



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 attached **Special Events Application** and return 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:

- ✓ 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 Department, Fire-Rescue Department, Solid Waste, Parks and others. The level of staffing will be determined by the City Administration.
- ✓ 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 to the date of the event. 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 have any questions or concerns **please call (305) 416-1318 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

## **SPECIAL EVENTS GENERAL INFORMATION**

### **THE CITY OF MIAMI POLICY (MOTION NO. 91-802) REQUIRES THAT EVENT AND FESTIVAL ORGANIZERS PAY FOR THE COST OF ALL CITY SERVICES AND FEES ASSOCIATED WITH THE EVENT AT LEAST THREE (3) DAYS IN ADVANCE OF THE ACTIVITY.**

- ✓ Required permits and services may include: Police Special Events Permit; Fire Assembly & Fireworks Permit; Public Works street use and banner permit fees; Solid Waste cleanup and equipment fees; Traffic Control and security; Fire Inspectors and Rescue Units; Park Facility Rental and Concession Fees; Building & Zoning Class I Permit; Beer & Wine Permit; Off-Street Parking Meter Rentals Fees; and Mechanical, Electrical, and Tent permit fee.
- ✓ Street closures are subject to the issuance of permits from the Departments of Police, Fire-Rescue and Public Works, after giving all due consideration to safety and traffic needs of residents, businesses and religious institutions in the area. Said permits will be issued only after approval has been granted by the City Manager or his designee (Section 54-3 of the City Code).
- ✓ The City of Miami requires that special event organizers provide a current Certificate of Insurance naming the City of Miami as additional insured and Certificate Holder with a rated "A" company and comply with the insurance coverage and limits of liability established by the City for one (1) million dollars. For stipulations related to the special events liability coverage, you may contact the Insurance Coordinator, Risk Management Division, at (305) 416-1736. The City may not issue any permits until the appropriate insurance has been submitted, on or no later than seven (7) working days prior to the event.

#### **Activities that require authorization by the City of Miami Commission include but are not limited to:**

- ✓ Sale and/or distribution of alcoholic beverages other than beer and wine. Once approved by the City Commission, a permit must also be obtained from the State of Florida Department of Business Regulations, Bureau of Alcohol and Tobacco.
- ✓ Certain firework displays.
- ✓ Relation of noise limitations.

### **STATE REQUIREMENTS**

The State Department of Transportation (DOT) requires that event organizers obtain a permit for the closure of all state roads. This permit must be filed with DOT thirty (30) days prior to the date of the event. Please contact Miguel Caldera at (305) 470-5367, to obtain the application for closing or use of State roads.

The **State Department of Business and Professional Regulations, Division of Hotels and Restaurants**, requires that all food vendors obtain a license for each temporary food service participating in an event. Event organizers must notify the Division at (305) 513-3439, of the date, time and location of the event and provide a complete list of participating food vendors.



# SPECIAL EVENTS APPLICATION

Date: \_\_\_\_\_

Please print or type information

## APPLICATION INFORMATION

1. **NAME OF APPLICANT:** \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE(S): \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

2. **CONTACT PERSON, If different:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_

3. **SPONSOR STATUS:**  
[ ] NOT FOR PROFIT ORGANIZATION TAX EXEMPT NO: \_\_\_\_\_  
[ ] FOR PROFIT ORGANIZATION  
[ ] INDIVIDUAL  
[ ] CHARITABLE  
[ ] OTHER

4. **EVENT INFORMATION:**  
NAME OF EVENT: \_\_\_\_\_  
DATE OF EVENT: \_\_\_\_\_  
LOCATION (s): \_\_\_\_\_  
SET UP DATE(S) AND TIMES \_\_\_\_\_  
EVENT HOURS OF OPERATION: \_\_\_\_\_  
STREET CLOSURES DATES AND TIMES: \_\_\_\_\_  
EVENT TEARDOWN DATES AND TIMES \_\_\_\_\_

