City of Coral Gables Economic Development

Miracle Mile Holiday Popup Program

APPLICATION AND PERMIT

PERMIT #:

Today's Date: _____

Application guidelines and timelines:

- You must complete this application (including the notarized page).
- Site map must be attached to application showing proposed setup. Insurance must be attached to application.
- Applications are reviewed on a first-come, first-serve basis.
- After review, applicants will be invited to a Special Events meeting (typically the first Friday of the month), to review your application and related details with city staff.

ADA Notice: To request a modification to a policy, practice or procedure or to request an auxiliary aide or service (such as a sign language interpreter) in order to participate in a city program, activity or event, please contact the city's ADA Coordinator Raquel Elejabarrieta or the Director of the sponsoring department at least seven (7) days in advance where circumstances permit. ADA Coordinator Raquel Elejabarrieta may be reached by email: Ada@CoralGables.com, or by telephone: 305-722-8686 (voice) or 305-442-1600 (TTY/TDD).

1. PERMIT APPLICANT INFORMATION

Legal Name of the Permit Applicant (Company or Individual): _____

Contact Person for this Permit Application: _____ Contact Person Phone: _____

Contact Person Email: _____

Applicant Address: _____ City: _____ State: _____ Zip: _____

Applicant Phone: _____ Applicant Email: _____

Is the Contact Person an Officer of the Legal Entity? ☐ YES* ☒ NO**

*If YES, attach verification from GatherGuard.

**If NO, go to next question

Is the Contact Person an Authorized Agent of Applicant? ☐ YES* ☒ NO

*If YES, Contact Person (Authorized Agent) must provide the city with a Limited Power of Attorney evidencing that they are authorized to execute legally binding contracts on behalf of the permit applicant.

2. EVENT INFORMATION

Name of Event: _____

Event Date(s): _____ Hours of Event: _____

Set-Up Time: _____ Take Down Time: _____

Location of event: _____

Event Description: (Provide an attachment if additional space is needed.)

_____

Anticipated Attendance: _____ Admission Fees: _____ # of year event has been in existence: _____

Previous Location(s): _____ Past Attendance: _____

2. EVENT INFORMATION (CONTINUED FROM PAGE 1)

A list of all staff, monitors, and volunteers assisting in this event and must be provided with this application including a sample of the badge or unique name tag that will be used at the event identifying your staff, monitors and volunteers from the participants and/or general public.

THIS COVER SHEET MUST BE PROVIDED WITH ALL INSURANCE DOCUMENTS

4. SPECIAL EVENTS PERMIT COVER SHEET FOR EVIDENCING INSURANCE TO THE CITY OF CORAL GABLES

Legal Name of Permit Applicant (Individual or Company): _____

Insurance is being submitted for an ongoing Special Event (check one):..... ☐ YES or ☐ NO

Insurance is being submitted for one Special Event permit (check one): ..... ☐ YES or ☐ NO

Will liquor be served at the Special Event (check one): ..... ☐ YES or ☐ NO

Without limiting PERMIT APPLICANT'S indemnification of the CITY, and during the term of this Agreement, PERMIT APPLICANT shall provide and maintain at its own expense the below described programs of insurance. Such programs and evidence of insurance shall be satisfactory to the CITY and shall be primary to and not contributing with any other insurance or self-insurance program maintained by the CITY. Certificates or other evidence of coverage shall be delivered via email, fax or US mail to;

Such certificates or other evidence of coverage shall be delivered prior to commencing performance under this Permit, and shall contain the express condition that the CITY is to be given written notice of at least thirty (30) days in advance of any cancellation, non-renewal or material change of any insurance policy.

Certificate Holder should read:
City of Coral Gables
Insurance Compliance
P.O. Box 100085 - CE
Duluth, GA 30096

Email address: SpecialEvents@CoralGables.com

5. INSURANCE REQUIREMENTS FOR COMPANIES

Companies are required to evidence the following Insurance to the city;

Insurance Coverage Type	Limit of Liability Required			
Commercial General Liability	Each Occurrence	$1,000,000	Aggregate	$2,000,000
Liquor Liability (required if liquor is served)	Each Occurrence	$1,000,000	Aggregate	$2,000,000

- All insurance policies evidenced to the city shall name the City of Coral Gables as an Additional Insured on a Primary and Non-contributory basis.
- All insurance policies evidenced to the city shall contain A Waiver of Subrogation Endorsement in favor of the City of Coral Gables.
- All insurance companies providing coverage must have an A.M. Best rating of at least (A-/VI) or an equivalent rating given by a recognized rating agency.

