



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 on a successful event!

In order to assist you with obtaining the necessary permits and services, it is essential to complete the **Special Events Application** and submit it to the **Office of Special Events, 444 S.W. 2<sup>nd</sup> Avenue, 8<sup>th</sup> Floor Miami, Florida 33130** at least **sixty (60) days prior** to your event. A **\$50.00 nonrefundable application fee** must be paid by cashiers check or money order only, upon submission of your completed application.

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

- Applicants will be invited to a special event meeting, to review your application with City of Miami 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 includes: Police Department, Fire-Rescue Department, Solid Waste Department, Parks and Recreation Department and Other Departments as needed. The level of staffing will be determined by the City Administration.
- Applications for all events held within the Coconut Grove and Little Havana Special Events District should be submitted to our office at least one hundred and twenty (120) days prior to the date of the event. Applicants are also required to attend a Coconut Grove Festival Committee Meeting.

**[Please Click here to see requirements. \(Required\)](#)**

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

If you have any questions or concerns, please call (305) 416-1374 or 416-1361. Thanks again for choosing the City of Miami for your event. Let's work together to make it a success!

Sincerely,

Bobby Starke,  
Executive Assistant to Director