

City of Miami
Department of Parks & Recreation
Special Events Application





Dear Event Organizer:

Thank you for your interest in presenting your event in the City of Miami. We are excited to have you and look forward to working with you to produce a successful event.

In order to assist you with obtaining the necessary permits and services, it is essential that you complete the attached Special Events Application and return it to the **Office of Special Events, 444 SW 2nd Avenue, 8th Floor, Miami, FL. 33130** at least sixty (60) days prior to your event. A **\$50.00** non-refundable application fee must be paid by cashier's check or money order, upon submission of your completed application.

After your application is reviewed, on a first-come, first-serve basis, the following steps will occur:

➤ Applicant will be invited to a special events meeting, to review your application with City staff and to discuss the details and needs of your event.

➤ Depending on the nature and scope of the event, City of Miami services must be hired to ensure a safe and successful event. City of Miami services include Police, Fire Rescue, Solid Waste, Parks and others. The City Administration will determine the level of staffing.

➤ **Applications** for all events held within the Coconut Grove & Little Havana Special Events District should be submitted to our office at least one hundred and twenty (120) days prior of the date of the event. Coconut Grove applicants are also required to attend a Coconut Grove Festival committee Meeting. Please see attached requirements.

Please be advised that certain activities must be approved by the City Commission. Advanced planning is essential to ensure that you obtain all necessary permits and approvals.

If you should have any questions or concerns, please call (305)416-1318. Thanks again for choosing the City of Miami for your event. Let's work together to make your event a **SUCCESS**.

Sincerely,

Wesley Carroll

Special Events Supervisor



Listed below is the pertinent information for having a Special Event in the Coconut Grove District.

54-342- Created, restrictions; application and approval required.

(a)Boundaries of district: There is hereby created a special events district bounded on the north by Oak Avenue, on the south by the shoreline of Biscayne Bay, on the east by Mary Street and Kenneth Meyers Park, and on the west by McDonald Street, Commodore Plaza and Peacock Park, and expanding in a linear capacity along the public right-of-way portions of South Bayshore Drive from Mary Street to Aviation Avenue; Main Highway from Commodore Plaza to Franklin Avenue; and Pan American Drive from Biscayne Bay to South Bayshore Drive with the limitations set forth below in paragraph (b), such district to be known as the "Coconut Grove Special Events District."

(b)Purpose and intent of district: To ensure that "special events" occurring within public parks, right-of-way and other public places located within the district boundaries take place in accordance with prescribed rules and regulations to safeguard public resources and interests of the community and are designed to encourage and market the district for development of business, commerce and tourism.

(c)Restrictions established: The following restrictions shall apply to the district, excluding Coconut Grove Expo Center permitted activities undertaken on Pan American Drive:

(1)There shall only be two events per month: The term "event," for the purpose of this article, is hereby defined as an activity where any one of the following conditions occurs within the special events district:

a. Any selling of alcoholic beverages in the public rights-of-way, or in city parks, other than in lawfully permitted sidewalk cafes;

b.Any pyrotechnics display;

c.Any temporary, partial use of, complete or partial obstruction of public streets or rights-of-way pursuant to section 54-3 or section 54-6 of this Code connected with an activity satisfying the criteria set forth in the other subsections herein;

d.Any parade or procession, other than funeral processions, of more than _____ vehicles*, floats, bands or marching units;

*Note—The city attorney advised that this number has been left off since it is to be determined by the police department.

e.Any temporary vending or concession permit conducted in the public rights-of-way or parks pursuant to sections 31-50 and 38-65 of this Code; or



f. Any use of mechanical rides or amusements.

(2) Only one of the two events may involve street closures.

(3) The two events shall not take place on successive weekends.

(4) Any annual event held in the Coconut Grove area prior to the adoption of this section is exempt from the above restrictions; however, no more than 24 events per year, inclusive of those events exempted pursuant to subsection (c)(1) herein shall be permitted. Further, if any of the preexisting events do not occur in a given year, for any reason other than an act of God, the event loses the exemption set forth in this section.

