



Special Event Application

Special Event Applications are required for all events planned for City property, Public Streets and Roads, and for *Carnivals & Fairs (see below) or any other events determined by the Special Events Team. Applications must be filed no less than 60 days prior to the commencement of the proposed event – no faxed, electronically transmitted, or emailed applications will be accepted.

A non-refundable \$1,000.00 permit application fee is required upon submittal of this application. Additionally a Clean-up/impact deposit (detailed below) is also due upon submittal. Clean-up/impact deposit fees may be refunded if the event is not approved or if the event is canceled prior to the start date.

Additional fees for public safety details/coverage and other City services will be determined during the Special Event Application review process.

Clean-up/impact deposit fees:

1- 2 day events = \$1,000

3- 5 day events = \$3,000

5-7 day events = \$5,000

7-14 day events = \$15,000

14-29 day event = TBD

***All carnivals & fairs and/or any events lasting more than 14 days require Special Exemption approvals from the City Commission (Code of Ordinances Sec 12-38).**

Name of Organization: Voice of the Caribbean Radio & Just the Flex Organization's website: www.voiceofthecaribbean.com

List the Sponsors of the Event: Commissioner Richard Campbell

Type of Org: ☐ Individual ☐ Business ☒ Charitable ☐ Faith ☐ Govt. Agency ☐ Other _____

Organization Contact: 954 -225-2722 Contact #: Michael Downer

Org.'s Address: 3520 w.Broward Blvd Zip: 33312 Contacts: mdowner@voiceofthecaribbean.com
Email: bbean.com

Name of Event: Celebrity Soccer Match Operating Date(s) & Time(s): Monday May 26, 2025

Set up / Break down Date(s) & Time(s): Sunday May 25, 2025 3pm to 9pm

Description of Event: (e.g., Outdoor concert by singer Joe Smith, children's arts & crafts expo.) **Please attach all programs as well.**

Celebrity soccer Match and fun-day

Are any dignitaries expected to be part of the program or plan to be a guest? If so, who is expected?

Location of Event

☐ John Mullin Park ☐ Westwind Park ☒ Sports Park ☐ Wolk Park ☐ Veterans Park ☐ Sadkin Center
☐ West Ken Lark Park ☐ St George Park ☐ Other ☐ Broward County Central Regional Park

If Other, please identify: _____

If the event is not held on your property, has a letter of authorization from the property owner been filed with this application? Yes ☐ No ☐

If the event is in a City or County Park, has a Facility Permit/letter been attached to this application? Yes ☐ No ☒

Has a site plan in scale been filed with this application? Yes ☐ No ☐

Event Transportation Considerations

Projected event attendance: 300 Fees for Entrance: \$30.00

Projected daily attendance: _____

Projected peak-hour attendance: _____ Projected Peak Time: 4:00 PM

Will off-site parking be provided? Yes ☐ No ☐

If yes, and off-site parking will occur is there a site plan indicating where the parking is located, with ingress and egress for both vehicles and pedestrians?

☐ Yes ☐ No

Will any road closings be necessary? ☒ Yes ☐ No

If yes, has a site plan been filed showing the change in vehicular and pedestrian ingress and egress?

☐ Yes ☐ No

If yes, has a letter of authorization from the owner of the off-site parking location been filed with this application? Yes ☐ No ☒

Will public transportation be provided? Yes ☐ No ☒

If yes, has an attachment been provided showing the total number of vehicles to be used, the number of vehicles by the seating capacity, insurance for each vehicle with the City named as an additional insured, the hours of operation, the name of each driver, and the driver license's number for each driver? Yes ☐ No ☒

Event Performance Considerations

Will there be a Stage or Riser: Yes ☒ No ☐

If yes, has a site plan been filed showing the location of the stage/rider, and the dimensions (i.e., length, width) been filed with this application? Yes ☐ No ☐

Will there be amplified Music or a Public Address System? Yes ☒ No ☐
If Yes, explain if it will be a band, radio station etc:

Radio station Voice of the caribbean Radio

Will there be any use of any pyrotechnics? Yes ☐ No ☒
If yes contact the Fire Marshal at 954-730-2950 for specific requirements.

Have you ordered Port-O-Lets? Yes ☐ No ☒

If Yes, have you attached the contract with the waste company? Yes ☐ No ☐

Womens: _____ Mens: _____
Handicapped Stalls- Womens: _____ Mens: _____

Have Rides been ordered: Yes ☐ No ☒

If yes, has the contract from the ride provider been filed with the application with the description of the rides including dimensions and seating capacity? Yes ☐ No ☐

Attached copy of States intention to inspect mechanical rides: ☐Yes ☐No ☐Not Applicable

Will there be any tents or canopies? Yes ☒ No ☐

If yes, has a site plan been filed showing the location of each tent and canopy and their dimensions (i.e., length, width) been filed with this application? Yes ☐ No ☐

Have accommodations been made to meet Title I & Title II of the Americans with Disabilities Act regarding non discrimination on the basis of disability? Yes ☐ No ☐

If yes, has a site plan been filed showing the location of accommodations? (i.e. port-o-lets, ingress and egress, pathways, parking etc.) Yes ☐ No ☐

Event Advertising Considerations

Will the event be advertised? Yes ☒ No ☐
If yes, how? Radio, Flyers and banners

Attached copy(s) of advertisement/flyers: Yes ☒ No ☐

Will signs or banners be advertising the event? Yes ☒ No ☐

If yes, where and what dimensions:

Is the event open to the public or just your members? open to the public

Event Operations

Will you be hiring a Security Company? Yes ☒ No ☐

If yes, is the contract with Security Company filed with this application? Yes ☐ No ☐

Name of Clean Up Company being hired for event clean up: Aaajaplawson Maintenance LLC

Attached contract with Clean Up Company: ☐Yes ☐No ☒Not Applicable

Name of the Electrical Company hired to over see electrical needs:

Attached contract with Electrical Company: ☐Yes ☐No ☒Not Applicable

Will Parks & Recreation, DEES, Fire, or Police personnel be needed? ☒Yes ☐No -

If Yes, please attach a detailed summary of what you think you will need.

Attached summary of Staff Request: ☐Yes ☐No ☐Not Applicable

Food and Beverage

Will there be food? ☒Yes ☐No - If Yes, please explain who will be providing it and the cost to customers if any. Vendors

Have you contacted the State for food and beverage special event inspection?
☐Yes ☒No ☐Not applicable

Will there be alcohol? ☒Yes ☐No - If Yes, please explain how it will be distributed etc:
NO BOTTLES ALL CUPS

Has the City of Lauderhill been named as additional insured? ☒Yes ☐No

☐Not Applicable because _____

Has general liability coverage for One Million dollars been obtained? ☐Yes ☐No

☐Not applicable, because: _____

Name of Insurance Company: _____

Policy number: _____ Contact: _____

Attached are the Insurance Certificates: ☐Yes ☐No ☐Not applicable

Any other permits that have been applied for: NOT APPLICABLE

Attached are permits from: _____

Received a copy of 501 C3 papers or State/Federal ID#: ☐Yes ☐No ☒Not Applicable

Application Received by: _____ Date: _____
(Staff)

To the best of my knowledge the above information is true and accurate.
DISCLAIMER: (I/we understand that I am NOT an Agent or Employee of the City of Lauderhill, I/we am an Independent Contractor). I/we agree to hold the City of Lauderhill harmless & defend the City against any Negligence CLAIMS.

Applicant Signature: Michael Downer Date: Feb 5, 2025