

# SPECIAL EVENTS HANDBOOK



SPECIAL EVENTS DIVISION  
PARKS AND RECREATION DEPARTMENT  
5800 SW 66TH STREET  
SOUTH MIAMI, FL 33143  
PARKS@SOUTHMIAMI.FL.GOV  
305-668-3873



## **SPECIAL EVENTS DIVISION**

Welcome to Our Community!

The City of South Miami Special Events Division is committed to providing local and visiting events with the highest quality of service and customer care. The Special Events Division along with supporting South Miami Departments play an important role by ensuring that all proper permits are completed to operate a safe and successful event. The policies and procedures established by the City of South Miami allow for advanced planning and provide a system of basic guidance to help the City and event applicant achieve mutual goals.

Whether it is a festival, film permit, farmer's market, grand opening or some other event, the City's Special Events Division is always available to answer questions and assist in the creation of your ideal event. It is the attention to detail and steadfast support that helps make South Miami an ideal place to host your future event.

It is our goal to assist in making your event one to be remembered. Thank you for choosing the City of South Miami for your special event. Please feel free to reach me at (305) 668-3873 or via email at [yvaldes@southmiamifl.gov](mailto:yvaldes@southmiamifl.gov) if you have any further questions.

Sincerely,

*Yvette E. Valdes*

City of South Miami  
Special Events Coordinator

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## SECTION 1

## GETTING STARTED

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### **WHAT IS A SPECIAL EVENT?**

In the City of South Miami, any event or activity that temporarily occurs upon public or private property that impacts the ordinary use of any private property, businesses, residential homes, parks, public streets, right-of-ways or sidewalks is considered a Special Event.

### **WHERE CAN A SPECIAL EVENT BE HELD?**

A special event may take place in several approved areas within the City of South Miami such as but not limited to, private properties (businesses, residential homes, etc.), and/or City property (streets, public right-of-ways, sidewalks, alleys and parks).

### **WHO CAN APPLY FOR A SPECIAL EVENT?**

Any person or organization that wishes to hold an event or activity for public or private attendance within the City of South Miami must apply for a Special Events Permit.

Businesses in good standing, physically based within the City limits, wishing to extend their business premise onto public or private property for any duration of time will need to apply for a special event permit.

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## SECTION 2

## APPLICATION PROCESS

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The application process can begin twelve (12) months in advance unless approved by City Commission and with a minimum of sixty (60) days prior to the event date. Please be aware that all applications submitted with less than thirty (30) days prior to a requested event date may not receive the necessary approvals from the required City Departments and/or City Commission and may be rejected.

Events such as art festivals, fairs, farmers market, filming, celebrations, grand openings, certain outdoor business promotional events, races, parades and marches require considerable advance planning by more than one City department, sometimes in conjunction with other governmental agencies. Adequate time and planning for these events are necessary in order to protect public safety and to reduce adverse impacts on the public place and upon neighbors and other users of our public places.

**Please Note:** *Certain special events, including all events that require a street and/or right-of-way closures, will require City Commission approval and may take at least two (2) months to be approved.*

## STEPS TO PROCESS YOUR SPECIAL EVENT APPLICATION

1) Review the entire Special Events Handbook before you begin filling out the Special events application as event guidelines and policies may change year to year.

2) Check for desired facility/location availability by calling the Special Events Office at (305) 668-3873, or via email at [yvaldes@southmiami.gov](mailto:yvaldes@southmiami.gov)

**Please Note:**

- *An inquiry of availability does not guarantee that the date is reserved for your event.*
- *Past events do not determine automatic reoccurrence or reservation of dates for future events.*
- *All special event requests are on a first come, first served basis.*

3) Complete the special event application once you have confirmed your desired facility/location is available.

**Please Note:** *The application form is designed to cover a wide variety of special events. Please review all sections, but keep in mind that some sections or individual questions may not apply to your particular event. You may skip any sections/questions that do not apply to your event when filling out the form.*

4) Submit the completed Special Event Application with all required documentation including payment of the application and administrative fee, notification/petition form, site plan/sketch, indemnification agreement and any other forms applicable to the City of South Miami Special Events Coordinator. Applications may be mailed, emailed or hand-delivered between 8:00 AM - 4:00 PM, Monday through Friday, excluding official City of South Miami holidays.

