event Permit
 - Certificate of Insurance
 - Vendor registration and approval
 - Site Plan
 - Police detail
- Local municipality approval/permitting

What fees are involved?

As you work with a Park Manager, they will guide you on the appropriate fees, as applicable, for your event based on the established Fee Schedule. In general, you should expect to pay for:

- Facility/equipment reservation
- Concession/Sales fee
- Special event fee
- Beer/wine sales fee
- Liquor sales fee
- County staff labor fees

The fees outlined above are due to Broward County. In addition to those, you should budget for:

- Police detail
- On-site emergency medical services
- Local municipality permits
- Dumpster/clean-up
- Entertainment
- Portable toilets
- Parking
- Advertising

The list above is not exhaustive, other additional expenses may be applicable to your specific event.

Can I sell food?

If you would like to sell food at your event there are different options available depending on your event requirements.

1. You can request a temporary food service permit that is issued by the Florida Department of Business & Profession Regulation. The requirements and permitting cost for a temporary food service permit can be found by telephone at 850-487-1395, emailing the division at dhf.info@myfloridalicense.com or in person at the appropriate district office. Additional information can be found at <http://www.myfloridalicense.com/DBPR/hotels-restaurants/licensing/temporarevent-guide/>
2. You can hire vendors who have obtained a food service license. This can be done by selecting a Broward County Registered Vendor or by processing a Special Event Vendor application through the divisions Vendor Manager. For more information on food vendors, please contact ParksVendors@broward.org or by calling 954-357-8164.

Can I sell / provide alcohol?

If you would like alcohol sales or service at your event, a written alcohol request letter must be submitted to the Division's Director for approval. Alcohol sales **will not** be permitted without prior written consent. In addition to prior written consent, the alcohol vendor or event organizer must provide Park Management with a signed & notarized affidavit ensuring that event staff are properly trained to sell and serve alcoholic beverages in accordance with the *Florida Responsible Vendor Act*, Florida Statue 561.701 through 561.706 and abides by all applicable regulations of Chapter 25 ½ of the Broward County Code of Ordinances.

Alcohol sales are permitted by a Broward County Approved Vendor or through the Special Event Vendor Application process only if the vendor providing and serving the alcohol meets the necessary licenses requirements through the State of Florida Department of Business and Professional Regulation.

If a selected vendor does not have an appropriate alcohol license (Florida Caterer Class 13CT Alcohol License), a **"One/Two/Three Day"** Permit for non-profit organizations must be obtained from the State of Florida Department of Business and Profession Regulation. More information can be found at https://www.myfloridalicense.com/CheckListDetail.asp?SID=&xactCode=1030&clientCode=4002&XACT_DEFN_ID=6770

Vendors

All vendors providing services for the event and / or providing services for the duration of the event must be approved by Parks Vendor Manager. There are two types of vendors: Registered Vendor and Special Event Vendors.

Registered Vendors are vendors that are approved by Broward County Parks and Recreation to provide services within parks to events and facility rentals. These vendors include, party rentals, bounce houses, food trucks, caterers, security etc. A full list of approved Registered Vendors can be found here: <https://www.broward.org/Parks/Fees/Documents/RegisteredVendorReportforWeb.pdf>

Special Event Vendors are vendors or organizations that will be on site for the duration of the event only. The event coordinator will have to ensure that each vendor submits the required documents on the Broward County Event Portal. Required documents include a certificate of insurance and background affidavit. Special Event Vendors can include portable toilets, tent rentals and even vendors who will set up booths / tents to sell or provide information to event goers.

Although we do not require full insurance and background affidavits for organizations which are solely distributing information (handouts, fliers, etc.), we do ask that they complete the rest of the Special Event Vendor registration process.

For more information regarding vendors, please contact the Parks Vendor Manager at 954-357-8164 or at ParksVendors@broward.org.

What about the weather?

All reservations are rain or shine. We do not offer rain dates for events and will only call off an event due to a weather emergency such as a hurricane. Broward County Parks and Recreation Division reserves the right to determine if a weather event classifies as weather emergency. In the event of a weather emergency, all fees other than incurred labor fees will be refunded or transferred to a new date.

When are fees paid?