(d) Application for special events; approval required. Applications for special events in the district must be submitted to the city manager with a copy to the city neighborhood enhancement team administrator ("NET Administrator") for the district who will coordinate and secure comments from other affected city departments and agencies. The completed application shall be submitted annually at least 120 days, but not earlier than 360 days prior to the event. Provided, however, applications for events held in prior years shall be given preference for the same dates, week or weekend previously used.

(1) Upon acceptance of a completed application by the city manager or designee for review, the city manager or designee shall schedule the application for the next available Coconut Grove business improvement district board ("BID board") meeting for review and recommendation in accordance with the provisions of this article.

(2) The applicant shall be responsible for making a full presentation regarding the proposed special event to the BID board. At a minimum the presentation to the BID board shall include a copy of the completed application along with a discussion and presentation of the matters described in subsection (4)a.

(3) The BID board retains the right to reject an application, including but not limited to, whenever the NET administrator or other city department makes an adverse recommendation due to failure of the proposed application to provide the necessary safeguards to the citizens and residents of the district and/or to district property/facilities. An applicant whose application has been rejected by the BID board, may make application to appeal the BID board's decision to the city commission if filed within five days after the BID board's decision is issued.

(4) At the time of application, each applicant is required at a minimum to submit the following information and documentation, provided, however, additional information and documentation may be required as determined by the director, NET administrator or other city department.

A completed application for the requested special event, including but not limited to, the name of the event; proposed location for the event along with a site diagram reflecting location, parking, activities, security and emergency



services; proposed parking area and/or arrangements with parking facilities for the event; a description of the elements or activities planned for the event; estimated audience (including counts from previous years if applicable); anticipated sponsors, television, radio, internet coverage for the event; identification and a description of the financial resources of producers, owners and the applicant for the event; name, address and contact numbers for the local contact and event operator, if different; event setup and teardown dates; event hours of operation; event staffing, employees and volunteers along with a description of their responsibilities in connection with the event; and tentative production schedule.

(5)At the time of application, each applicant is required to notify by first class U.S. Mail, return receipt requested, all owners of property within 375 feet of the proposed event area. For purposes of this requirement, the names and addresses of property owners shall be deemed those appearing on the latest tax rolls. In the case of condominiums, notice need only be sent to the condominium association. Applicant shall be solely responsible for complying with the foregoing notice requirement and at the time of application shall furnish an affidavit stating that the notice requirements of this section have been complied with and holding harmless the department of off-street parking ("DOSP"), the BID board, the city, and their respective officers and employees and shall indemnify DOSP, the BID board, the city, and their respective officers and employees for any claims of damages, liability or injuries which may be occasioned in connection with, as a direct or indirect result of, or relating to the notice requirement of this section. The foregoing notice requirement may be combined by the applicant with other City Code-required notices, as related to said event.

(e)Waiver or modification of restrictions:

The city commission has the authority to waive or modify any of the above restrictions.

(Ord. No. 10764, § 1, 7-12-90; Code 1980, § 54-171; Ord. No.



SPECIAL EVENTS APPLICATION

Please print or type information.

APPLICATION INFORMATION

1. **NAME OF APPLICANT:** _____
ADDRESS: _____
PHONE(S): _____ FAX: _____
E-MAIL ADDRESS: _____

2. **CONTACT PERSON:** (if different): _____ TITLE: _____
ADDRESS: _____
PHONE(S): _____
E-MAIL ADDRESS: _____
OTHER INDIVIDUALS WORKING WITH EVENT: _____

(NAME)

(PHONE)

(NAME)

(PHONE)

3. SPONSOR STATUS

- NOT FOR PROFIT ORGANIZATION Tax Exempt No. _____
- CHARITABLE ORGANIZATION
- FOR PROFIT ORGANIZATION
- INDIVIDUAL
- OTHER

