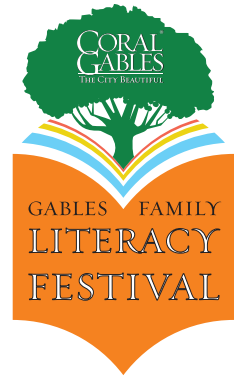




City of Coral Gables
COMMUNITY RECREATION
Gables Family Literacy Festival
A City of Coral Gables Event



Dear prospective *Literacy Row* activity hosts and vendors,

We are looking forward to your participation in our fourth annual Gables Family Literacy Festival to be held in front of the **War Memorial Youth Center on Saturday, May 17, 2025.**

Literacy Row activity hosts and resource vendors must demonstrate a commitment to promote reading, and encourage writing in an effort to increase awareness of literacy and the literary arts in our city's multi-ethnic community while serving, supporting, celebrating, and/or promoting literacy for people of all abilities and ages within the local community. There is no vendor/host fee to participate in this event.

OPTION 1: Literacy Row Activity Hosts will bring a free activity to share with event attendees. All hosts will be located on a level, uncovered asphalt surface, and activities should be environmentally friendly, culturally sensitive to people from diverse backgrounds and personal identities, and fully accessible to people with a variety of physical, emotional, cognitive, and sensory abilities. Potential host activity could include, but are not limited to, music, movement, art, sport, or performance activities.

OPTION 2: Literacy Row Resource Vendors will display information about programs, events, or services and promote the limitless and varying literacy-related options and opportunities within Coral Gables and surrounding areas. Literacy resources should promote reading, encourage writing, and heighten awareness for literacy and the literary arts. Resource vendors will be provided, at no cost, a 10' x 10' tent space, a 6-foot table and two folding chairs. Vendors must provide their own table covers. Vendors may elect to share their tent with another Resource Vendor with a maximum of up to two vendors per tent.

Gables Family Literacy Festival at the War Memorial Youth Center

405 University Drive, Coral Gables, Florida 33134

Vendor Set-Up: 9 - 10:30 a.m.

Event Hours: 11 a.m. - 3 p.m.

Vendor Breakdown: 3 - 4 p.m.

1. Please arrive on time, as Riviera Drive and the parking lot on University Drive will be closed for vendor set up beginning at 6 a.m. Vehicles will not be permitted in the event space.
2. Complimentary vendor parking will be across the street in the overflow lot on University Drive. The parking lots on Anastasia Ave. and Segovia St. will be for event-attendees only.
3. **Literacy Row Activity Host / Resource Vendor Check-in:** When you arrive, staff members will be located in the Coral Gables information tent located in tent 35 near the circular driveway entrance of University Drive, to assist you in locating your assigned station or booth.
4. Stations and tents must be staffed at all times throughout the event hours.
5. To participate, the completed application must be submitted to SpecialEvents@CoralGables.com no later than **Monday, May 5, 2025.**

Sincerely,

The Coral Gables Literacy Team and Reading Rangers

For additional questions please contact us at 305-460-5600.

**City of Coral Gables
Community Recreation
405 University Drive
Coral Gables, FL 33134
305-460-5600**



City of Coral Gables
COMMUNITY RECREATION



Gables Family Literacy Festival

Event Permit Application

Permit #: _____

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

Federal ID # of Business: _____ Today's Date: _____

Contact Person for this Permit Application: _____

Contact Person Phone: _____ Contact Person Email: _____

Contact Person Full Address: _____

Emergency Contact Name: _____ Emergency Contact Number: _____

Event Date: Saturday, May 17, 2025	Hours of Event: 11 a.m. - 3 p.m.	Set-Up Time: 9 - 10:30 a.m.	Take-Down Time: 3 - 4 p.m.
--	--	---------------------------------------	--------------------------------------

Location of Event: Coral Gables War Memorial Youth Center, 405 University Drive, Coral Gables, FL 33134

Space assignments: Subject to location change. Space assignments will be organized by city staff on a first-come, first-serve basis. Only Resource Vendors will be provided with a tent.

Selling privileges at the Gables Family Literacy Festival are extended to pre-approved food vendors and resource vendors only. Each participating vendor must have an approved application on file with the city of Coral Gables. List of available items or options and rates must be provided at time of application to be approved for sale during the event. **Will you sell items at this event?:** YES NO

PLEASE CHECK ONE OPTION ONLY:

OPTION 1: Literacy Row Activity Hosts: This area is an open and uncovered activity area. Hosts must supply all of their materials. Please describe the inclusive activity and space required for the activity:

OPTION 2: Literacy Row Resource Vendors: Must provide their own display, arrangements, and rain/shade protection if desired and are limited to a 10' x 10' tent (that may be shared with another resource vendor). Because simplicity and aesthetics are important for the event, we ask the booths be neat and tidy with adequate professional signage. Please describe your display area:

Event Permit Application

Your Participation in this Event: Briefly describe how your organization or business serves, supports, celebrates and/or promotes literacy and the literary arts:

The city will provide at no cost:

OPTION 1: Literacy Row Activity Hosts

- Designated open air activity area.
- An information booth that can be used to display information about all Hosts.