Fees are to be paid in accordance with the dates established in the final Special Event Permit. The generic timeline is:

Days to Event	Amount Due	Cancellation Refund
Over 180 days	25% due	100% labor, 30% event fees
90-180 days	50% due	100% labor, 30% event fees
Less than 90 days	100% due	100% labor, all event fees forfeited

Fees – Central Broward Park and Broward County Stadium

Park Facility Fees

Park Facility Fees	Per Weekday	Per Weekend Day
Corporate Shelter 1 and 8	\$300.00	\$800.00
Medium Shelters 3,4,5,6,7,9	\$100.00	\$150.00
Stadium Rental Fee	Contact Special Events team for more details	
Gate Admission Fee	-	\$3.00 Per motorized vehicle (8 or fewer occupants), \$20.00 (9 or more occupants)

Additional Fees:

Attendance	Beer/Wine Sales	Liquor Sales	Special Event Fee	Event Sales / Concession Fee
Up to 200	\$500.00	\$750.00	\$150.00	\$100.00
201 - 999	\$500.00	\$750.00	\$ 500.00 (201-500)	\$175.00
501-999			\$1,000.00	\$175.00
1,000-2,499	\$500.00	\$750.00	\$2,000.00	\$350.00
2,500-4,999	\$1,000.00	\$1,500.00	\$3,000.00	\$1,000.00
5,000-9,999	\$2,000.00	\$3,000.00	\$4,000.00	\$1,700.00
10,000-14,999	\$4,000.00	\$6,000.00	\$5,000.00	\$2,800.00
15,000+	\$8,000.00	\$12,000.00	\$10,000.00	\$7,500.00

Park Management will determine if labor fees apply to your event. Applicable labor fees will be charged based on the prevailing rate at the time the Special Event Permit is signed.

Special Event Permit

For each special event that occurs in Broward County Parks, we require a Special Event Permit to be completed. This permit is to be signed by a representative of the organization putting on the event and a Park Manager. For any clarification on the requirements, please consult the Park Manager you are working with.

Certificate of Insurance

Broward County's Risk Management Division has established that all special events must provide a Certificate of Insurance with General Liability coverage that lists Broward County as both Certificate Holder and Additional Insured. Insurance is how you protect yourself from the liability of having an event. Without insurance, for example, if someone is injured during your event, your organization may be liable for their medical fees.

Accessibility Compliance

For events that are private rentals, not open to the public, event coordinators are responsible for providing modifications, accommodations, and auxiliary aids and/or services that may be requested by, or necessary for, guests and invited attendees. For events that are open to the public, event coordinators must comply with all applicable provisions of Title I, Title II, and Title III of the Americans with Disabilities Act (ADA) in the course of providing any services, programs, and/or activities regarding nondiscrimination on the basis of disability, and all applicable regulations, guidelines, and standards.

Event Staffing

All staffing for the event is to be handled by the event organizer. Broward County will not be responsible for the recruitment or screening of any individuals or companies related to the event. To assist with the smooth operation of the event, we require all event staff and volunteers to be easily identifiable. Examples of items to aid in easily identifiable staff and volunteers would be t-shirts, vests, hats etc.

Additional Information

<u>ITEM</u>	<u>DESCRIPTION</u>
ACCESSIBILITY PLAN	For events open to the public, persons with disabilities need equal access to activities. ADA accessibility plans for stage viewing areas, parking & ticketing must be included in the site plan. Include your plans for signage.
LOCAL PERMITTING	For additional items if required.
CLEAN-UP AND TRASH CANS	Event organizer is responsible to provide trash pick-up throughout the event, including parking areas. Events over 1,000 people will require an additional dumpster (to be provided by the event organizer). Additional trash cans may be required & will be the responsibility of event organization to provide.
ELECTRICITY	
LIST OF ACTIVITIES	Provide a complete list of times & areas of specific activities for event.
MARKETING	<u>The event cannot be publicized without a completed & signed permit.</u> All marketing materials displayed on County property including but not limited to banners, flyers etc., must be approved by the Parks Public Communications and Outreach Group.
PARK ADMISSION FEE	\$3.00 Per motorized vehicle (8 or fewer occupants), \$20.00 (9 or more occupants) gate admission fee in effect for weekend and County-observed holiday events.
PARK FACILITY RENTAL PAYMENT	Payment for park facilities & event fees will be due as outlined in the Special Event Permit.
SECURITY, PARKING, & TRAFFIC	For events that need security or crowd control managers, Best Crowd Management must be contracted. Event organizer is responsible for appropriate signage in & out of event; cones &/or barricades will be needed.
POLICE DETAIL	Events may be required to contract the services of BSO or Lauderhill PD.
SITE PLAN	Park Management requires a map of the event layout, the exact layout and location of all activities/entertainment, vendor tents and booths, restrooms (including portable toilets), first aid stations, parking, staff/volunteers' check-in location, ADA access, etc.
TOILETS	Depending on the size and location of your event, portable toilets may be required. Portable toilets must be provided per the State of Florida Health Dept. A chart of the required number of portable toilets can be found at here: https://www.floridahealth.gov/environmental-health/group-care-facilities/documents/64E-6.pdf

