

## Non-Profit Application for participation in the SunTrust Sunday Jazz Brunch 2012

**SunTrust Sunday Jazz Brunch.** The first Sunday of each month, 11:00 AM – 2:00 PM along the historic New River in downtown Fort Lauderdale.

- 4 stages of FREE entertainment.
- Food and beverages can be purchased from local restaurants and vendors
- Selective unique craft vendors also display their wares during event hours.

Call our 24-hour hotline at 954-828-5363 for more information or updates for the event.

To be considered for participation a group must be 501 (C) (3) and only those non-profit groups that are appropriate for this event will be selected. In most cases we will accept applications on a first come first serve basis. We will take into consideration a special month in which to showcase your non-profit and/or promote an upcoming event. **We do not have competing Non-Profits.** The completed package must be received in our office two weeks prior to the first month in which you are requesting to participate.

### EVENT GUIDELINES:

The following guidelines have been established to provide a clean environment and ambience for the patrons.

- ♪ The city will provide a tent, table and (2) chairs, if you are the featured charity.
- ♪ It is the group's responsibility to supply all table covers, display materials, banners/signage, and (if needed) electric cords, cash drawers, etc.
- ♪ If you bring your own tent please double check that it meets event standards. In most cases, tents must be white. No covers allowed on top of other colored tents.
- ♪ All tables must be covered and skirted. Covers are required to match on all tables inside the booth. Material or covers with frayed edges are not permitted.
- ♪ All signs in booths must be made professionally and not hand written.
- ♪ All booths must remain open during all hours of the event. **Leaving early will affect returning to the event in the future.**
- ♪ Event set up begins at 7:00 a.m. All vendor and non-profit booths may begin at 7:30 a.m. and must be set-up by 10:00 a.m.
- ♪ **All vehicles must be removed from your booth location and parked in the designated parking area by 9:30am.**
- ♪ The event ends at 2:00 pm and breakdown begins at this time. Everything must be removed by 3:00 p.m. The Police or Parking Services may ticket anyone in violation.
- ♪ Groups must place all goods, tables and setups inside of the tent at all times. No exceptions. Boxes and packaging must be stored out of sight.
- ♪ If you are fundraising or promoting an upcoming event please list the details on the application. Groups will not be allowed to sell anything other than the goods listed on their application without prior approval. Unauthorized items are subject to removal from the booth at any time. No sales, use or possession of alcoholic beverages, tobacco products, or firearms is permitted.
- ♪ Groups are responsible for the removal of all set up materials and the cleanup of trash from the booth area. Trash receptacles are located throughout the event area.
- ♪ No Groups or their representatives shall conduct themselves in a manner offensive to general standards of decency or good taste. Appropriate dress attire is required (men must wear shirts, swimsuits are not permitted). At least one member of the group manning a booth must be over the age of 18.

**The City of Fort Lauderdale Special Events Staff has the right to control the "VISUAL IMPACT" and overall presentation of the event at its discretion. Groups that do not comply with the guidelines of the event will be asked to leave at anytime and will not be permitted to return. If it is determined by the Special Events Staff that a group's display is detracting from the overall site presentation, a change or improvement will be required. The City has the right to relocate a Group's booth assigned location at its discretion as needed for the overall event.**

\_\_\_\_\_/\_\_\_\_\_  
Initials

## EVENT GUIDELINES PAGE 2

Once the application is received and accepted you will be notified about your participation and booth location. Limited parking is available upon requests.

Each month that you wish to participate you must resubmit the application.

**Cancellation Policy:** In most cases, Special Events will not cancel in advance of the event. If severe inclement weather or extreme acts of nature are expected or encountered the event will be cancelled in advance. Check the 24 hour Special Event Hotline (954-828-5363) for immediate decisions on cancellation messages. If the event is cancelled by the Special Events Staff we will make every effort to move your group to another month if desired. Please be considerate of our efforts to help promote your organization and to notify us about cancellations. Should a GROUP "NO SHOW" or not cancel more than 2 business days in advance of the event either by call or email the GROUP will not be permitted to request future event dates. Please take the time to be organized with your participation.

If you have any questions or concerns please contact our Special Events Office prior to the date of the event. We appreciate your cooperation.

**Debbie Bylica**

**Fort Lauderdale Parks and Recreation Department/Special Events**

**Attn: Jazz Brunch**

**1350 West Broward Blvd. Fort Lauderdale, FL 33312**

**[dbylica@fortlauderdale.gov](mailto:dbylica@fortlauderdale.gov)**

**(954) 396-3622 Fax: (954) 396-3699**

**Parks & Recreation Main Office: (954) 828-PARK**

**Fax: (954)828-5650**

**24hr Event Hotline & Weather (Cancellation) Updates (954) 828-5363**

**WEBSITE: [www.fortlauderdale.gov/events](http://www.fortlauderdale.gov/events)**

PLEASE RETURN PAGE 1 WITH APPLICATION AND KEEP A COPY FOR YOUR RECORDS

# NON-PROFIT / GROUP APPLICATION 2012



## 22<sup>nd</sup> Annual SunTrust Sunday Jazz

MONTH REQUESTED: \_\_\_\_\_ Repeat Group? \_\_\_\_\_

Non-Profit/Group Name: \_\_\_\_\_

Contact Names (list 2): \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip : \_\_\_\_\_

Telephone/Cell (list 2): \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_ Event Promoting & date(if applicable): \_\_\_\_\_

MATERIAL TO BE DISPLAYED: \_\_\_\_\_

Items to be sold: \_\_\_\_\_

Do you have banner(s) to be displayed: \_\_\_\_\_ Do you have table cover(s): \_\_\_\_\_

How many parking spaces will you need (limited): \_\_\_\_\_ Names of drivers: \_\_\_\_\_

### BOOTH SELECTION

Non-Profit 10x10 Tent (One group per month @ No Charge, space fills quickly, submit asap)

Non-Profit 10x10 Tent (\$41.50 + \$2.50 tax) \_\_\_\_\_

Check here if you need a larger area than a 10 x 10 space \_\_\_\_\_

**APPLICATION DEADLINE: Two weeks prior to event, first Sunday of every month in 2012. Applications received after that date are subject to space availability. \*\*All booths are assigned on a first come, first serve basis and at the discretion of the event staff. You may be required to show proof of your non-profit status. Submission of this form indicates your full acceptance of the terms listed in the EVENT GUIDELINES.**

City of Fort Lauderdale Parks and Recreation Department  
Mail to Attn: Debbie Bylica / Jazz Brunch  
1350 West Broward Blvd  
Fort Lauderdale, FL 33312

**RELEASE:** I the undersigned, do hereby forever discharge, release and hold harmless the City of Fort Lauderdale and its sponsors, of and from any and all manner of action, suits, damages, or claims whatsoever arising from any loss or damage to the person or persons or property of the undersigned while in the possession or under the supervision of the City of Fort Lauderdale. I hereby consent to all rules and regulations established for the event and understand that the Event Coordinator will have final authority. If accepted, I understand that my fee will not be refunded if all or part of the event is cancelled due to inclement weather or other acts of God over which the City of Fort Lauderdale has no control. I further understand that my fee will not be refunded if I am accepted and choose not to attend. I have read, understand and agree to the EVENT GUIDELINES.

I further grant the City of Fort Lauderdale permission to use any photographs or video of my participation in the event for any legitimate reasons.

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ Accepted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Name & Title (Please print) City of Fort Lauderdale

\_\_\_\_\_  
Signature Signature

**OFFICE USE ONLY: Date Received \_\_\_\_\_ By: \_\_\_\_\_**