

SPECIAL EVENTS

§ 111.10 DEFINITION.

For purposes of this subchapter the following definition shall apply unless the context clearly indicates or requires a different meaning.

SPECIAL EVENT. Any meeting, activity, gathering, or group of persons, animals, or vehicles, or a combination thereof, having a common purpose, design or goal (excluding any such event conducted for the primary purpose of First Amendment speech or assembly), which special event is intended to or does draw public attention, and interferes with or has the tendency to interfere with the normal flow or regulation of pedestrian or vehicular traffic upon any public facility, street, sidewalk, swale, alley, park, public recreation area or other place or building. The term shall include, but not be limited to, festivals, carnivals, concerts, parades, walks, races, fundraising sales, grand opening promotions, sidewalk sales, and similar gatherings, but shall not include demonstrations.

(Ord. 1644, passed 6-3-09)

§ 111.11 PERMIT REQUIRED.

(A) No person shall initiate, sponsor, organize, promote, conduct or advertise a special event unless a permit has been obtained from the city. Special event permits may be issued to an applicant for special events that are conducted for a period not to exceed nine calendar days in length conducted on private property, at the discretion of the City Manager. Applicants requesting special event permits may include, but are not limited to, commercial, educational, civic, recreational, and religious organizations.

(B) General criteria and limitations for special event permits shall be as follows:

(1) The activity must be compatible with the surrounding land uses; however, no special event permits shall be issued for events in areas zoned for single-family residential.

(2) No special event permits shall be approved for proposed events which sell, market, or display goods or services that directly compete with a licensed business located within the same center or within 300 feet of the event area, unless the event holder is a tenant within the center or has obtained written permission from the affected business owner.

(3) If off-site parking is to be utilized, permission must be in writing from the owner of said property.

(4) An applicant may not receive a special event permit more than two times within a calendar year, unless approved by the City Manager or designee.

(5) No more than two special event permits may be issued at one period of time per center, unless approved by the City Manager or designee.

(6) An applicant must submit an affidavit that permission has been secured from the owner of the land upon which the special event is to be held.

(7) If canopies, recreational vehicles, or accessory structures are to be utilized in connection with a special event activity, a general site plan and parking plan shall be included

as part of the special event application. The plan shall be subject to city approval, which shall be in the sole discretion of the City Manager or designee. The location of these recreational vehicles or accessory structures shall not obstruct traffic or violate applicable city, county or state laws.

(8) If a portable lighting system is to be utilized for a special event activity, a plan for the usage of such portable lighting system shall be required. The plan shall be subject to city approval, which shall be in the sole discretion of the City Manager or designee. The portable lighting system shall utilize full cut off fixtures, and shall not adversely affect the neighboring properties and shall not exceed general lighting requirements of Chapter 116 of this code.

(C) Building permits. All applicable building permits shall be obtained prior to issuance of a special event permit.

(Ord. 1644, passed 6-3-09) Penalty, see § 10.99

Statutory reference:

Public fairs and expositions, see F.S. § 616.091

§ 111.12 SIGNAGE.

All signage relating to such special events shall comply with § 155.325.
(Ord. 1644, passed 6-3-09)

§ 111.13 NOISE.

The activities that require a special event permit shall be governed by the noise regulations of this code. Additionally, the activities may be subject to additional specific limitations on noise as set forth in the permit, violations of which shall constitute grounds for immediate revocation of the permit by the City Manager or designee.
(Ord. 1644, passed 6-3-09)

§ 111.14 EXEMPTIONS.

This subchapter shall not apply to city events.
(Ord. 1644, passed 6-3-09)

**SPECIAL EVENTS INSTRUCTIONS
AND REQUIREMENTS**

Must apply at least 2 weeks PRIOR to Event Date

1. Any organization planning an event in the City of Pembroke Pines shall contact Zoning at (954) 392-2110 prior to beginning the application process to ensure the event is permissible.
2. Complete the application for the City of Pembroke Pines Local Business Tax Receipt (LBTR) checking off the "Special Event" box on top of form; attach check in the amount of \$200.00 made payable to the City of Pembroke Pines.
3. Obtain and attach an "Authorization Letter" from the plaza, park, or owner of the location where you will be having the event. The letter **MUST** include a detailed description of the event, event dates, and event times.
4. Obtain and attach a "**site plan**" or a neat sketch showing location and size of any tent(s), bounce house(s), or any other structure(s), generator(s), food truck(s), cooking device(s), traffic flow, etc. for your event.
5. Complete and attach "Fire-Rescue Special Events Requirements Checklist." Fire Prevention will review for approval the proposed special event site plan and check list. You will be contacted if a fire inspection will be required after normal working business hours. Fire inspections required after normal working business hours are subject to overtime fees which **must be paid** prior to your event. You may contact Fire Prevention at (954) 499-9560 and request to speak with a plans examiner for further assistance prior to your submittal.
6. Contact Pembroke Pines Police Department (PPPD) for a Police Detail Officer. The complete application package can be sent to the PPPD at info@extradutysolutions.com or hard copies can be mail to:

Extra Duty Solutions
Core Operations Center
1 Waterview Drive, Suite #101
Shelton, Ct 06484

Officer Kristina McVey or Captain Sean Wollard with the PPPD must be contacted for this pre-requisite kmcvey@ppines.com or swollard@ppines.com (954) 743-1006; (954) 743-1677.

