

**Lauderhill Event Checklist for Proposed Events
At the Central Broward Regional Park**



Date of Event _____ Expected Attendance _____

Location in the park _____ Peak Attendance Time _____

Set up Date/Time: _____ Gates Open at: _____ Time Ending at: _____

Event Name _____

Event Type _____

Contact Name: _____ Phone: _____

E-mail: _____

Please circle the appropriate response Yes or No. If yes provide further information:

Stage: Yes / No Permit: Yes / No Stage Size: _____	Alcohol: Yes / No Number of Bars: _____
Generators: Yes / No How Many Generators: _____ Permit: Yes / No	Tents: Yes / No How many: _____ Permit: Yes / No Sizes: _____
Pyrotechnics: Yes / No Type: _____	Egress delays: Yes / No
Crowd Mgr.: Yes / No How Many: _____	Temp Fence: Yes / No Type/Size/Height: _____ Permit: Yes / No
Temp Seating: Yes / No How Many: _____	Approved Site Plan: Yes / No
Onsite Cooking: Yes / No # of vendors: _____ # of food trucks: _____	

A COMPREHENSIVE SITE PLAN MUST BE PROVIDED FOR REVIEW

Event description:

What activities will be taking place:

Confirmed performers (if applicable):

- ❖ **Has an interior detail been confirmed with BSO? _____ (Attach written confirmation)**
- ❖ **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 the Central Broward Regional Park from previous location:**

- ❖ 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.

Please complete & send to Julie Boukhari at jboukhari@lauderhill-fl.gov or drop off to Lauderhill City Hall (5581 W. Oakland Park Blvd) so the City can assess your proposed event. Checklist must be accompanied by a Broward County approved site plan a minimum of 45 days prior to the proposed event or they will not be considered.