**Mailing / Drop-Off Location**

Attn: Yvette E. Valdes, Special Events Coordinator  
Gibson-Bethel Community Center  
5800 SW 66 Street  
South Miami, Florida 33143

**Or Email us at [yvaldes@southmiamifl.gov](mailto:yvaldes@southmiamifl.gov)**

**PLEASE NOTE: ACCEPTANCE OF YOUR APPLICATION FOR REVIEW SHALL NOT BE CONSTRUED AS FINAL APPROVAL OF YOUR REQUEST. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

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## SECTION 3

## FINAL PERMIT APPROVAL

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Once the Special Events Coordinator receives the application, the date requested will tentatively be held for your event until final approval. The applicant will receive either a phone call or email on the status of the application when it is being reviewed or if a meeting is required for further information.

Once your application has been approved, insurance and all event fees must be turned in ten (10) days prior to the event date. Everything must be turned in to fully be processed before receiving the final special event permit. Permits must be displayed at the event site and readily accessible for review if asked to be seen by a City of South Miami official employee. If the event occurs without any city damages and/or charges, the refundable security deposit will be refunded back to the applicant one (1) week after the event date.

***Please note:*** All refundable security deposits that have not been picked up 10 days after the event will be shredded.

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## SECTION 4

## DEPARTMENT DIRECTORY

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Special Events Division .....	(305) 668-3873
South Miami Police Department .....	(305) 663-6301
Public Works Department .....	(305) 403-2067
Parks and Recreation Department .....	(305) 668-3876
Code Enforcement Department .....	(305) 668-7335
Planning and Zoning Department .....	(305) 663-6326
Parking/Collections Department .....	(305) 663-6384
Building Department .....	(305) 663-6355

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## SECTION 5

## SPECIAL EVENTS FEE SCHEDULE

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The following schedule of fees were developed as a guide to help applicants estimate costs associated with an event. Each event fee will be calculated according to its location, size, attendance and City personnel requirements. All cost is an approximation and are subject to change. **All payments must be made out to "City of South Miami" and submitted ten (10) business days prior to the approved event.**

### Special Events Division:

Application Fee	\$60 (Non-Refundable)
Administrative Fee	\$100 (Non-Refundable)
Security Deposit	\$500 (Refundable - separate check)
Expedited Fee	\$60 (within 30 days of event date)
Still Photo Fee	\$100 per day
Filming Fee	\$200 per day (1-10 person crew) \$300 per day (11-20 person crew) \$500 per day (21+ person crew)
Farmers Market	\$25 - Private Property \$75 - Public Property

### Police Department:

Officer	\$47 per hour (3 hours minimum)
Officer with Vehicle	\$52 per hour (3 hours minimum)
Supervisor	\$57 per hour (required for 3 or more officers assigned- 3 hours minimum)
Lieutenant/Captain	\$60 per hour (3 hours minimum)

### Public Works and Engineering Department:

Supervisor	\$45 per hour
Employee	\$40 per hour ( <i>additional fees may apply</i> )
Street Closure	\$0.25 per linear ft. per day
Maintenance of Traffic (MOT)	\$200
Barricades	\$75 Flat Rate + \$3 per barricade for the first day and \$2 per barricade for the second or more days

### Planning and Zoning:

Street Banners	\$300
Pole Banners	\$30 per pole banner; minimum of 10 poles = \$30

### Parking Division:

Parking Meter Rentals	minimum \$25 per day / per meter
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**Parks and Recreation:**

Stage \$150 per day

Employee \$40 per hour *(additional fees may apply)*

**Park rental fees by Location:**

Location	Resident	Non-Resident	Non-profit
<b>Gibson-Bethel Community Center</b>			
Education Room	\$30	\$40	\$20
Multipurpose Room	\$60	\$120	\$55
Gymnasium (half court)	\$50	\$100	\$45
Gymnasium (full court)	\$100	\$200	\$90
<b>Murray Park</b>			
Outdoor Basketball (w/o lights)	\$20	\$30	\$15
Outdoor Basketball (w/lights)	\$30	\$40	\$25
Large Field	\$60	\$75	\$50
Small Field	\$36	\$50	\$30
<b>Murray Park Aquatic Center (pool party)</b>			
0-35 people (3 hours)	\$265	-	-
36-64 people (3 hours)	\$315	-	-
Additional Hour	\$50	-	-
<b>Dante Fascell Park</b>			
Pavilions (1 & 2)	\$35	\$70	\$30
Sand Volleyball	\$36	\$50	\$20
<b>Fuchs Park</b>			
Pavilion	\$35	\$70	\$30
Sand Volleyball	\$36	\$50	\$30
<b>Palmer Park</b>			
Fields 1, 2, 3, 4, 5 (w/o lights)	\$30 per field	\$30 per field	\$36 per field
Fields 1, 2, 3, 4, 5 (w lights)	\$40 per field	\$40 per field	\$50 per field



**ADDITIONAL PERMITS**

The Special Event Permit is designed to incorporate the most common types of permissions required for conducting special events, but certain elements of a particular event may require additional permits for other City of South Miami departments or outside agencies. See below for other permits that may be required, arranged alphabetically by main topic.