7. Attach a copy of current liability insurance valid for all the dates of your event. The certificate shall list the City of Pembroke Pines as "Certificate Holder".
8. Submit all of the above in person to the Local Business Tax Receipt office located at City Hall, 601 City Center Way, 4th Floor, Pembroke Pines FL, 33024 for Zoning Review/Approval.
9. If applicable, building permit application(s) may be required. (Note: If you know what permits are required and you have prepared the necessary paperwork, you may submit directly to the Building Department along with a copy of your processed LBTR application.) If you have any questions regarding the required permits, please contact Zoning at (954) 392-2110.

*****Your Special Event Application will not be processed unless ALL of the above listed requirements are submitted TOGETHER*****

Remember to allow 2 weeks for processing!

Your application will be reviewed by the Fire and Building Departments.
You will be contacted for additional requirements, if applicable.



CITY OF PEMBROKE PINES FIRE- RESCUE FOOD TRUCK EVENTS REQUIREMENTS CHECK LIST



ISO Class One Department

Name of Event:	Date and Time of the Event:
Location of Event:	Contact Person and Phone Number:

The following must be provided on a plan thoroughly addressing all comments listed below. Please provide a check mark for each question and submit a copy of this check list with your plans:

1.	Provide a site plan with proposed lay-out including fire access roads and fire hydrant locations.	YES	NO	N/A
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Food trucks with cooking equipment must have a fire suppression system that is UL300 compliant, in proper working order and currently dated within the last six-months by a licensed Fire Equipment Company.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	At time of inspection, owner/agent must provide a currently dated fire suppression system Range Hood inspection report. The report must be deficient free and currently dated within the last 6-months to coincide with the tag on the pull station.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Exhaust hoods and filters must be clean and free of accumulated grease build up. The hood must bare a current sticker/tag indicating that it has been properly and professionally cleaned. The frequency of cleaning depends on the type of cooking being conducted. For example food trucks cooking with woks will have the tendency to produce more grease; therefore, requiring the frequency of cleaning to be quarterly rather than semi-annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Hood filters must be in place, of proper size to the opening and tight-fitting. Hood must not have open seams or penetrations unless properly sealed with an acceptable non-combustible material to prevent the spread of grease.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<u>Cooking line:</u> Any deep-fat fryer adjacent to a surface flame appliance such as a griddle or burner shall be separated by at least a (16in.) space or must be provided with an 8-inch non-combustible baffle. All cooking equipment must be under the hood unless the hood is a listed hood rated to have a zero clearance; meaning the six-inch overhang on either side of the cooking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	equipment is not required. (This will be indicated on a decal affixed to the hood by the manufacturer.) All cooking equipment is required to be protected with a nozzle from the fire suppression system. (Residential listed appliances are not permitted to be used, such as a table top fryer.)			
7.	<u>Fire extinguishers:</u> A wet chemical class 2A: K fire extinguisher shall be provided when cooking with fryers; a multipurpose dry chemical class 2A: 20B: C fire extinguisher shall be provided for other use away from the kitchen area; a class 40B: C fire extinguisher shall be provided for any generator. (Please note that dry chemical extinguishers are not to be used as the extinguishing agent for the cooking areas using fryers.) All fire extinguishers shall be tagged, currently dated within one year by a licensed Fire Equipment Company.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Propane tanks are required to be secured, located out of public way and if the tank is near an ignition source like a portable generator, the relief port must be at least five feet away from the ignition source.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	<u>Generators:</u> Placement of generators to be located away and protected from public contact; fuel cans (empty or full) for generators cannot be stored inside a cooking area; generators must have appropriate fire extinguisher.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	<u>Placement of food trucks:</u> Ten feet separation between each food truck unit. In cases where trailers are also being used, we ask that they be staggered between the food trucks. In other words, one food truck, one trailer, one food truck, one trailer, etc...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Food trucks that do not have cooking equipment that produces grease-laden vapors, does not require an extinguishing system; however, a multipurpose 2A: 20 B: C will be required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
When do you expect to be ready for your fire inspection?		Signature:		Date: