



Permit #: \_\_\_\_\_

## SPECIAL EVENT APPLICATION

This application must be submitted for special events that will be held on city property or requiring city services at least sixty (60) days prior to the date of the event. **Application submitted less than thirty (30) days prior to an event will NOT be accepted.** Please refer to the Special Events Handbook for more information about applying for a special event in the City of South Miami.

### APPLICANT INFORMATION

APPLICANT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

DAY TIME PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

2<sup>nd</sup> CONTACT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

DAY TIME PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### ORGANIZATION INFORMATION

NAME OF ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PRESIDENT/MANAGER NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

Is your organization a non-profit, 501(c) (3) certificate holder?  NO  YES - If YES, please provide a copy of your certificate with the application.

### EVENT INFORMATION

TYPE OF EVENT:  FESTIVAL/CELEBRATION  RUN/WALK  FILM/PHOTO PERMIT

CHARITY  OTHER: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

EVENT DATE(S): \_\_\_\_\_  NEW EVENT  RETURNING EVENT

WILL THIS BE AN ANNUAL EVENT?  NO  YES IF YES, THIS IS THE \_\_\_\_ YEAR OF THE EVENT

ANTICIPATED ATTENDANCE: \_\_\_\_\_ ACTUAL EVENT TIME: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

ASSEMBLY DATE(S): \_\_\_\_\_ SETUP TIMES: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

BREAKDOWN DATE(S): \_\_\_\_\_ BREAKDOWN TIMES: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

**EVENT NARRATIVE**

A detailed written description/summary of your event is required. Please describe all activities, schedule of activities, inventory of any sold items, giveaway items, list of vendors and any other important information. If additional space is needed please use a blank sheet of paper and attach to the application.

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**LOCATION APPROVAL**

If the organization is a tenant and/or renter of the event location, please have the property owner complete the following.

Mark all that apply:

- Location is City of South Miami property (street, sidewalk, right-of-way, park, etc.)
- Applicant/Organization owns the requested event location
- Applicant/Organization will be using private property

Comments/Restrictions: \_\_\_\_\_  
\_\_\_\_\_

Property Owners Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Address: \_\_\_\_\_

\_\_\_\_\_  
PRINT APPLICANT'S NAME

\_\_\_\_\_  
APPLICANT'S TITLE

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NOTARY SIGNATURE

Subscribed and sworn before me, this  
\_\_\_\_\_ Day of \_\_\_\_\_, a

Notary Public in and for \_\_\_\_\_

County, State of \_\_\_\_\_

\_\_\_\_\_  
Signature (NOTARY PUBLIC)

## POLICE DEPARTMENT

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Off-duty police officers are required for street closures as determined by the Police Department. You will be required to hire off-duty police officers if your event includes street closures, alcohol sales or large crowds over 50 people. Applicants will be responsible to pay for off-duty officers prior to the event date.

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Will your event obstruct the normal flow of traffic or sidewalks?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you expect the total attendance for your event to be over 50 people at any one given time?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Will you be requesting the use of off-duty police officers?<br><b>If YES, how many _____ Please note:</b> if you answered NO, to this question off-duty officers can still be assigned to your event at a cost to the applicant if deemed necessary. |

**If NO, please describe why you feel the event will not require off-duty officers.**

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## STREET, SIDEWALKS AND RIGHT-OF-WAY CLOSURES

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List detailed closures you are requesting for your event including street, sidewalks and right-of-ways.

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**Please note:** All closures require City Commission approval by resolution and may take up to two (2) months to be approved. All street, sidewalk and right-of-way closures must be identified on the site map.

## PLANNING AND ZONING

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- | Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Will you be hanging any banners over public streets or pole banners? If YES, a separate Banner Application with the City of South Miami Planning & Zoning Department will be required.<br><br><b>Please note:</b> Only 501(c)(3) organizations may apply for a banner application. All requests for banners over public streets must be reviewed and pre-approved. A 501(c)(3) certificate, insurance and photos of the banner must be included with the application to the Planning & Zoning Department. |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you notified the event location neighbors or businesses about your event?  |

## CODE ENFORCEMENT

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- |                          |                          |   |
|--------------------------|--------------------------|---|
| Yes                      | No                       |   |
| <input type="checkbox"/> | <input type="checkbox"/> | Will you be having any music and/or amplified sounds during your event? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will your event be starting before 8:00 AM?                             |
| <input type="checkbox"/> | <input type="checkbox"/> | Will any music and/or amplified sounds play past 9:30 PM?               |

