



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: _____

2nd 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.

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: _____

I am _____ [Print name of Property Owner]

Under penalties of perjury, I declare that I have read the foregoing application, including the information that has been inserted into this form, and the facts stated in this document are true.

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

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?
If YES, how many _____ Please note: 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.

STREET, SIDEWALKS AND RIGHT-OF-WAY CLOSURES

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

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

- | 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.

Please note: 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

- | 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

- | 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?
Please note: 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)?
If YES, please specify size of the stage requesting: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Will this event require the use of any Department staff? |

PARKING DIVISION

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Will you be renting any City parking meters? If YES, how many _____
Please note: 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

- | 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?
Please note: 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? If YES, how many _____. |
| <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.

ADDITIONAL EVENT FEATURES

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Temporary Fencing | <input type="checkbox"/> Inflatables/Rides | <input type="checkbox"/> Live Music |
| <input type="checkbox"/> Signs/Banners | <input type="checkbox"/> Additional Barricades | <input type="checkbox"/> Open Flames |
| <input type="checkbox"/> Tents or Canopies | <input type="checkbox"/> Electrical Services/ Generators | <input type="checkbox"/> Port-A-Johns |
| <input type="checkbox"/> 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

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 | |
| <input type="checkbox"/> | <input type="checkbox"/> | 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

Type of Production: _____

Special Effects or Weapons: _____

Base Camp Location: _____

Number of Cast: _____ Crew: _____ Extras: _____

Type of Vehicle: _____ Total Vehicles: _____

Parking Location: _____

DEPARTMENT DIRECTORY

Special Events Division	(305) 668-3873	South Miami Police	(305) 663-6301
Public Works & Engineering	(305) 403-2063	Parks and Recreation	(305) 668-3876
Code Enforcement	(305) 668-7335	Planning and Zoning	(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).

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.

I am _____ [Print name of Applicant]

Under penalties of perjury, I declare that I have read the foregoing application, including the information that has been inserted into this form, and the facts stated in this document are true.

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 |



FINAL CHECK LIST

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.

- HANDBOOK:** Received and reviewed the Special Events Handbook.
- 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 NARATIVE:** 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

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.