**Broward County
Parks and Recreation Division
SPECIAL EVENT REQUEST FORM**

Contact Information

Event Organizer Name: <u>Jeff</u> <u>Miller</u>	
<small>FIRST</small>	<small>LAST</small>
Email Address: <u>jcmiller712@gmail.com</u>	
Primary Phone: <u>954-200-3807</u>	Secondary Phone: _____
Full Name of Organization: <u>Test Management Group, LLC</u>	
Address: <u>7300 W Camino Real, Suite 206</u> City: <u>Boca Raton</u> State: <u>FL</u> Zip: <u>33433</u>	

Event Information

Name of Event: <u>Major League Cricket and Cricket West Indies v Pakistan</u>	Expected Attendance: <u>5000 per game</u>
Park Requested: <u>Central Broward Park & Broward County Stadium</u>	
Facilities Requested: <u>Broward County Stadium</u>	
Event Date(s): <u>July 1</u> to <u>August 3rd</u>	Start Time: <u>varies</u> End Time: <u>11 pm</u>
<small>START DATE</small>	<small>END DATE</small>
Set-up Date / Time: <u>6/23/2025 8 am</u>	Teardown Date / Time: <u>8/4/s025 8 am</u>
Description of Event: <u>Major League Cricket and Cricket West Indies v Pakistan</u>	
<u>Major League cricket has 9 games from July 1 to July 6 with 3 doubleheader days</u>	
<u>Cricket West Indies has 3 evening games 7/31, 8/2 and 8/3</u>	

Check the below as they apply:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Open to the general public | <input checked="" type="checkbox"/> Charging admission/participation fees or donations |
| <input type="checkbox"/> Food/beverage given away* (describe below) | <input checked="" type="checkbox"/> Products/merchandise for sale |
| <input checked="" type="checkbox"/> Food/beverage for sale* (describe below) | <input checked="" type="checkbox"/> Tent Size(s): <u>10x10's & 40x60</u> |
| <input type="checkbox"/> Beer / wine/ liquor given away (circle all that apply) | <input type="checkbox"/> Stage / Show Mobile |
| <input checked="" type="checkbox"/> Beer/wine/ liquor for sale (circle all that apply) | <input checked="" type="checkbox"/> Amplified Music / DJ / Live Music |
| <input type="checkbox"/> Kiddie Rides / Amusement Rides | <input checked="" type="checkbox"/> Portable Toilets |
| <input type="checkbox"/> Bounce houses / Inflatables | <input type="checkbox"/> Animal Exhibits / Displays |
| <input type="checkbox"/> Other / Not Listed (describe below) | <input checked="" type="checkbox"/> Advertised/publicized |

Food Vendors for attendees; VIP & Party Stand; Alcohol sales for attendees;

- The event cannot be publicized with any Broward County Park name until an applicant has received a completed and signed Broward County Parks & Recreation Special Event Permit.
- A letter of intent and references may be required prior to the approval of the event.
- A certificate of insurance listing Broward County as an additional insured and certificate holder is required for all special events.
- All vendors providing services for the special event must be approved by the Broward County Parks & Recreation Division. Vendor application and further information can be found at:
<http://www.broward.org/Parks/Rentals/Pages/VendorInformation.aspx>
- Additional permitting may be required in addition to Broward County requirements.