## PARKS AND RECREATION

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- |                          |                          |  |
|--------------------------|--------------------------|--|
| Yes                      | No                       |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Will this event take place in any of the South Miami City parks and/or recreation facilities?<br><b>Please note:</b> A rental fee will be applicable if a city park is being used. |
| <input type="checkbox"/> | <input type="checkbox"/> | Will this event require the use of any Department equipment (stage)?<br><b>If YES, please specify size of the stage requesting:</b> _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | Will this event require the use of any Department staff?   |

## PARKING DIVISION

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- |                          |                          |   |
|--------------------------|--------------------------|---|
| Yes                      | No                       |   |
| <input type="checkbox"/> | <input type="checkbox"/> | Will you be renting any City parking meters? <b>If YES, how many</b> _____<br><b>Please note:</b> All closures or interference on right-of-ways that includes parking meters will be required to pay the daily meter fee. |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have enough on-site parking to accommodate your event?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Will your event involve the use of a shuttle and/or alternate parking sites?  |

## PUBLIC WORKS

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- |                          |                          |   |
|--------------------------|--------------------------|---|
| Yes                      | No                       |   |
| <input type="checkbox"/> | <input type="checkbox"/> | Will your event interfere with any public right-of-ways, such as roads, sidewalks, alleys, etc.?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Will your event require any full and/or partial right-of-way closures?<br><b>Please note:</b> Any right-of-way closures will require at least one off-duty officer per corner and the rental of barricades. |
| <input type="checkbox"/> | <input type="checkbox"/> | Would you like the City to provide you with any additional barricades for your event? <b>If YES, how many</b> _____.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Will your event require City Staff to remove recyclable goods, waste and garbage during and after the event?  |

If NO, please describe your plans for the cleanup and removal of recyclable goods, waste and garbage during and after your event.

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## ADDITIONAL EVENT FEATURES

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- |  |  |                                     |
|--|--|-------------------------------------|
| <input type="checkbox"/> Temporary Fencing | <input type="checkbox"/> Inflatables/Rides | <input type="checkbox"/> Live Music |
|--|--|-------------------------------------|

- Signs/Banners                       Additional Barricades                       Open Flames  
 Tents or Canopies                       Electrical Services/ Generators                       Port-A-Johns  
 Other: \_\_\_\_\_

**Please note:** If any of the following apply, a separate narrative description of each additional feature may be required by the City with this application. Additionally, tents, open flames and signs/banners may require an additional Permit at the cost to the applicant.

## **FEE WAIVERS**

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Applicants requesting a fee waiver must complete the below section and must include a letter from the business or organization along with the completed Special Events Application. It is at the discretion of the City Commission, to approve or disapprove all fee waiver requests and may take up to two (2) months.

- Yes                      No  
                       Will you be submitting a letter for the waiver of fees?

**If YES, please list all fees that will be requested to be waived:**

\_\_\_\_\_

\_\_\_\_\_

## **FILM/STILL PHOTOGRAPHY**

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Type of Production: \_\_\_\_\_

Special Effects or Weapons: \_\_\_\_\_

Base Camp Location: \_\_\_\_\_

Number of Cast: \_\_\_\_\_ Crew: \_\_\_\_\_ Extras: \_\_\_\_\_

Type of Vehicle: \_\_\_\_\_ Total Vehicles: \_\_\_\_\_

Parking Location: \_\_\_\_\_

## **DEPARTMENT DIRECTORY**

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|                                       |                |                             |                |
|---------------------------------------|----------------|-----------------------------|----------------|
| <b>Special Events Division</b>        | (305) 668-3873 | <b>South Miami Police</b>   | (305) 663-6301 |
| <b>Public Works &amp; Engineering</b> | (305) 403-2063 | <b>Parks and Recreation</b> | (305) 668-3876 |
| <b>Code Enforcement</b>               | (305) 668-7335 | <b>Planning and Zoning</b>  | (305) 663-6326 |

## **INDEMINIFATION AGREEMENT**

THIS AGREEMENT ("Agreement") is entered into by and between \_\_\_\_\_ ("Applicant"), and the City of South Miami ("City") on the date on which the last of the Parties executes this Agreement.

**RECITALS**

WHEREAS, the Applicant has submitted a Special Event Permit Application to the City for (event title) \_\_\_\_\_ at \_\_\_\_\_ (location) on

(date(s)) \_\_\_\_\_. ("Special Event"); and WHEREAS, pursuant to of the City's Code and the City's Special Event Regulations, the Applicant must execute an indemnification and hold harmless agreement protecting the City from claims which may arise out of the Special Event.