OPTION 2: Literacy Row Resource Vendors

- One 10' x 10' tent.
- One 6' table and two chairs per vendor.

OPTION 1: Literacy Row Activity Hosts will provide:

- All materials and support staff for activity.

OPTION 2: Literacy Row Resource Vendors will provide:

- Table cover/ skirting and decorations for booth
NO Expanded Polystyrene (Styrofoam) & NO Plastic Bags.

FOOD VENDOR WILL PROVIDE (Pre-approved vendors only):

- Menu of food items with list of ingredients, allergens and rates to be sold during the event.

VIRTUAL LITERACY FESTIVAL OPTION: If you are interested in participating in the virtual literacy festival please provide the city with a description of the organization and services, and include high resolution logos and files to be featured on the city website. For videos please include links to authorized content that the city may share online. **Will you participate in the virtual literacy festival?:** YES NO

ELECTRICITY: Electricity will not be provided for this event. Self-powered or battery-powered electronic displays are permitted.

AFFIDAVIT: I have read the regulations and policies as outlined in this permit application and hereby agree to abide by said regulations and policies, and that failure to meet the intent of said procedures will result in my, or my organization's removal from the event. I further acknowledge full responsibility for all my activities in the event (and for the activities of those assisting me), and that the city of Coral Gables does not carry any insurance policies to cover individual vendors and that I may be required to carry such insurance.

TERMS AND CONDITIONS:

The Gables Family Literacy Festival will be on **Saturday, May 17, 2025**. Vendor booths are open to the public from 11 a.m. to 3 p.m. No vehicles are allowed on Riviera Drive or the University Drive parking lot before 6 a.m. or after 10 a.m. Vehicles will not be allowed back on Riviera Drive or the University Drive parking lot to reload until 3 p.m. See attached event map for specified vendor location.

Vehicles will be allowed to unload and load if needed, but must be removed before 10 a.m.

During loading and unloading, vehicles must remain on designated paved areas. Any vehicle driving in prohibited areas may be asked to leave the event.

THIS COVER SHEET MUST BE PROVIDED WITH ALL INSURANCE DOCUMENTS

1. SPECIAL EVENT 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: CityofCoralGables@Ebix.com

2. 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.

3. 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 (including host liquor liability coverage is if liquor is served)	Each Occurrence \$300,000

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.

4. IF APPLICANT DOES NOT HAVE INSURANCE

Alternatively, companies and individuals may purchase the non-refundable liability insurance offered through the Event Liability Insurance Policy website: <https://GatherGuard.com>. Proof of purchased certificate of insurance must be submitted with the permit application. If assistance is needed, please contact Gather Guard at (877) 434-6274 or email GatherGuard@IntactInsurance.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.

ADDITIONAL ADA RULES AND REGULATIONS FOR SPECIAL EVENTS

- A. ADA Notice:** The city welcomes individuals with disabilities. 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 (all events not organized by the city are the responsibility of the event organizer to provide all necessary requirements), 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).
- B.** 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) CoralGables.com/ExpandedPolystyrene
- C.** 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. 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. (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)
- For more information on the single use plastic bag ordinance please visit CoralGables.com/PlasticBags
- D.** 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
 - Other similar material
- For more information on the single use plastic straw ordinance please visit CoralGables.com/SkipTheStraw
- E.** 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.

Event Permit Application

City of Coral Gables Family Literacy Festival - Indemnification

For and in consideration of the city of Coral Gables consent to allow the Applicant to participate in the Gables Family Literacy Festival, 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 as 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 of 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.

Applicant Signature: _____ Date: _____

Signature of Authorized Agent or Applicant: _____ Date: _____

Print Name: _____ Title: _____

Address: _____ City, State, Zip _____ Phone Number _____

TO BE COMPLETED BY STAFF ONLY

Approved? Yes No

Permit #:

Date Received: _____ Reviewed by: _____

Approved by: _____ Date: _____
Director/Assistant Director



SINGLE USE PLASTIC BAGS/STRAWS/EXPANDED POLYSTYRENE ORDINANCES

#PlasticFreeCG

The City of Coral Gables is a leader in sustainability efforts. The goal of these ordinances (Chapter 62 - Article VII, and Chapter 2 - Article VIII) is to eliminate **single-use plastic bags/straws/stirrers and expanded polystyrene** (Styrofoam) and replace them with more environmentally friendly alternatives in order to reduce waste, litter, and pollutants from ending up in landfills on streets, parks, public spaces and in waterways.

Who Does These Ordinances Apply To?

- City Facilities: Includes buildings, parks, city golf courses, or any other city owned property.
- City Vendors, Contractors, Concessionaires, and/or Operators.
- Special Event Permittees and their subcontractors which includes any person/entity issued a special event permit by the city for a special event on city property, in a city facility or in the city's right-of-way.

Exceptions

- Special events of 100 people or less (such as a birthday party or family reunion).
- Not-for-profit corporations, school district, and county/state/federal governmental entities.
- ADA requests.
- Pre-packaged food items and/or items used to store meat, pork, seafood or poultry.
- Exempt Bags: Produce bags, prescription medicine bags, dry cleaning bags, door hanger bags, newspaper bags, garbage bags, pet waste bags, yard waste bags; and bags brought in by the customer.