Lauderhill Event Checklist for Proposed Events at Central Broward Park & Broward County Stadium



Date of Event	<input type="text" value="July 1-6 July 31, August 2-3"/>	Expected Attendance	<input type="text" value="5000 per game"/>
Location in park	<input type="text" value="Stadium"/>	Peak Attendance Time	<input type="text"/>
Set up Date/Time:	<input type="text" value="6/23 @8 am"/>	Gates Open at:	<input type="text" value="90 minutes before"/>
		Time Ending at:	<input type="text" value="varies"/>
Event Name	<input type="text" value="Major League Cricket & Cricket West Indies v Pakistan"/>		
Event Type	<input type="text" value="Cricket"/>		
Contact	Name: <input type="text" value="Jeff Miller and Caroline Rucker"/>	Phone:	<input type="text" value="954 200-3807/954 494 756"/>
	E-mail: <input type="text" value="jcmiller712@gmail.com carolineh@aol.com"/>		

Please use the dropdown box to respond Yes or No. If yes, provide further information:

Stage: <input type="text" value="No"/> Stage Size: <input type="text"/> Permit: <input type="text" value="Select..."/>	Alcohol: <input type="text" value="Yes"/> Number of Bars: <input type="text" value="7"/>
Generators: <input type="text" value="Yes"/> Number of Generators: <input type="text" value="9"/> Permit: <input type="text" value="No"/>	Tents: <input type="text" value="Yes"/> How many: <input type="text" value="14"/> Permit: <input type="text" value="Select..."/> Sizes: <input type="text" value="10x10's & 40x60"/>
Pyrotechnics: <input type="text" value="Select..."/> Type: <input type="text"/>	Egress delays: <input type="text" value="No"/>
Crowd Mgr.: <input type="text" value="Yes"/> How Many: <input type="text" value="20"/>	Temp Fence: <input type="text" value="Yes"/> Type/Size/Height: <input type="text" value="6 foot panels ch+"/> Permit: <input type="text" value="Select..."/>
Temp Seating: <input type="text" value="No"/> How Many: <input type="text"/>	Approved Site Plan: <input type="text" value="Yes"/>
Onsite Cooking: <input type="text" value="Yes"/> # of vendors: <input type="text" value="10"/> # of food trucks: <input type="text" value="3"/>	

A COMPREHENSIVE SITE PLAN MUST BE PROVIDED FOR REVIEW

Event description:

Major League cricket 9 games including 3 doubleheader days
Cricket West Indies v Pakistan 3 games

What activities will be taking place:

Cricket

Confirmed performers (if applicable):

N/A

- ❖ Has an interior detail been confirmed with BSO? (Attach written confirmation)
- ❖ If a Lauderhill Fire Rescue Pre-Event Inspection or additional FD details are not required by the City, are you (event organizer/County) requesting/requiring one?
- ❖ Is this a new/first time event? If no, list prior location(s)/Cities that the event was held in, and a person from those venues. (Attach reference letters)
- ❖ Please advise why event is being moved to Central Broward Park from previous location:

NA

- ❖ Crowd managers are required for every 250 people in attendance. Proof of certification will be required for each crowd manager working the event. Crowd size will be limited to the capabilities of the crowd managers in attendance at time of event.
- ❖ All cooking vendors must have applicable fire safety equipment. All food trucks must have passing fire inspection report from the City of Lauderhill.
- ❖ Stages will require a permit with the City of Lauderhill Building Department with the exception of the Showmobile.
- ❖ All tents larger than 10 x 10 will require a permit with the City of Lauderhill Building Department. Tents located near cooking vendors must have flame spread rating and no cooking is permitted under the canopy.
- ❖ Temporary fencing and barricades will require a permit with the City of Lauderhill Building Department
- ❖ Large generators will require a permit with the City of Lauderhill Building Department
- ❖ Small personal generators will not be permitted to be hot filled at any time during the event
- ❖ 2 sets of site plans are required with the application, and invoices will be needed to review. Payment is due at time of submittal. Submittal (minimum of 45 days prior to proposed event date) must be in person to the Building Dept at Lauderhill City Hall, 5581 W. Oakland Park Blvd. For questions regarding a Building Permit, contact 954-730-3030.