4. EVENT INFORMATION

NAME OF EVENT: _____
DATES OF EVENT: _____
PROPOSED LOCATION(S): _____



EVENT HOURS OF OPERATION: _____

5. EVENT INFORMATION:

SET-UP DATE(S) AND TIMES: _____

EVENT TEARDOWN DATES AND TIMES: _____

STREET CLOSURES LOCATION DATES AND TIMES: _____

6. SPECIFIC TYPE OF EVENT (CHECK MORE THAN ONE BOX IF APPLICABLE):

- | | | |
|--|---|--|
| <input type="checkbox"/> MUSIC FESTIVAL | <input type="checkbox"/> PARADE | <input type="checkbox"/> COMMUNITY EVENT |
| <input type="checkbox"/> FILM FESTIVAL | <input type="checkbox"/> CONCERT/PERFORMANCE | <input type="checkbox"/> SPORTS EVENT |
| <input type="checkbox"/> OTHER FESTIVAL | <input type="checkbox"/> MOVIE/FILM SHOOT | <input type="checkbox"/> FUNDRAISER |
| <input type="checkbox"/> FAIR/CARNIVAL | <input type="checkbox"/> COMMERCIAL (PHOTO) SHOOT | |
| <input type="checkbox"/> NON-PROFIT /CHARITY If fundraiser, provide name of charity receiving the funds: | | |

CONCERT/PERFORMANCE

NAME OF PERFORMER(S)/BANDS: _____

TYPE OF MUSIC:

- POPULAR** **LATIN** **OTHER (Please specify):** _____
- ROCK** **CLASSICAL**

OTHER TYPE OF EVENT (Specify) _____

7. BRIEFLY DESCRIBE THE EVENT: _____

8. ATTACH TENTATIVE PRODUCTION SCHEDULE (Attach as Exhibit "A")



9. **ATTACH SITE PLAN** (Sketch of set-up, vendors, staging, parking area, security detail, etc. (Attach as Exhibit "B"))

10. **ESTIMATED ATTENDANCE** (Be specific, since budget will be based on attendance)

Number of People _____

Price Year's Attendance: _____

11. **ESTIMATED MEDIA COVERAGE:**

Print: _____

Radio: _____

Television: _____

Internet: _____

Please describe marketing and promotional efforts for the event.

12. **IS THIS EVENT FREE TO THE PUBLIC?** YES ...NO

IF NOT, PLEASE STATE ADMISSION/ENTRY FEE \$ _____

Or, as follows (if scaled admission):

_____ tickets/seats at \$ _____ _____ tickets/seats at \$ _____

_____ tickets/seats at \$ _____ _____ tickets/seats at \$ _____

_____ tickets/seats at \$ _____ _____ tickets/seats at \$ _____

13. **WILL FOOD AND/OR BEVERAGES BE SERVED?** YES ...NO

	NO CHARGE	CHARGE	# OF VENDORS
<input type="checkbox"/> FOOD	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> SOFT DRINKS	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> BEER	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> WINE	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> OTHER ALCOHOL DRINKS	<input type="checkbox"/>	<input type="checkbox"/>	_____



NOTE: BEVERAGES MUST BE DISPENSED IN SOFT CONTAINERS. NO GLASS CONTAINERS OR CANS WILL BE ALLOWED.

14. **WILL GOODS OR MERCHANDISE BE SOLD?** YES ...NO
 IF YES, WHAT TYPE OF MERCHANDISE?

- | | | | |
|--------------------------------------|--------------------------|--------------------------|-------|
| <input type="checkbox"/> ARTS/CRAFTS | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> SOUVENIRS | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> MISC. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

VENDORS PLEASE ANSWER THE FOLLOWING QUESTIONS

15. **WILL VENDORS BE COOKING OR HEATING FOOD?**

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> GAS | <input type="checkbox"/> CHARCOAL |
| <input type="checkbox"/> ELECTRIC | <input type="checkbox"/> OTHER (Specify) _____ |

THE ABOVE MUST BE CERTIFIED NON-FLAMMABLE AND YOU MUST FURNISH A COPY OF THE CERTIFICATE TO THE CITY OF MIAMI FIRE DEPARTMENT.

Which of the following event staging items will be used for your event?