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

FESTIVAL

FUNDRAISER

PARADE

POLITICAL

FAIR/CARNIVAL

RELIGIOUS

PRIVATE PARTY

FILMING

SPORTS EVENT

COMMUNITY EVENT

CONCERT/PERFORMANCE

AWARD SHOW

NAME OF PERFORMER / BANDS: \_\_\_\_\_

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TYPE OF MUSIC:  POPULAR  CLASSICAL  LATIN  ROCK  OTHER  
IF FUNDRAISER, NAME OF CHARITY RECEIVING FUNDS:

\_\_\_\_\_  
\_\_\_\_\_

**6. BRIEFLY DESCRIBE THE EVENT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. ATTACH TENTATIVE PRODUCTION SCHEDULE**

(Attach as Exhibit A)

**8. ATTACH SITE PLAN (Sketch of set up, vendors, staging, parking area, security detail, etc)**

(Attach as Exhibit B)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9. ESTIMATED ATTENDANCE**

Number of people \_\_\_\_\_

(Be specific, budget will be based on attendance)

Prior year attendance \_\_\_\_\_

**10. ESTIMATED MEDIA COVERAGE:**

Print: \_\_\_\_\_

Radio: \_\_\_\_\_

Television: \_\_\_\_\_

Internet: \_\_\_\_\_

Please describe marketing and promotional efforts for the event: \_\_\_\_\_

\_\_\_\_\_

**11. IS THIS EVENT FREE TO THE PUBLIC? [ ] YES [ ] NO (IF NOT)**

Please state admission/entry fee \$ \_\_\_\_\_

**12. WILL FOOD AND/OR BEVERAGES BE SERVED? [ ] YES [ ] NO**

|                           | NO CHARGE | CHARGE | # OF VENDORS |
|---------------------------|-----------|--------|--------------|
| [ ] FOOD                  | [ ]       | [ ]    | _____        |
| [ ] BEER                  | [ ]       | [ ]    | _____        |
| [ ] WINE                  | [ ]       | [ ]    | _____        |
| [ ] SOFT DRINKS           | [ ]       | [ ]    | _____        |
| [ ] ARTS/CRAFTS           | [ ]       | [ ]    | _____        |
| [ ] OTHER (SPECIFY) _____ |           |        |              |

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

**13. PLEASE REVIEW THE FOLLOWING DETAILS FOR ALL VENDORS**

WILL VENDORS BE COOKING OR HEATING FOOD?  YES  NO

IF YES:

GAS

CHARCOAL

ELECTRIC

OTHER  (Specify) \_\_\_\_\_

**14. WHICH OF THE FOLLOWING ITEMS WILL BE UTILIZED?**

BOOTH (S) # \_\_\_\_\_ SIZE(S) \_\_\_\_\_

TENT(S) \_\_\_\_\_

CANOPY \_\_\_\_\_

OTHER \_\_\_\_\_

**ABOVE MUST BE CERTIFIED NON-FLAMMABLE AND FURNISH COPY OF CERTIFICATE TO FIRE DEPARTMENT**

**15. WILL YOU BE USING ANY OF THE FOLLOWING?  YES  NO**

FIRE WORKS

MECHANICAL RIDES

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

TIME: \_\_\_\_\_

PLACE: \_\_\_\_\_

PLACE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

INSURANCE CARRIER: \_\_\_\_\_

AGENT NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

**NOTE: ALL CARNIVAL, AMUSEMENT, OR CARNIVAL TYPE EVENTS SHALL PROVIDE THE REQUIRED INSURANCE POLICY OF POLICIES AS STIPULATED BY THE CITY OF MIAMI AND MUST GET PROPER PERMITS FROM BUILDING AND ZONING DEPARTMENT.**

**16. WILL YOU NEED THE FOLLOWING FROM THE PARKS DEPARTMENT?**

SHOWMOBILE (16' X 32')

ELECTRICITY

PODIUM

BLEACHERS (seats 250)