Sustainable Alternatives

- Reusable (Designed for Long-Term Use: Cloth, Glass, Metal, etc.) bags, bottles, cups, and mugs
- Compostable bags: Must meet ASTM D6400 Standards or equivalent
- Paper bags and cups: Made from at least 40% Post-Consumer Recycled Material
- Metal, bamboo, paper, and sugar cane straws/stirrers

Enforcement/Penalties

- Compliance with ordinances is a special event permit condition of approval.
- Enforcement begins immediately. If violation is found, permittee will be asked to cease use.
- Failure to do so will subject permittee to revocation of the Special Event Permit.
- For city contractors, a violation is deemed a default under the contract.

Continues on other side...

CORAL GABLES ENCOURAGES BUSINESSES TO ELIMINATE SINGLE USE PLASTICS AND EXPANDED POLYSTYRENE

The city is strongly encouraging all local businesses to eliminate the use of single use plastics and expanded polystyrene (most commonly know as Styrofoam). Single use plastics and expanded polystyrene often are not readily recyclable. They take hundreds to thousands of years to degrade in the environment. According to studies, there will be more plastic than fish in the ocean by 2050. To help lead by example, the city has ceased purchasing single use plastic bags, straws and stirrers along with products made of expanded polystyrene.

Recommendations

- Conduct a supply chain audit.
- Work with suppliers on identifying sustainable alternatives.
- Reach out to other similar local businesses to learn how they switched.
- Market the switch to sustainable alternatives to your customers (website, social media, etc.).
- Do not automatically provide a single-use item to every customer. Make available upon request.
- Encourage use of reusable items: provide incentives for customers to bring their own.

Recognition Opportunities

Did you know that by going plastic free that it can help your business qualify as a Coral Gables Green Business?

The city of Coral Gables in collaboration with the Coral Gables Chamber of Commerce have developed a Green Business Certification Program. The goal is to recognize/reward our businesses for all their amazing eco-friendly efforts. This FREE program also aims at educating local businesses on additional sustainability initiatives they can implement. The program focuses on the following areas:

- Solid Waste Reduction and Recycling
- Energy and Water Conservation
- Pollution Prevention
- Transportation Alternatives
- General Environmental Policy and Education



Together - the city of Coral Gables and our local businesses can build a more resilient and sustainable Coral Gables.

For more information please visit coralgables.com/sustainability
or call 305-460-5008

Segovia Street

Anastasia Avenue

Le Jeune Road

University Drive

Sarto Avenue

University Drive

Camilo Avenue



Additional Event Parking

Event Restrooms

Men's Bathroom

Women's Bathroom

City of Coral Gables
COMMUNITY RECREATION

War Memorial Youth Center Map

Gables Family Literacy Festival

Outdoor Basketball Courts

War Memorial Youth Center Main Building

Facility is Open

Event Restrooms Inside

Bike Parking

Drop-off for Youth Center Participants

Concessions

Batting Cages

Playground

ACCESSIBLE PARKING

Schedule Book Fair, Check-out, Purchase Schedule Books here

Event parking for staff and participants

CORAL GABLES
THE CITY BEAUTIFUL

COMMUNITY RECREATION

Police Explorers Tent
Lost Children / First Aid

Petting Zoo

Eating Area
(6 Round Tables)

Live Music

Food Vendors Lane

Partner Library Parking

Partner Library Parking

Literacy Row

Reading and Learning Area

Photo Booth

Ladder Truck

Structural Legend:

- Athletic Areas
- Recreational Areas
- Bathrooms
- Storage
- Vegetation
- Parking Space

Electrical

French Barricade

- Standard parking space width: 8 ft.
- ADA parking space width: 10 ft.
- Standard space between tents: 1 ft.

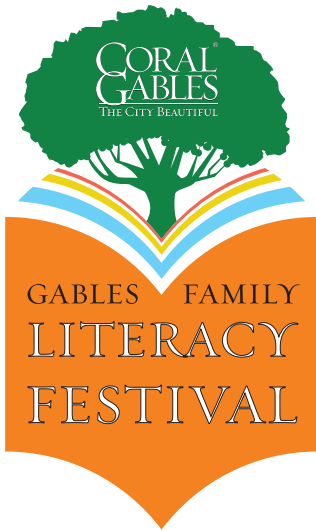
Literacy Fair Vendors Legend:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.
- 21.
- 22.
- 23.
- 24.
- 25.
- 26.
- 27.
- 28.
- 29.
- 30.
- 31.
- 32.
- 33.
- 34.
- 35.
- 36.
- 37.
- 38.
- 39.
- 40.
- 41.
- 42.
- 43.
- 44.
- 45.
- 46.
- 47.
- 48.
- 49.
- 50.



Digital Police Sign

PAL Van



GABLES FAMILY LITERACY FESTIVAL

Application Deadline: Monday, May 5, 2025.
For additional information call: 305-460-5600

Spaces are limited! Register soon!