Now, THEREFORE, in consideration of the matters recited above, the mutual covenants set forth herein, and other good consideration the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1. The above recitals are true and correct.
2. Applicant agrees to indemnify, defend and hold the City, its officers, affiliates, employees, successors and assigns ( collectively "Indemnitees") harmless from and against any and all such claims, suits, actions, damages, or causes of action arising as result of the Special Event, or of the condition of the site on which the Special Event is held including any personal injury or loss of life, or damage to or loss of property, and from and against any costs, attorney's fees, expenses or liabilities included in and about the defense or settlement of any clams, and the investigation thereof, except to the extent caused by indemnitees negligence of willful misconduct.
3. No Street shall be closed without approval from the City Commission.
4. Traffic shall be maintained in accordance with Florida Department of Transportation (FDOT), Miami-Dade County standards and any additional requirements by the City of South Miami Public Works Department and Police Department.
5. Event areas shall be restored to equal or better condition than they were before the event started.
6. Any damage to private property shall be restored to its original condition or better and as accepted by the Owner caused by applicant or any of its agents, servants or employees, invitees and onlookers.
7. If all restoration work is not performed within 30 days of work completion, the City of South Miami Public Works Department may restore the event area and charge the applicant for the cost of restoration and additional incidental fees.
8. Applicant must pay all fees prior to the date of their event(s).
9. Applicants shall notify the City of South Miami Special Event Coordinator at least forty-eight (48) hours prior to start of their event of any cancellations to be considered for any refunds.

IN WITNESS WHEREOF, each of the parties hereto has caused this Agreement to be executed and sealed by its duly authorized signatory(ies) on the date set forth below and notarized.

\_\_\_\_\_  
PRINT APPLICANT'S NAME

\_\_\_\_\_  
APPLICANT'S TITLE

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NOTARY SIGNATURE

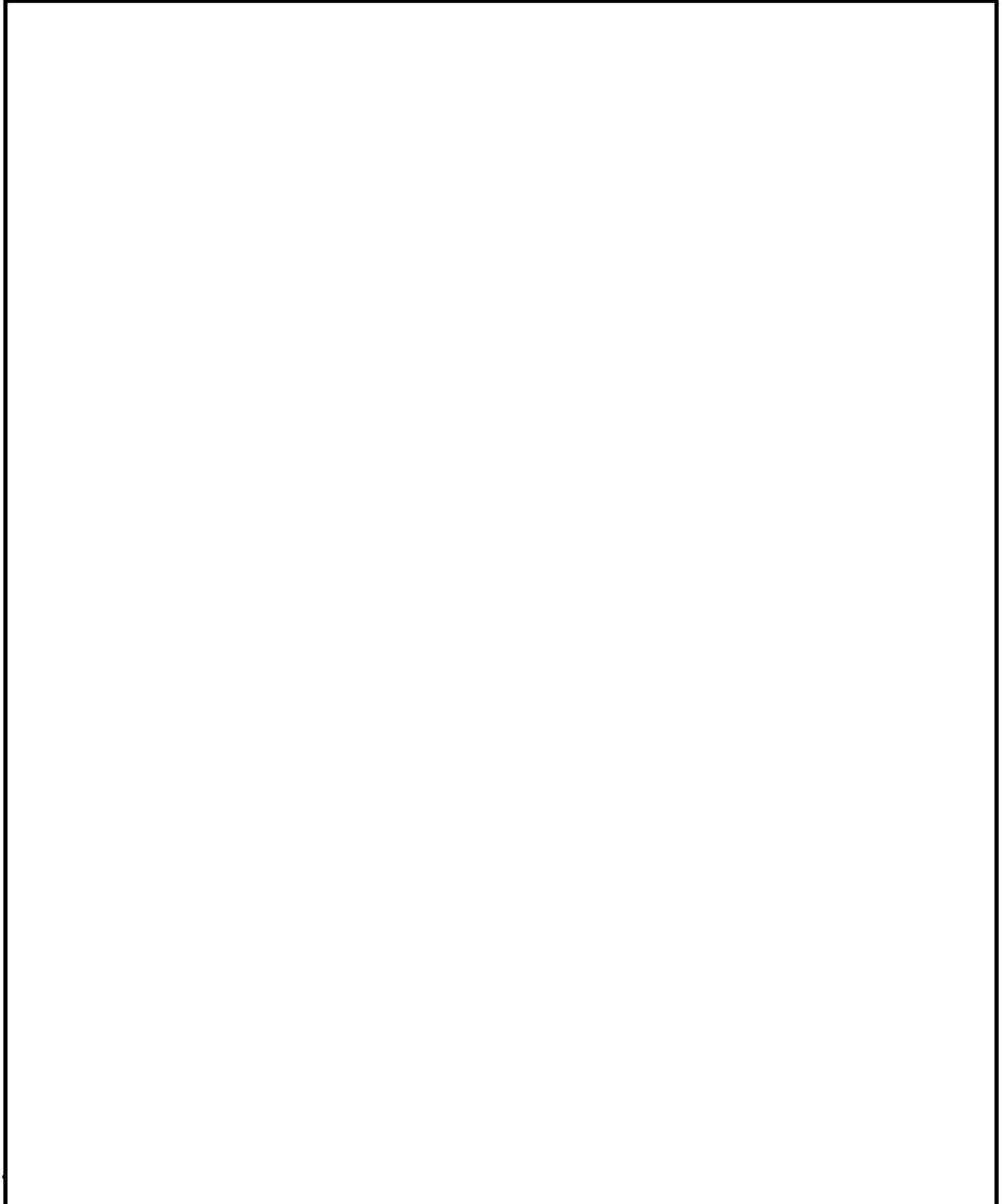
Subscribed and sworn before me, this  
\_\_\_\_\_ day of \_\_\_\_\_,  
County, State of \_\_\_\_\_