**ALCOHOLIC BEVERAGES**

When Required: Applicants are intending to sell or distribute alcohol, wine or beer at an event

Permit: Liquor License

Department or Agency: City of South Miami Planning and Zoning Department

Notes: The City of South Miami does not allow alcoholic beverages to be consumed or sold at any City Park or Facility.

**BANNERS AND SIGNS**

When Required: Over the Street Banners, Pole Banners and Temporary Signs

Permit: Banner Permit

Department or Agency: City of South Miami Planning and Zoning Department

Notes: Applicants that apply for a banner or temporary sign permit must submit proof of the design prior to printing to be approved. Any banners that are scheduled to be installed by the City must be dropped off to the Public Works Department 4795 SW 75th Avenue, 14-21 days prior to the advertised date and picked up seven (7) business days after the event. The City may discard of any banners or signs after the specified period.

*Pole Banners* - Applicants may apply for a total of ten (10) pole banners.

*Hanging Banner over Public Right-of-Way* - Specifications - 30ft X 3-4ft wide. 60ft of 1/2" nylon rope with hooks must be provide with banners. Banners should be double sided and must be vented.

*Temporary Signage* - All temporary signs shall comply with the City Code of Ordinance 20-4.3 - Sign Regulations.

**CITY PARK**

When Required: Event is partially or wholly within a Park

Permit: Park Rental Form

Department or Agency: City of South Miami Parks and Recreation Department

**FILMING PERMIT**

When Required: Filming /still photography in South Miami

Permit: Film/Still Photography Permit

Department or Agency: Miami-Dade County Office of Film & Entertainment

Note: For further filming and still photography guidelines see page 10

**FIRE**

When Required: Open flames including cooking, spinning, fire fingers, staff, etc.

Permit: Open Burn Permit

Department or Agency: Miami Dade Fire Rescue Department

**FIREWORKS OR PYROTECHNICS**

When Required: Display of fireworks or other pyrotechnics

Permit: Display of Fireworks, Pyrotechnics, and/or Flame Effects Permit

Department or Agency: Miami Dade Fire Rescue Department

**MOBILE FOOD VENDORS**

When Required: Mobile food vendor

Permit: State of Florida Business License

Department or Agency: Florida Department of Business Professional Regulation

**TENTS/CANOPIES**

When Required: Temporary Structures that cover an area greater than 120 square feet including connecting areas or spaces with a common means of egress or entrance which are used or intended to be use for the gather together of 10 or more persons

Permit: Building Permit

Department or Agency: City of South Miami Building Department

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**SECTION 7**

**EVENT GUIDELINES & TERMS**

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**AMPLIFIED SOUND LEVELS**

As per the City of South Miami’s Code of Ordinances, Chapter 15 Article III, Section 15-97, related to noise exemptions for Special Events, amplified sound levels may not begin before 8:00 a.m. and may not exceed midnight on Friday, Saturday and holidays and not to exceed 9:30 p.m. on Sunday through Thursday.

***Please note:** The City of South Miami Police Department holds the right to request sound levels to be turned down or shut off at any time.*

## **CANCELLATION/REFUND POLICY**

**City of South Miami Cancellation:** The City of South Miami holds the right to cancel an event at any time. If the City of South Miami for any reason needs to cancel an event, the applicant may be offered a refund at the discretion of the City Manager.

**Applicant Cancellation:** Unless specifically stated on the permit, deadlines to submit for partial refunds is seventy-two (72) hours prior to the event. Only certain fees are applicable for refunds, determined by each individual department.

**Inclement Weather Cancellation:** Should a special event be cancelled due to inclement weather an alternate date may be discussed and agreed upon with the City of South Miami's approval. A full or partial refund may be granted at the discretion of each department.

## **ELECTRICAL**

The City of South Miami may be able to provide limited electrical services to special events at specific location or public venues. Applicant should consult directly with the Special Events Coordinator to discuss all electrical needs for their event. All cords must be secured to avoid a tripping hazard.