This checklist must be completed & approved by the Park Manager, Nicolas Ortiz, at Central Broward Park & Broward County Stadium prior to sending it to the City of Lauderhill. It must be accompanied by a Broward County approved site plan at a minimum of 45 days prior to the proposed event or they will not be considered.

I understand what items require a Building Permit; should I not submit one at least 45 days prior to my Proposed Event, the items that require a Building Permit will not be allowed at my event.

Jefferson Miller Digitally signed by Jefferson Miller
Date: 2025.05.01 07:51:41 -04'00'

Signature

5/1/25

Date

I understand that per City Ordinance 180-04-107 the following are prohibited in all zoning districts: Car shows, circuses, and carnivals (mechanical rides).

Jefferson Miller Digitally signed by Jefferson Miller
Date: 2025.05.01 07:52:01 -04'00'

Signature

5/1/25

Date

The City shall have the right to immediately cancel and revoke a special event permit if an individual, firm or organization provides a false and/or fraudulent information in order to obtain a special event permit. In the event a special event permit is cancelled and revoked, the individual, firm or organization shall not receive a full or partial refund from the City.

Jefferson Miller Digitally signed by Jefferson Miller
Date: 2025.05.01 07:52:20 -04'00'

Signature

5/1/25

Date

I understand that any advertising done prior to having an approved event by the City of Lauderhill is done at my own risk.

Jefferson Miller Digitally signed by Jefferson Miller
Date: 2025.05.01 07:52:45 -04'00'

Signature

5/1/25

Date



PARKS AND RECREATION DIVISION • Central Broward Park & Broward County Stadium
3700 N.W. 11th Place • Lauderdale, FL 33311-4265 • 954-357-5400 • TTY 954-537-2844 • FAX 954-357-5401

*Winner of the National Gold Medal Award for Excellence in Park and Recreation Management
Accredited by the Commission for Accreditation of Park and Recreation Agencies (CAPRA)*

Central Broward Park & Broward County Stadium – Amplified Music Guidelines

Shelter & Athletic Field Rentals

Please be aware that the sound of your music must not extend beyond the perimeter of your shelter.

Patrons are permitted to use small music units, such as small radios, cellular phones w/small blue tooth speakers, etc. at the shelters and athletic fields. Patrons in surrounding areas should not hear your music. **DJ systems of any kind are not allowed at the shelters or at the athletic fields. No speakers, stand alone or otherwise that require additional amplification, including bass are allowed.** All sound must be directed away from the residential areas. During the term of your rental, groups and/or individuals in noncompliance with this regulation will be given only one (1) verbal warning by park staff, park management or park rangers. Subsequent noncompliance will result in the mandatory termination of all sources of noise, music, and sound PLUS the forfeiture of the shelter cleanup and damages deposit or future field reservations.

Special Events:

For all special events pursuant to the **Park Permit Addendum** management reserves the right to limit the number of speakers and to monitor the noise levels. All speakers must be directed away from the residential areas (**see attached map**). Bass must be kept at a minimum at all times. During the term of your special event, groups and/or individuals in noncompliance with this regulation will be given only one verbal (1) warning by park staff, park management or park rangers. Subsequent noncompliance will result in the mandatory termination of all sources of noise, music, and sound PLUS the forfeiture of the event security, cleanup and damages deposit.

By signing below, you acknowledge receipt of this policy.

Signature:

Date:

APPROVED SHELTER SPEAKERS



NOT APPROVED SPEAKERS



Special Event Alcohol Sales or Complimentary Service Request Letter

_____ (Date)

Mr. Dan West
Director, Parks and Recreation
950 NW 38th Street
Oakland Park, FL 33309

Dear Mr. West,

We understand that all alcohol sales or complimentary service (sales/service) require advance written approval from the Parks and Recreation Director. _____ (Permittee Organization Name) requests the sales/service of _____ (Beer/Wine /Liquor).

We also understand that a uniformed police or security detail is required at each alcohol sale/service location. We will work with the required Police and/or Security Agency to secure adequate detail to meet these criteria during the event.

_____ (Permittee Organization Name) will abide by the rules Broward County requires for the sale/service of alcoholic beverages as outlined in our permit. An Affidavit of Alcohol Training and an Alcoholic Beverages Service Plan will also be provided prior to the event date, pursuant to your approval of this request.