- | | | | |
|--------------------------------------|---------|---------|-------|
| <input type="checkbox"/> Booth(s) | # _____ | Size(s) | _____ |
| <input type="checkbox"/> Tent(s) | # _____ | Size(s) | _____ |
| <input type="checkbox"/> Canopy(ies) | # _____ | Size(s) | _____ |
| <input type="checkbox"/> Stage(s) | # _____ | Size(s) | _____ |
| <input type="checkbox"/> Other | # _____ | Size(s) | _____ |

16. **WILL YOU BE USING ANY OF THE FOLLOWING?**

- | | |
|--|--|
| <input type="checkbox"/> FIRE WORKS | <input type="checkbox"/> MECHANICAL RIDES |
| DATE: | DATE: |
| TIME: | TIME: |
|PLACE: |PLACE: |

17. **WILL YOU NEED THE FOLLOWING FROM THE PARKS & RECREATION DEPARTMENT?**

- | | |
|---|--|
| <input type="checkbox"/> SHOWMOBILE (16' x 32') | <input type="checkbox"/> ELECTRICITY |
| <input type="checkbox"/> PODIUM | <input type="checkbox"/> BLEACHERS (Seats 250) |
| <input type="checkbox"/> PUBLIC ADDRESS SYSTEM | <input type="checkbox"/> OTHER (Specify) _____ |
| <input type="checkbox"/> SPEAKERS | |

WATSON ISLAND EVENTS:



Booking Deposit & Security Deposit

Please note that there is a **non-refundable booking deposit of \$2,000.00** for the use of Watson Island for any events (as listed elsewhere in this application). This booking deposit will be due and payable within ten (10) business days after the event organizer has received e-mail confirmation of the booking of the event. An additional security deposit will be charged based on the size/scale of the event and will be payable ten (10) business days prior to the first day of the event.

Events Serving Alcohol at Watson Island.

Alcohol may only be served at Watson Island events with a special waiver from the City Manager. If your proposed Watson Island event intends to serve alcohol, you must indicate this in Section 13 of this application. The Public Facilities Department will then request this special waiver from the City Manager.

Utilities

Will you require the use of any utilities for the site? Yes No
 Electricity Water

Parking

Will you need on-site parking? Yes No

If so,, for how many cars? _____

INSURANCE & PERMITTING REQUIREMENTS

INSURANCE: Please note that all events will be required to provide the required insurance policy or policies as stipulated by the City of Miami.

INSURANCE CARRIER INFORMATION:

COMPANY NAME: _____

INSURANCE CARRIER: _____

AGENT NAME: _____

TELEPHONE NO.: _____

I. Coverage: _____



II. Insurance Company: _____

III. Limits of Liability: _____

IV. Is the City named as Additional Insured in this policy?

INSURANCE REQUIREMENTS:

THE CITY OF MIAMI ("CITY") REQUIRES THAT SPECIAL EVENTS ORGANIZERS PROVIDE A CURRENT CERTIFICATE OF INSURANCE NAMING THE CITY OF MIAMI AS ADDITIONAL INSURED. THE CITY ALSO REQUIRES THAT EVENT ORGANIZERS COMPLY WITH SPECIFIED INSURANCE COVERAGES AND LIMITS AS PRESCRIBED BY THE CITY SEVEN (7) DAYS PRIOR TO THE CONDUCT OF ANY EVENT. THE INSURANCE COMPANY MUST BE RATED "A" TO BE ACCEPTED. THE LIMITS OF LIABILITY ARE \$1 MILLION DOLLARS PER OCCURRENCE/\$1 MILLION AGGREGATE FOR COMPREHENSIVE GENERAL LIABILITY AND LIQUOR LIABILITY (THE LATTER ONLY IF APPLICABLE).

BUILDING/ZONING PERMITS: All events must obtain the appropriate permits from the Building and Zoning Department as applicable.

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Events Serving Alcohol at Watson Island.

Alcohol may only be served at Watson Island events with a special waiver from the City Manager. If your proposed Watson Island event intends to serve alcohol, you must indicate this in Section ??? of this application. The Public Facilities Department will then request this special waiver from the City Manager.