## **EVENT NARRATIVE**

A detailed written description/summary of your event is required. Please describe all activities, a schedule of activities, inventory of any sold items, giveaway items, list of vendors and any other important information.

## **FILMING/STILL PHOTOGRAPHY**

1. To begin the Film/Still Photography Permit, please begin with contacting the Miami-Dade County Office of Film & Entertainment at 305-375-3288.
2. Production vehicles arriving on location, in or near a residential neighborhood shall not enter the area before the time stipulated in the permit.
3. Moving or towing of public's vehicles is prohibited without the express permission of the off-duty police on site with production or the Film Office.
4. Do not park production vehicles in, or block driveways without the express permission of the driveway owner or Film Office.
5. Cast and crew meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within their designated meal area, during scheduled crew meals.
6. Removing, trimming and/or cutting of vegetation or trees is prohibited unless approved by the Film Office or property owner.

7. Remember to use the proper receptacles for disposal of all napkins, plates and coffee cups that you may use in the course of the working day.
8. Every member of the cast and crew shall keep noise levels as low as possible.
9. Do not wear clothing that lacks common sense and good taste. Shoes and shirt must always be worn, unless otherwise directed.
10. Crewmembers shall not display signs, posters or pictures on vehicles that do not reflect common sense or good taste (e.g. pin-up posters...).
11. Do not trespass onto another neighbor's or merchant's property. Remain within the boundaries of the property that has been permitted for filming.
12. The cast and crew shall not bring guests or pets to the location, unless listed and pre-approved on the application.
13. All catering, crafts service, construction, strike and personal trash must be removed from location.
14. Cast and crew will refrain from the use of lewd or improper language within earshot of the general public.
15. The company will always comply with the provisions of the filming permit.

## **INSURANCE**

The City of South Miami has established insurance requirements for those applicants, vendors and contractors entering into agreements with the City for the purpose of special events and activities. Before commencing use or services under an agreement with the City of South Miami, a certificate of insurance that complies with the requirements must be furnished.

**All special event applicants shall name the City of South Miami (6130 Sunset Drive South Miami, FL 33143) as an "Additional Insured" and shall have the following minimum limits:**

**Commercial Comprehensive General Liability** insurance with broad form endorsement, as well as automobile liability, completed operations and products liability, contractual liability, severability of Interest with cross liability provision, and personal injury and property damage liability with limits of \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregate, including:

- Personal Injury: \$1,000,000;
- Medical Insurance: \$5,000 per person;
- Property Damage: \$500,000 each occurrence;

**Umbrella Commercial Comprehensive General Liability** insurance shall be written on a Florida approved form with the same coverage as the primary insurance policy but in the amount of \$1,000,000 per claim and \$2,000,000 Annual Aggregate. Coverage must be afforded on a form no more restrictive than the latest edition of the Comprehensive General Liability policy, without restrictive endorsements, as filed by the Insurance Services Office, and must include:

- (a) Premises and Operation
- (b) Independent Contractors
- (c) Products and/or Completed Operations Hazard
- (d) Explosion, Collapse and Underground Hazard Coverage
- (e) Broad Form Property Damage
- (f) Broad Form Contractual Coverage applicable to this specific Contract, including any hold harmless and/or indemnification agreement.
- (g) Personal Injury Coverage with Employee and Contractual Exclusions removed, with minimum limits of coverage equal to those required for Bodily Injury Liability and Property Damage Liability.

**Please Note:** Approval of insurance by the City of South Miami does not in any way relieve or decrease the insurance liability of event producers or vendor. The City of South Miami does not represent that the specified limits of liability, coverage or policy forms are enough or adequate to protect the interest or liabilities of the applicant or vendor.

### **LOADING AND UNLOADING**

There is no driving on or within City parks or in active event areas without City staff supervision. Loading and unloading needs to be done prior to an event or from parking lots and/or streets when possible. If approved to drive through an event area, please quickly unload your vehicle and proceed to park your vehicle in a legal parking area.

### **MAINTENANCE/CLEAN-UP**

Applicants must describe their clean-up plan in the special events application. The clean-up plan must include the following information:

- Show the types and locations of dumpsters and individual trash and recycling receptacles.
- The names and contact information of individuals and/or groups responsible for cleaning up during and after an event.
- The location where all waste, including cooking oils and gray water, will be disposed of in an approved manner.

