



Staff Only / Received By: _____

Date: _____

**City of Lauderhill Promotional License Application
(FOR EVENTS ON PRIVATE PROPERTY ONLY)**

5581 W. Oakland Park Blvd, Lauderhill, FL 33313 / 954-730-3030

*****ALL APPLICATIONS MUST BE SUBMITTED AT LEAST
30 CALENDAR DAYS PRIOR TO THE PROPOSED EVENT*****

NOTE: Application is subject to approval by the following Departments: Finance, Building, Planning & Zoning, Fire, Police, Code Enforcement, Administration & the City Manager.

Business Owner's Name: _____ Phone Number: _____

The Business Owner is required to be the only applicant.

Address of the Business: _____

Corporate Name: _____ Corporate Address (if different): _____

_____ EIN: _____

Email Address: _____ Website: _____

COU # for the Business: _____ (All COUs must be current and paid in full.)

Promotional License Applications will not be accepted if a COU is not current and/or has an outstanding balance due. Promotional License Fee: \$281.43 + any required details.

Pilot Program Fee: \$150.00 per application + any required details.

Description of Event (include date(s) & times- attach additional pages if needed):

Estimated Number of Attendees: _____ ****Applications for events of 250 attendees or more are required to secure a Lauderhill Code Enforcement Detail & Lauderhill Police Detail (or police detail through another agency and/or a private security company approved by the Lauderhill Police Department). The Police & Code Enforcement officers are required to be present for the duration of the event and for 30 minutes before and after the event. Event attendees are subject to a weapons check. If the application is inaccurate with regard to the number of attendees, or if the minimum number of required officers are not present, the City will not permit the event to proceed and/or has the authority to shut down the event at any time during the event. All fees must be paid in full ahead of the event for final approval, and all fees are non-refundable.**

The following items must be submitted with your Application or it will not be accepted:

1. **Site plan.** Please advise if you are having any of the following items that need to be included on the detailed site plan submitted with your application.

Generator: ___ Yes ___ No

Tents: ___ Yes ___ No / if yes, please advise the sizes: _____

Temporary Restroom Facilities: ___ Yes ___ No

Any staging/riser: ___ Yes ___ No / if yes, description: _____

Temporary Fencing: ___ Yes ___ No

A Building Permit is required for the following items or the items will not be allowed at the event: staging, tents larger than 10 X 10, generators, temporary restrooms, temporary fencing etc.

2. **Description of all signs/banners** including size/location/dates requested to install & take down:

3. Are you requesting to utilize a **sound system** outside the business: ___ Yes ___ No

4. Have you hired a **security company** for this proposed event: ___ Yes ___ No

If yes, please advise the name of the security company/attach the contract: _____

Contact person & phone number for the security company: _____

Number of security officers hired to work the event: _____ Armed or Unarmed: _____

****** The City will review your application and inform you if it meets the minimum recommended City requirements in order for the promotional license to be approved. While the City will recommend the minimum level of security requirements, applicant understands that full liability and responsibility for providing adequate security and safety at the event is solely the applicant's responsibility. By signing below, I acknowledge that the City is not a guarantor or an insurer of the event or any aspects thereof.

5. Must show **current proof of liability insurance with City of Lauderhill named as an "Additional Insured" on the insurance policy.**

THIS APPLICATION IS NOT A LICENSE

I understand that I cannot proceed with the proposed event until I have been issued an actual license. Also, I understand that a promotion or event license is subject to cancellation if local ordinances or any State or Federal laws are violated.

Business Owner's Name: _____

Signature: _____ Date: _____