Utilities

Will you require the use of any utilities for the site? Yes No
 Electricity Water

Parking

Will you need on-site parking? Yes No

If so, for how many cars? _____

HOW DOES THIS EVENT BENEFIT THE CITY OF MIAMI? (QUANTIFY IS POSSIBLE):

EVENT BUDGET

PLEASE ATTACH A BUDGET SUMMARY TO THIS APPLICATION, INCLUDING ANTICIPATED EXPENSES AND REVENUES ASSOCIATED WITH THIS EVENT.

AUTHORIZED REPRESENTATIVE'S OBLIGATIONS

By signing this document, I, _____, understand that my/our company, _____ will be 100% financially and administratively responsible for staging and implementing all aspects for the above-referenced event. If approved to use a City location for my/our event, my/our company also understands and agrees to the restrictions and obligations imposed by this event permit, including but not limited to an upfront, non-refundable booking deposit of \$ _____, an additional security deposit of \$ _____, clean-up obligations, the purchase of event insurance, indemnification of the City against any death of or injury to any person or damage to any property whatsoever, arising from or caused in whole or in part, directly or indirectly, by the presence in or about the City Property of any potential damages for from against and liability claims and compliance with all laws, ordinances, rules and regulations imposed by the City, the state and federal government.

BY: _____
SIGNATURE

BY: _____
PRINTED NAME/COMPANY NAME

SIGNATURE: _____

TITLE: _____ **DATE:** _____



VENDOR RULES

YOUR COOPERATION IN ADHERING TO THE FOLLOWING INSTRUCTIONS WILL ASSURE A SAFE AND SMOOTH EVENT. ALL VENDORS MUST COMPLY WITH ALL INSTRUCTIONS.

1. All food vendors licensed with the Division of Hotels and Restaurants shall provide a current legible copy of their state license to the inspector in order to be exempt from the license fee when inspected at this event.
2. All vendors must display their vendor permits on the dashboards of their vehicle when gaining access to display area.
3. All vendors will be required to unload their vehicles and park their cars or trucks off the site.
4. Vendors must display in a visible place at all times their vendor license. Vendors not permitted into the event site will be required to close down operations. The police will enforce this regulation. All vendors must close down at the time specified by the police.
5. Vendors who will be cooking (charcoal or propane) will be required to have in their possession at least a 5 lb. fire extinguisher with a Class A or B rating (A-K Class recommended). This extinguisher must be in serviceable condition and will be checked by the Fire Inspectors assigned to the event. If no extinguishers are present, the vendor will be shut down until he/she obtains one. If cooking with oil or grease, a minimum 40 BC is required.
6. All cooking, charcoal or otherwise, will be conducted in an open area and precautions will be taken to protect the public from having any accidental contact with the cooking areas.
7. All stands or tables supporting cooking facilities will be of stable construction, so as to prevent any accidental knocking over by the public or vendors.
8. All sidewalk areas are to be kept clear of vendors.
9. All booths shall be set up just off the curb area.
10. **No hot coals** will be allowed to be dumped into any trash containers.
11. **All hot coals** will be extinguished by the vendors prior to leaving the area.
12. **No glass** containers are allowed for dispensing beverages.
13. **No dumping of fuel, cooking oils or grease** is allowed on the street or sewerage area.
14. All vendors must bag their trash in durable plastic containers and must secure them properly to avoid spillage or breakage. Sanitation will pick up the trash bags at the end of the day.



15. All propane tanks, helium tanks or other upright tanks must be secured in a manner to prevent them from accidentally being knocked over. All helium tanks not being used shall have their caps in place.
16. **No cooking** will be allowed under tented areas or canopies, however, displayed foods and food preparation areas must have overhead protection.
17. Businesses operating must do so within the confines of their building and will not be allowed to block the sidewalk with tables or chairs.
18. Electrical connections (including extension cords) are subject to code requirements and may require approval by the Building Department's electrical division.
19. All extension cords used must be secured in a safe manner so as not to present a hazard to the public.'
20. Sneeze guard protection or a minimum two foot distance must be provided between ready to eat food, displayed food or hot held foods and the public.