We, or a vendor on our behalf, will obtain the necessary license from the Florida Department of Business and Professional Regulation for alcohol sales on that day.

_____ (Permittee Organization Name) acknowledges that per our agreement with Broward County, the sale/service of alcoholic beverages will be confined to the bars at the special event area as outlined in our permit. Further, we acknowledge the sale/service of alcohol will be confined to the time frame indicated, with sale/service concluding at least one hour before the event ends.

To conclude, we are asking your permission to have alcoholic beverages at Major League Cricket & Cricket West Indies v Pakistan (Event Name) on July 1-6 July 31, August 2-3 (Date of Event) at _____ (Park Name).

Sincerely,

(Signature)

_____, _____
(Print Name), (Print Title)

RELEASE, INDEMNITY, AND WAIVER OF LIABILITY

NOTICE: This Permit contains a release indemnity and waiver of liability and when signed is a contract with legal consequences. Please read it carefully before signing your name.

TO BROWARD COUNTY: In consideration of the opportunities afforded to me and/or my group by this Permit, I, the undersigned participant, freely agree to and make the following contractual representations and agreements:

I, the undersigned, do hereby knowingly, freely, and voluntarily assume all risk and liability for any damage or injury that may occur as a result of my and/or my group's use of the park facility identified herein during the time period I and/or my group are using same and further agree to release, waive, discharge, and covenant not to sue Broward County, its officers, agents, employees, and volunteers (all for the purposes herein referred to as "Releasees") from any and all liability or claims that may be sustained by me directly or indirectly in connection with, or arising out of, my or my group's use of the park facility as described herein, whether caused in whole or in part by the negligence of Broward County or the Releasees.

I further agree to indemnify and hold Broward County, its officers, employees, and agents harmless from and against any claim, demand, or cause of action of whatsoever kind or nature, including attorney's fees, costs, and expenses, resulting from losses sustained by third parties arising out of actions or alleged actions in connection with this Permit.

I agree that I have read this form, fully understand its terms, and understand that I, or anyone who may claim to have rights on my behalf, have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of any and all liability to the greatest extent allowed by law and agree that, if any portion of this contract is held to be invalid, the balance notwithstanding shall continue in full legal force and effect.

Applicant's Name: _____	Signature of Applicant: _____	Date: _____
Form of I.D. Presented: _____	Phone or Contact #: _____	
Park Employee Name _____	Signature of Park Employee _____	Date: _____
Completing Permit: _____	Completing Permit: _____	

NOTICE: This document is deemed a public record under the laws of the State of Florida and can be inspected by anyone, including vendors and caterers, who may solicit business from this record.

In an effort to not receive unsolicited phone calls, you may choose to register your phone number with the National Do Not Call Registry maintained by the Federal Trade Commission by calling toll-free 1-888-382-1222 from the telephone number you want to register, or online at <http://www.donotcall.gov>. Broward County does not warrant that the registration information provided for above is guaranteed to eliminate unsolicited phone calls.

Broward County Parks and Recreation Division Park Permit Rules and Regulations

INITIALS

ACCESSIBILITY COMPLIANCE (FOR PRIVATE RENTALS/SPECIAL EVENTS ONLY): This is a private rental/function that is not open or advertised to the general public. The Permittee will be responsible for providing modifications, accommodations, and auxiliary aids and/or services that may be requested by or necessary for their guests/invited attendees.

ACCESSIBILITY COMPLIANCE (OPEN TO THE PUBLIC RENTALS/SPECIAL EVENTS ONLY): Agree to affirmatively comply with all applicable provisions of Title I, Title II, and/or Title III of the Americans with Disabilities Act (ADA) in the course of providing any services, programs, and/or activities regarding nondiscrimination on the basis of disability, and all applicable regulations, guidelines, and standards.

ADMISSION/FEES: This Permit does not include the gate admission fees charged on weekends and holidays or any park amenity fees. Everyone (including the Permittee) is required to pay gate admission. The Permittee has the option of prepaying gate admission for all guests with this Permit. Arrangements must be made with park management two (2) weeks prior to the reservation date for the rental or special event.