Companies evidencing insurance must provide the following documents to the city;

1. This Cover Sheet with all of the questions above answered.
2. A Certificate of Liability Insurance naming the City of Coral Gables as an additional insured on a primary and non-contributory basis including a Waiver of Subrogation in favor of the city.
3. A copy of the Endorsements evidencing that Additional Insured status has been provided to the city and that this coverage has been provided on a Primary & Non-Contributory Basis.
4. A copy of the all Waiver of Subrogation Endorsements for each line of coverage required.

6. INSURANCE REQUIREMENTS FOR INDIVIDUALS

Individuals are required to evidence the following Insurance to the city;

Insurance Coverage Type	Limit of Liability Required	
Personal Liability Insurance	Each Occurrence	$300,000
(including host liquor liability coverage is if liquor is served)		

Individuals evidencing insurance must provide the following documents to the city;

1. This Cover Sheet with all of the questions above answered.
2. A Certificate of Liability Insurance naming the City of Coral Gables as an additional insured.

7. IF APPLICANT DOES NOT HAVE INSURANCE

Alternatively, Companies & Individuals may obtain liability insurance through a TULIP (Tenant User Liability Insurance Program) established by the city at www.GatherGuard.com.

The City of Coral Gables reserves the right to require additional types of insurance coverage or higher limits of liability for any event. This determination will be made by the Risk Management Division.

City of Coral Gables Insurance Compliance Contact Information
Phone: (951) 652-2883 • Fax: (770) 325-0417 • Email: SpecialEvents@CoralGables.com

PROHIBITIONS

1. All Expanded Polystyrene (Styrofoam) containers is prohibited. Special events permittees and their subcontractors are prohibited from selling, using or providing food/drinks in, or offering the use of, expanded polystyrene articles. Upon warning, the permittee or subcontractor must discontinue use. Failure to do so within a reasonable amount of time may lead to the discontinuation of the service, sale or participation in the event. Violations may also lead to the imposition of fines, the revocation of the permit, the placement of conditions on future special events permits or the denial of future special events permits. (Sec. 62-230, City of Coral Gables Code).

2. Prohibition on use of single-use carry out plastic bags. Special event permittees shall not provide items in single-use carry out plastic bags during special events as a condition of approval. Upon warning, the special event permittee must cease providing the single-use carry out plastic bags immediately. If the special events permittee does not do so he or she may be forced to discontinue the service, sale or participation in the special event.

   - Single-use carry out plastic bag means a bag provided by a company or individual to a customer, typically at the point of sale, for the purpose of transporting purchases, which is made predominantly of plastic derived from petroleum or a biologically-based source. This definition includes bags provided to a customer to transport items provided free of charge, including but not limited to, samples and informational materials. This prohibition shall not apply to Exempt Bags in 34-191(e) or other types of single-use plastic bags used, provided or given out by individuals who are special events permittees for the purpose of hosting a small private event (100 people or less) (e.g. birthday party, family reunion). A violation of this section shall constitute a city code violation and may result in the revocation of the special events permit and fines and may be grounds for the placement of conditions on or for denial of a future special events permit. (Section 62-263, City of Coral Gables Code).

   - **Acceptable Bag Alternatives**

   - Reusable bag (bag with handles that is specifically designed and manufactured for multiple reuse and made of durable material specifically designed for and provided to consumers with the intention of multiple, long-term use)
   - Does not include any film plastic bags.
   - Recyclable paper bag (minimum average of forty percent (40%) post-consumer recycled materials)
   - Compostable Bag (ASTM D6400 certified)

3. Prohibition on use of single-use plastic beverage straws and single-use plastic stirrers. Special event permittees and their subcontractors shall not sell, use, or provide a beverage with a single-use plastic beverage straws or single-use plastic stirrers in city facilities/property.

   - Single-use plastic beverage straw means a tube, intended for only one-time use that is made predominantly of plastic derived from either petroleum or a biologically based polymer, including polymers derived from corn or other plant sources, for transferring a beverage from its container to the mouth of the drinker. Single-use plastic beverage straw includes compostable and biodegradable petroleum or biologically based polymer straws, but does not include straws that are made from non-plastic materials, such as paper, sugar cane, bamboo, or other similar materials.
   - Single-use plastic stirrer means a device that is used to mix beverages, intended for only one-time use, and made predominantly of plastic derived from either petroleum or a biologically based polymer, including polymers derived from corn or other plant sources. Single-use plastic stirrer includes compostable and biodegradable petroleum or biologically based polymer stirrers and lid plugs (splash sticks), but does not include stirrers that are made from non-plastic materials, such as paper, sugar cane, bamboo, or other similar materials. (Section 62-264, City of Coral Gables).
     Acceptable straw alternatives: paper, sugar cane, bamboo, metal, and other similar material.