PUBLIC ADDRESS SYSTEM

SPEAKERS

OTHER (Specify) \_\_\_\_\_

**17. HOW DOES THIS EVENT BENEFIT THE CITY OF MIAMI? (PLEASE EXPLAIN)**

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**INSURANCE INFORMATION**

**THE CITY OF MIAMI REQUIRES THAT ORGANIZERS OF SPECIAL EVENTS PROVIDE A CURRENT CERTIFICATE OF INSURANCE NAMING THE CITY OF MIAMI AS ADDITIONAL INSURED AND COMPLYING WITH SPECIFIED INSURANCE COVERAGES AND LIMITS AS PRESCRIBED BY THE CITY SEVEN (7) WORKING DAYS PRIOR TO THE CONDUCT OF ANY EVENT. THE INSURANCE COMPANY MUST BE RATED "A" TO BE ACCEPTED. LIABILITY LIMITS: 1 MILLION DOLLARS FOR GENERAL AND LIQUOR LIABILITY (IF NEEDED).**

- I. Coverage: \_\_\_\_\_
- II. Insurance Company: \_\_\_\_\_
- III. Limits of Liability: \_\_\_\_\_
- IV. Agent: \_\_\_\_\_
- V. Agent's Phone Number: \_\_\_\_\_
- VI. Is the City named as an additional insured in this policy? \_\_\_\_\_

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**NOTE: PLEASE ATTACH TO THIS APPLICATION A BUDGET SUMMARY TO INCLUDE ANTICIPATED EXPENSES AND REVENUES ASSOCIATED WITH THE EVENT.**

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**IT IS UNDERSTOOD THAT THE APPLICANT IS FINANCIALLY, ADMINISTRATIVELY AND PROGRAMMATICALLY RESPONSIBLE FOR ALL ASPECTS OF THE EVENT.**

**SIGNATURE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## VENDOR INFORMATION

**YOUR COOPERATION IN ADHERING TO THE FOLLOWING INSTRUCTIONS WILL ASSURE A SAFE AND SUCCESSFUL EVENT. ALL INSTRUCTIONS MUST BE APPLIED BY ALL VENDORS.**

1. All vendors must display their vendor permits on the dashboards of their vehicle in gaining access to display area.
2. All vendors will be required to unload their vehicles and park their cars or trucks off the site.
3. Vendors must display in a visible place at all times their vendor license. Vendors not permitted into the Festival site will be required to close down operation. The police will enforce this regulation. All vendors must close down at time specified by the police.
4. Vendors who will be cooking (charcoal or otherwise) will be required to have in their possession at least a 5 lbs fire extinguisher, with a Class A or B rating. 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 obtains one.
5. All cooking, charcoal or otherwise, will be conducted in the open area, and precautions will be taken to protect the public from having any accidental contact with the cooking areas.
6. 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.
7. All sidewalks areas are to be kept clear of vendors.
8. All booths shall be set up just off the curb area.
9. No hot coals will be allowed to be dumped into any trash containers.
10. All hot coals will be extinguished by the vendors prior to leaving the area.
11. No glass containers are allowed for dispensing beverages.
12. No dumping of fuel is allowed on street or sewerage area.
13. 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.
14. All helium tanks or other upright tanks will be secured in a manner to prevent accidentally being knocked over. All helium tanks not being used shall have their caps in place.
15. No cooking will be allowed under tented areas or canopies.
16. Businesses operating must do so within the confines of their building and will not be allowed to block the sidewalk with tables or chairs.
17. Electrical connections (including extension cords) are subject to code requirements and may require approval by electrical department.

18. All extension cords used must be secured in a safe manner, so as not to present a hazard to 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 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 RECEPTACLE MADE OF METAL WHOSE SEAL 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 AFFIDAVID MUST BE SUBMITTED TO THE SPECIAL EVENTS OFFICE 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 N.E. 3<sup>rd</sup> 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.