AMUSEMENT RIDES/ENTERTAINMENT EQUIPMENT: All vendors conducting business in Broward County Parks must be an approved vendor per the County Policy. Permitted amusement apparatus and amusement rides include Bounce Houses/Inflatables up to thirty feet (30') in height, climbing walls, reverse-bungee trampolines, up to three (3) kiddie rides per event. Vendors must provide proof of current annual State of Florida inspection for each kiddie ride. Prohibited amusement apparatus and rides include bungee-type apparatus and trampolines (except as permitted above, water apparatus (e.g., dunk tanks, slip and slides, inflatable water slides, etc.), non-kiddie rides, super amusement rides, trackless trains, mechanical bulls, and privately owned amusement apparatus and/or amusement rides (mechanical and non-mechanical).

ASSIGNMENT: No subcontracting on this Permit or any other permit associated with the rental/special event is allowed without written permission from park management.

BEER/WINE ONLY: Pursuant to Chapter 251/2 of Broward County Code the consumption of beer and wine is permitted only within certain Broward County parks (could be designated to only certain areas within a park). Any other beverages with alcohol content are prohibited. No alcoholic beverages are permitted at neighborhood parks without a special permit from Park management. No alcoholic beverages are permitted on any athletic fields or inside complexes. Park management has the authority to revoke all permits. Local authorities will be notified if alcoholic beverages are being consumed by minors. Distribution and consumption of all alcoholic beverages must be shut down one (1) hour prior to park closing. Glass containers are prohibited.

CANCELLATION/REFUND (RAIN OR SHINE): The reservation date on this Permit, subject to the park manager's approval, is strictly for the date noted and shall not be affected by weather conditions. Any cancellations or date transfers must be made at least fourteen (14) days prior to the reservation date. Refund requests must be submitted in writing, by fax, or via e-mail to park management and accompanied by a paid receipt. Transfers must be done in person, by fax, or via e-mail. Phone transfers are not accepted. Refund requests do not automatically mean approval of a refund. Approved refund requests will be received in the form of a County issued check in approximately six (6) to eight (8) weeks, if payment was made by check or cash. Credit card refunds are typically refunded within five (5) working days. The prevailing cancellation/transfer fee will be applied to all cancellation/transfer requests.

CLEANUP/SECURITY DEPOSITS: The Permittee is required to post a cash or credit card deposit on the date of use. The cleanup/security deposit must be claimed no later than park closing time for the day, and the shelter and/or facility must be clean and empty. Extra dumpsters, catering equipment, bounce houses, and portable restrooms must be removed prior to release of the deposit. Deposits will not be refunded if the facility is not left in a clean and empty condition or if nails, staples, or tacks were used to hang or attach decorations. Only tape can be used on park facilities and must be removed. Returns of cleanup/security deposit refunds and/or fees paid are at the discretion of park management. All equipment must be removed, shelter/rental area cleaned, and activities completed in order to return deposit. Deposits not claimed by the park closing time will be refunded: a) within five (5) working days if paid by credit card or b) within eight (8) weeks, if payment was made by cash and Permittee cannot produce the original deposit receipt.
Deposits not claimed within 90 days from the facility use date will be considered forfeited.

EVENT PERSONNEL: Pursuant to the terms and conditions contained in this Park Permit, Permittee shall only hire vendors for the scheduled event who have been placed on the County's approved vendor list and/or have met the Park's requirements per the attached Addendum as applicable.

FORCE MAJEURE: County shall not be held liable for loss or damage suffered as a result of any delay, interruption, or failure in performance, to include loss of facility and/or equipment use, under this Park Permit, resulting directly or indirectly from natural disasters or unforeseen circumstances. This also includes any action taken by any agency with jurisdiction in this park and/or activity, including but not limited to municipal (e.g., fire, police, etc.), state, and/or federal agency, etc.

GENERATORS/SPECIAL EQUIPMENT: Outlets at most park shelters are 20 amps only. All bounce houses, amplified music, or other equipment using a significant amount of electricity must be self sustaining with a generator. It is Permittee's responsibility to ensure that all vendors and caterers are aware of this requirement. All vendor attractions must be attended by the vendor at all times or the attraction(s) may be shut down by park management. Vendors must keep their staff on site at Permittee's special event to monitor bounce houses, animals, etc., and all staff must wear a shirt identifying the vendor's company. Horses and personal farm animals are not allowed in picnic shelter areas.