\_\_\_\_\_  
Signature (NOTARY PUBLIC)

**ROUTE/MAP**

A map of the event site is required and should indicate the event layout with proposed attractions, recommended street closures, parade or run/walk routes, etc. Please draw your map on the space provided below, or attach a map to the application upon submittal. The following must be identified and labeled

- |                                      |                            |                             |                         |
|--------------------------------------|----------------------------|-----------------------------|-------------------------|
| 1. Event site (streets, bldg., etc.) | 3. Canopies, tents, stages | 5. Fencing/Barricades       | 7. First aid facilities |
| 2. Routes (races, parades, etc.)     | 4. Restroom facilities     | 6. Off duty police officers | 8. Parking Area         |



We, the undersigned business and/or residents, have been notified of street closures associated with the event noted about on said date, and hereby agree or disagree to the closure(s). We are also aware that this response may not effect this application being disapproved.

| Resident/Business Name | Contact Name/Title | Phone No. | Signature | Check one  |
|------------------------|--------------------|-----------|-----------|--|
|                        |                    |           |           | <input type="checkbox"/> Agree <input type="checkbox"/> Disagree |
|                        |                    |           |           | <input type="checkbox"/> Agree <input type="checkbox"/> Disagree |
|                        |                    |           |           | <input type="checkbox"/> Agree <input type="checkbox"/> Disagree |
|                        |                    |           |           | <input type="checkbox"/> Agree <input type="checkbox"/> Disagree |
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|                        |                    |           |           | <input type="checkbox"/> Agree <input type="checkbox"/> Disagree |
|                        |                    |           |           | <input type="checkbox"/> Agree <input type="checkbox"/> Disagree |

**FINAL CHECK LIST**

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This list is to ensure that all necessary documentation is included and that all required procedures are followed. The Special Event Coordinator will check the application against this checklist to ensure all information was submitted correctly.

- APPLICATION:** All information has been properly filled out on the application with all required documents at least 21 days prior to the proposed event.
- APPLICATION FEE:** A \$60 application fee and \$100 administrative fee must accompany your submission in check or money order form.
- SIGNATURES:** Application must be signed and notarized.
- EVENT NARRATIVE:** Briefly discuss your Organization/Business, the purpose of your event, the benefits, etc.
- NOTIFICATION FORM:** 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 sheet.
- SITE PLAN:** A site plan must be submitted with the application that must show intersecting streets, parking areas, tents, stages, routes, barricades, etc.
- COPY:** It is strongly recommended that you make a copy of your application for your own records

**SUBMIT APPLICATION TO:** Yvette Valdes, Special Events Coordinator  
Gibson-Bethel Community Center  
5800 SW 66th Street South Miami, FL 33143  
Office: 305-668-3873 Email: [yvaldes@southmiamifl.gov](mailto:yvaldes@southmiamifl.gov)

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Once the application has been approved processed and the date has been reserved the following must be submitted prior to the event date.

- INSURANCE:** The applicant is required to submit a Certificate of Insurance naming the event and the City of South Miami (6130 Sunset Drive South Miami, FL 33143) as an additional insured, in the amount of \$1,000,000.
- EVENT FEES:** All other City service fees including but not limited to, Off-Duty Police, Public Works, Parking Meters, etc. will be due ten (10) days prior to the event date.