   - **Exceptions:**

   a. The requirements of this section shall not restrict a city contractor from providing a beverage with, or offering the use of, a single-use plastic beverage straw or single-use plastic stirrer upon request by or for an individual with a disability or medical condition that necessitates the use of a single-use plastic beverage straw or single use plastic stirrer. Such request does not require disclosure of the individual's disability.

   b. This prohibition shall not apply to single-use plastic beverage straws or single-use plastic stirrers used, provided, or given out by individuals who are special events permittees for the purpose of hosting a small private event (100 people or less) (e.g. birthday party, family reunion).

   c. This prohibition shall not apply to pre-packaged drinks where plastic straws have been attached to or sealed with beverages prior to receipt by a city contractor.

   - **Penalties**

   a. Upon warning, the special event permittee must stop use of single-use plastic beverage straws or single-use plastic stirrers or replace them with a non-single-use plastic alternative as soon as practicable. If the special events permittee does not do so within a reasonable amount of time, he/she may be forced to discontinue the service, sale or participation in the event.

   b. A violation of this section shall constitute a city code violation and may result in the revocation of the special events permit and fines and may be grounds for the placement of conditions on or for denial of a future special events permit.

4. Applicant must comply with such other requirements the city may deem necessary in order to provide for traffic control, street and property maintenance, and the protection of the publics health, safety and welfare.

INDEMNIFICATION

For and in consideration of the City of Coral Gables consent to allow the Applicant to hold a Special Event, Parade or Public Assembly (as defined by City Ordinance) within the limits of the City of Coral Gables, the Applicant agrees as follows:

The Permit Applicant jointly and severally, hereby hold harmless, indemnify and defend the City of Coral Gables, its representatives, officers, agents, affiliates, employees, the administration and elected and appointed officials from and against all liability, suits, actions, claims, costs, expenses or demands (including, without limitation, suits, actions, claims, costs, expenses or demands resulting from death, personal injury and property damage) or expenses of every kind and character, including reasonable attorney's fees, costs and appeals, arising or resulting in whole or in part, as a result of any tort, intentional action, negligent acts or omissions on the part of the Permit Applicant or any of the participants of the Event outlined in this application. This indemnification provision shall survive the termination of this contract and shall be in full force and effect beyond the term or termination of this contract, however, terminated. This indemnification provision includes claims made by the entitlement, if any, to immunity under section 440.11, Florida Statutes. Nothing contained herein shall be construed as a waiver of any immunity or limitation of liability the city may have under the doctrine of sovereign immunity of section §768.28, Florida Statutes.

Under penalties of perjury, I declare that I have read the foregoing application and that the facts stated in it are true.

_____ _____

Signature of Authorized Agent or Applicant Date

_____

Print Name Title

_____

Address City/State/Zip Code Phone

Subscribed and sworn to before me, this _____day of_____ 20 _____.

_____

Notary Public State of Florida at Large

Approval Signatures Required:

_____ _____

Print Name: _____ Print Name: _____

Community Recreation Director Police Major/Chief

_____ _____

Print Name: _____ Print Name:_____

Fire Chief Code Enforcement Director

Application, comprehensive site plans, and insurance must accompany this application and must be submitted to:

Economic Development Department
Fink Studio
2506 Ponce De Leon Blvd., Coral Gables, FL 33134
E-mail: **business@CoralGables.com**

305-569-1835

ADDITIONAL CONDITIONS OR CHANGES TO APPLICATION:

Event Name: _____ Event Date _____

Additional conditions or requirements requested by committee: _____

_____

OFFICE USE ONLY

Date received: _____ Date Permitted: _____

Have business owners and/or residences been notified? ☐ Yes ☐ No

Reviewed by: ☐ Director ☐ Police ☐ Fire ☐ Code Enforcement

DEPOSIT FEE: $_____

SPECIAL EVENT FEE: $_____

TOTAL FEES: $ _____

_____

Supervisor Approval Date

Type of permit:

☐ Non-profit/government event

☐ For-profit/government event

☐ City-hosted event.

APPLICATION COMPLETION CHECKLIST:

☐ Special Event Permit

☐ Certificate of Insurance (COI)

☐ Site Diagram (Showing Event and Parking Areas)

☐ Neighborhood Notification Letter

☐ Commercial Notification Letter