INSURANCE: Permittee is a state agency, public body politic, or political subdivision of the State of Florida, as defined by Section 768.28, Florida Statutes, as amended from time to time. Permittee shall furnish to County's Risk Manager, upon request written proof of liability protection in accordance with Section 768.28, Florida Statutes, as amended from time to time, prior to the activity described herein being held by Permittee. Additionally, if Permittee elects to purchase any additional liability coverage including excess liability coverage, Permittee agrees that Broward County Parks and Recreation, 950 NW 38th Street, Oakland Park, FL 33309, will be listed as the certificate holder and included as an additional named insured on the certificate.

LIGHTNING POLICY: This park employs a Lightning Prediction System, which will sound a 15-second horn blast, accompanied by a flashing strobe, alerting you a storm is imminent. Once the alarm has sounded and strobes remain flashing, outdoor activity is to be suspended and shelter should be sought immediately, either in a large building or in an enclosed vehicle. Outdoor activity should resume only after three (3) five-second horn blasts are sounded indicating the storm has moved out of the area. IF YOU REMAIN OUTDOORS AFTER A WARNING ALARM IS ISSUED, PLEASE BE ADVISED THAT YOU DO SO AT YOUR OWN RISK!

LOUD/AMPLIFIED SOUND/MUSIC: Amplified music or loud noise that disturbs other park patrons or adjacent property owners is prohibited, unless otherwise approved by park management. Park management has the authority to require Permittee to turn sound down or off. Failure to comply with this rule will result in loss of the security deposit and may result in expulsion from the park.

MARKETING MATERIALS: Provide Broward County Parks and Recreation Division Marketing Section (954-357-8100) with all special event publicity materials for review prior to release. The Broward County logo cannot be used unless permission is granted.

MAXIMUM PEOPLE/CONDUCT: Attendance at each facility is up to the maximum capacity as established by the Broward County Parks and Recreation Division. The expected attendance noted on this Permit must be accurate. If park management observes a substantial difference between actual attendance and expected attendance, the security deposit may not be returned. If expected attendance is 250 or more, additional requirements must be met, i.e., Permittee must contact appropriate local law enforcement and hire a police detail as deemed necessary by that agency. Permittee must take all necessary steps to control all guests and/or participants. Any person violating these rules or constituting a public nuisance or potential hazard to public or park property, or exhibiting disorderly conduct, may be expelled from park property without any kind of refund.

PARKING: All vehicles must be parked in designated areas only. Any other arrangement must be approved by park management and noted on this Permit. Pursuant to Florida law, park management reserves the right to tow abandoned and illegally parked vehicles or boats.

PETS: Where permitted, pets must be on leashes no more than six (6) feet in length and in immediate control of owner at all times.

RECYCLING: Permittees shall encourage recycling of materials used and make sure recycling bins are not used for garbage.

SALE OF GOODS, MERCHANDISE, RAFFLES, ETC.: The sale of any food, beverage, or merchandise to the public without written park management approval is prohibited.

SITE PLAN: Provide Broward County Parks and Recreation Division with an Event Site Plan indicating the exact layout and location of all activities/entertainment, vendor tents and booths, restrooms, first aid, parking, staff/volunteers checkin, etc. Include how persons with disabilities will have equal access and opportunity to the special event activities to be provided (see Section 10: Accessibility Compliance and Site Plan). Provide by (date). This plan becomes part of this Park Permit.

SPECIAL REQUIREMENTS: Extra dumpsters, parking crew, portable toilets, off-duty police officers, etc. may be required, depending on: (1) expected attendance; (2) facility being reserved; (3) use of special equipment; and (4) other miscellaneous conditions as determined by park management.

SWIMMING: No swimming or wading is permitted in any lakes or bodies of water within or around the park that have not been designated for such use and staffed with certified lifeguards.

Noncompliance with any of the above-stated rules may result in revocation of permit, loss of cleanup/security deposit/paid fees, and immediate expulsion from the park. This conduct could also result in the denial of any subsequent applications for reservation at any Broward County park for period of at least one year (or to be determined by park administration).

Permit Holder must comply with all applicable local, state, and federal regulations.