NOTICE
PURSUANT TO ORDINANCE NO. 9777
MIAMI FLORIDA CODE 54-12.1 (1984)

IT SHALL BE UNLAWFUL TO DRINK OR EAT FROM ANY OPEN GLASS OR OPEN METAL CONTAINER DURING CERTAIN OPEN-AIR, OUTDOOR, CULTURAL ARTS, PARK OR STREET FESTIVALS IN OR WITHIN THE TWO BLOCKS OF THE AUTHORIZED AREA FOR SUCH EVENT.

IT SHALL BE UNLAWFUL FOR OWNERS OR OPERATORS OF BUSINESS ESTABLISHMENTS OR VENDING STANDS LOCATED IN OR WITHIN TWO BLOCKS OF THE AREA AUTHORIZED FOR THE EVENT DESCRIBED BELOW KNOWINGLY TO ALLOW ANY PERSON TO LEAVE THE PREMISES CARRYING AN OPEN GLASS OR OPEN METAL CONTAINER IN THE CASE OF A BUSINESS ESTABLISHMENT OR TO SELL OR DISPENSE FOOD OR BEVERAGES IN GLASS OR METAL CONTAINERS IN THE CASE OF A VENDING STAND.

“OPEN GLASS CONTAINER” IS DEFINED IN THE ORDINANCE AS ANY RECEPTABLE MADE OF GLASS WHOSE SEAL HAS BEEN BROKEN OR WHOSE CONTENTS ARE EXPOSED TO THE AIR.

“OPEN METAL CONTAINER” IS DEFINED IN THE ORDINANCE AS ANY RECEPTABLE MADE OF METAL WHOSE SEALS HAS BEEN BROKEN, OR WHOSE CONTENTS ARE EXPOSED TO THE AIR.

NOTICE TO THE APPLICANT:

EACH APPLICANT IS REQUIRED TO NOTIFY BY FIRST CLASS U.S. MAIL, RETURNED RECEIPT REQUESTED, ALL OWNERS OR PROPERTY WITHIN 375 FEET OF THE PROPOSED EVENT AREA. AN AFFIDAVIT MUST BE SUBMITTED TO THE SPECIAL EVENT’S OFFICE THIRTY (30) DAYS PRIOR TO THE EVENT DATE.



MIAMI PARKING SYSTEM FACILITY RENTAL POLICY – METER RENTAL

Miami Parking System rents a number of its facilities that include on-street parking meters, lot and garages to different entities such as film crews, construction companies, non-profit agencies, City Departments and private individuals for special events purposes ranging from filming to concerts..

METER RENTALS:

On street parking meters are rented on a daily basis. The daily fee for these meters is \$10.00 per day per meter throughout the entire City of Miami.

A \$50.00 deposit will be required for the loan of any meter bag keys. This deposit will be reimbursed when the key is returned to Miami Parking System.

In order to rent any meter, a requisition must be filled out at Miami Parking System's Customer Service Department, located at 190 NE 3rd Street. The name, address and telephone number of a contact person is required. The location and parking meter number to be rented is also necessary.

The total amount for the parking meter rental ***MUST BE PRE-PAID***. Only cash, cashier's check or money orders made payable to Miami Parking System will be accepted for payment of meter rentals.

The requisition for the rental of the meter ***must be made at least 48 hours*** in advance. Parking meters are "bagged" the night before the event takes place by an enforcement officer. The enforcement officer is also responsible for removing the bags from the "bagged" meters.

Anytime meter bags are purchased for the Coconut Grove Area, the purchaser should have a permit signed by the Coconut Grove Chamber and the Customer Service Supervisor should be made aware of these purchases.

When agencies/companies request street closure permits from the City of Miami Police Department where on-street meters are located, a signed receipt from Miami Parking System must be presented to the Police Department in order to receive a closure permit.



For additional parking information, please contact the Miami Parking Authority Off-Street Parking at (305)373-6789.