



City of Miami
Department of Off-Street Parking
Coconut Grove Special Events Application

1. APPLICANT INFORMATION (Please print or type the information)
Name of applicant:
Address:
Phone(s):
Facsimile No:
Email Address:
Web Address:
2. NAME OF CONTACT PERSON (Title/Position), if different:
Phone(s), if different:
Facsimile No, if different:
Email Address, if different:
Web Address, if different:
3. NAME OF OPERATOR (Title/Position), if different:
Phone(s), if different:
Facsimile No, if different:
Email Address, if different:
Web Address, if different:
4. SPONSOR INFORMATION:
Name of Sponsor(s), if other than applicant:
Address:
Phone(s):
Facsimile No:
Email Address:
Web Address:
5. SPONSOR STATUS:
<input type="checkbox"/> Not for profit – Tax Exempt No. _____
<input type="checkbox"/> For Profit
<input type="checkbox"/> Individual
<input type="checkbox"/> Other _____

6. EVENT INFORMATION:

Name of Event:

Proposed Location:

Proposed Event Setup Date(s) and Time(s):

Proposed Event Teardown Date(s) and Time(s):

Proposed Event Hours of Operation:

Proposed Street Closures Dates and Times:

7. PROPOSED/ESTIMATED EVENT STAFFING, EMPLOYEES AND VOLUNTEERS, along with a description of their responsibilities in connection with the Event:

8. ATTACH TENTATIVE PRODUCTION SCHEDULE. (Please attach as “ Exhibit 1”)

9. ATTACH SITE PLAN depicting location of event, parking, description of activities planned for the event, security, emergency service area, and arrangements with parking facilities. (Please attach as “ Exhibit 2”)

10. ESTIMATED AUDIENCE:

11. PRIOR YEAR ATTENDANCE DATA:

12. ANTICIPATED TELEVISION, RADIO & INTERNET COVERAGE OF THE EVENT:

**13. IS THE PROPOSED EVENT FREE TO THE PUBLIC?
If not state the admission/entry fee per person:**

14. WILL FOOD AND/OR BEVERAGES BE SERVED?

Note: Beverages must be dispensed in soft containers

- Food - # of vendors _____
- Beer - # of vendors _____
- Wine - # of vendors _____
- Non Alcoholic Beverages - # of vendors _____
- Arts/Crafts - # of vendors _____
- Other (specify) - # of vendors _____

Will vendors be cooking or heating food? _____ Yes _____ No

If Yes:

- Gas
- Electric
- Charcoal
- Other (specify): _____

15. WILL THE EVENT INCLUDE FIREWORKS OR MECHANICAL RIDES? If so, specify company name, insurance carrier, policy number, agent' s name and telephone number. (Please attach as Exhibit " 3").

16. WILL THE APPLICANT NEED ANY OF THE FOLLOWING FROM THE CITY PARKS DEPARTMENT:

- | | | | | |
|-----------------------|-------|-----|-------|----|
| Podium | _____ | Yes | _____ | No |
| Electricity | _____ | Yes | _____ | No |
| Bleachers | _____ | Yes | _____ | No |
| Public Address System | _____ | Yes | _____ | No |
| Other (specify): | _____ | | | |

17. FINANCIAL, INSURANCE & NOTICE REQUIREMENTS:

(a). DESCRIPTION OF THE FINANCIAL RESOURCES OF PRODUCERS, OWNERS, AND APPLICANT FOR THE EVENT. Please attach as Exhibit " 4" .

(b). IF APPLICANT IS SEEKING A REDUCTION OR WAIVER OF " ANY" CITY FEES OR COSTS FOR THE EVENT, APPLICANT SHALL PROVIDE A DETAILED DESCRIPTION AND FINANCIAL DOCUMENTATION SUBSTANTIATING THE NEED FOR THE RELIEF REQUESTED. (Please attach as Exhibit " 5").

17. FINANCIAL, INSURANCE & NOTICE REQUIREMENTS (CONTINUED):

(c). The City and the Department of Off-Street Parking require that applicants of special events provide a current certificate of insurance naming the City and the Department as additional insured and complying with specified insurance coverage and limits of liability as prescribed by the City and the Department within __ business days after confirmation of approval of event application.

(d) INSURANCE COVERAGE

Insurance Company' s Name:

Limits of Liability:

Agent' s Name:

Agent' s Phone No.:

(e) AFFIDAVIT, HOLD HARMLESS AND PROOF OF MAILING NOTICE OF APPLICATION TO PROPERTY OWNERS WITHIN 375 FEET OF THE PROPOSED EVENT PURSUANT TO SECTION 54-341(D)(5) OF THE CITY CODE. (Please attach as Exhibit " 5").

18. PAST RELEVANT EXPERIENCE:

Describe applicant' s past experience in producing similar events. Include dates, locations, attendance numbers, event sponsors, activities and copies of promotional or advertising material for said events. (Attached as Exhibit " 6").

It is understood that the Applicant is financially, administratively and programmatically responsible for all aspects of the event. As per City of Miami Code Section 54-343, the promoter of the event shall pay to the City the supplementary fee to the Department of Off-Street Parking at least ten (10) days prior to the approved special event.

APPLICANT' S NAME IN PRINT

DATE

APPLICANT' S SIGNATURE

APPLICANT' S TITLE