If an event producer fails to clean up a venue adequately or causes damage to City property, the City of South Miami will keep the security deposit and bill the applicant for any additional costs not covered by the deposit to clean and repair the damaged property. If this occurs, the City of South Miami may also deny an application for future special event permits.

Submitted clean-up plans will be reviewed and approved by the Public Works Department. If a clean-up plan is deemed inadequate, subject to the Public Work Departments availability the City of South Miami may be able to provide staffing for clean-up at a cost. The Applicant will be required to compensate the City for the required number of staff to ensure the proper clean-up of an event, ten (10) days prior to the event.

### **MAJOR EVENT PERIODS (MEP)**

The City has identified and listed the following event periods which historically have a significant demand on City services. It is realistic to expect these activity periods to continue to be popular in South Miami bringing large crowds that will require the maximum use of all City services. These MEP include but are not limited to Independence Day, Halloween, Holidays and New Year's.

### **NOTIFICATION/PETITION FORM**

A signed Notification/Petition Form is required to be signed by the majority of businesses and/or residential properties, homeowners or lessees that face the street affected by the approved special event street closure. The name, signature, address and phone number of each person who is either a property owner or lessee within the requested event area must appear on the form included in the Special Event Application.

### **OFF-DUTY POLICE OFFICERS**

A police officer for employment that is indigenous to their law enforcement authority is commonly referred to as "Off-Duty Police Officer". In order to schedule an off-duty police officer for employment on a temporary or infrequent basis:

- The South Miami Police Department shall be the final authority in determining the minimum number of officers required to police a particular event.
- If more than three (3) officers are hired, a supervisor must also be hired.
- The Applicant will be required to compensate the City for the required number of officers needed to conduct a safe event, ten (10) days prior to the event.
- If during a scheduled event, the applicant or the officer determines that he/she needs to extend the time worked by 20 minutes or more beyond the scheduled time of the event, the applicant will need to compensate the officer(s) for full hours worked.
- Applicant must notify cancellation request of an off-duty police Officer forty-eight (48) hours prior to the scheduled date of service. Failure to do so will require the Applicant to compensate the assigned officer for a minimum of three (3) hours.

### **PARKING**

The applicant shall have an adequate plan for individual parking of vehicles. Neighborhood streets are prohibited from being used for event parking.

### **RECREATIONAL APPARATUS**

The City of South Miami desires to ensure safety at all events and activities including recreational apparatus, such as inflatable rides or bounce houses and other similar apparatuses. Location of all recreational apparatuses must be included on the site map and insurance must be provided by the company. *Please see the insurance policy on page 11 for more information.*

## **SITE PLAN/SKETCH**

Site Plan must be included within the Special Event Application showing a full layout of the event. The Site Plan must provide as much detail as possible including crowd flow, controls, seating and parking. Specifically, configuration and size of stage(s), bleachers, stands, concession booths, trailers and rides. For tents, be sure to show configuration, size, location and intended use. A building permit is required for some of the items listed above.

Additionally, all the below features and information shall be listed on the site map, if applicable.

- All affected streets, alleys and right-of-ways, including those that will be closed.
- Maintenance of Traffic (MOT) - Alternate routes for traffic and pedestrians for closures.
- Location of all vendors - fixed and mobile, informational, merchandise and food.
- Source of electrical supply and service, including permanent electrical power sources and portable generators.

## **STREET AND RIGHT-OF-WAY CLOSURES**

Applicants requesting a street or right-of-way (including sidewalks, alleys etc.) closures will require City Commission approval. A detailed map including all closures with alternate routes for traffic and pedestrians, also known as a Maintenance of Traffic (MOT) for vehicular and pedestrians, must be provided with the special event application. MOT's may be provided by the City of South Miami Public Works Department at a cost to the applicant.

In addition, a signed Notification/Petition Form is required to be signed by the majority of businesses and/or residential properties, homeowners or lessees that face the street affected by the approved special event street closure.

## **WAIVER OF FEES**

Fee waivers are an expense to the City's General Fund. Fees are established to pay for the cost of public property and services provided by the City. Request for fee waivers must be specified in the event application and a letter requesting the fees must accompany the application.

A request for a fee waiver must be submitted for City Commission approval and is at the discretion of the City Commission, to approve or disapprove all fee waiver requests.



**SPECIAL EVENTS DIVISION**

I acknowledge that I have received, read and understand the Special Event Handbook.

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Event Name

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Event Date

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Applicant Name

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Phone Number

---

Applicant Signature

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Date Signed

STAFF USE ONLY:

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Received by

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Date