



City of Coral Gables Community Recreation SPECIAL EVENTS APPLICATION AND PERMIT

PERMIT #: _____

Received Date: _____

Application guidelines and timelines:

- Applications must be submitted no less than four (4) weeks prior to the event date and shall include the notarized signature page.
- A site map and Certificate of Insurance (COI) are required and must be submitted with the application.
- All applications shall be reviewed on a first-come, first-served basis.
- Upon submission, the required Special Events deposit, as established by ordinance of the City of Coral Gables, shall be paid in full. No application shall be reviewed or processed without receipt of the deposit, and under no circumstances shall the deposit be waived.
- Following preliminary review, applicants may be required to attend a Special Events Committee meeting (typically held on the first Friday of the month) to review the application and associated event details with City staff.

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.

List all vehicles associated with this event: (if applicable) (Provide an attachment if additional space is needed.)

How will the event rules, regulations, terms and conditions of the event be communicated to the participants?
(Provide an attachment if additional space is needed.)

Will there be any live music or recorded music at this event? What type of music will be played?
(Provide an attachment if additional space is needed.)

Number, type and location of all loud speakers and amplifying devices.
(This information can be provided on a map as an attachment to this application.)

3. VENDOR INFORMATION

Number of Food Vendors: _____ Vendors list provided to the city? Yes No

Number of Other Vendors: _____ Vendors list provided to the city? Yes No

Food vendors have all permits/licenses? Yes No

Will there be alcohol at this event? Yes No

If yes, has liquor license been issued? Yes No

Is this a charitable event? Yes No

If yes, what is the name of the charity/organization? _____

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;

<u>Insurance Coverage Type</u>	<u>Limit of Liability Required</u>
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;

<u>Insurance Coverage Type</u>	<u>Limit of Liability Required</u>
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.

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

8. CITY SERVICES

POLICE

of Officers _____ Date(s) Required _____ Hours Needed (i.e. 8 a.m. - 5 p.m.) _____

The final number of Coral Gables Regular-Off-Duty Police Officers required for an event will be determined by the Coral Gables Police Department upon the approval of all required permits for this event. Please contact the Coral Gables Police Department to obtain an Off-Regular-Duty Police Services Permit Application and Fee Schedule by emailing OffDuty@CoralGables.com

Clearance Form received: Yes No

FIRE/MEDICAL

On Call On Site

Contact the Coral Gables Fire Department Administration Division for questions or costs associated with onsite coverage at 305-460-5581 or FireAdminStaff@CoralGables.com

Clearance Form received: Yes No

CITY FACILITIES

Location _____ If using a park, do you need the restrooms opened? Yes No

ELECTRICAL REQUIREMENTS

Please list all electrical requirements including the type of electricity (i.e. 110V), amperage needed, the number of outlets and the type of equipment needing the electricity (i.e. sound system, popcorn machine, etc.):

Dates needed _____ Hours per day needed _____

TRASH

Who will be responsible for trash pick-up during the event? _____

CITY EQUIPMENT

Barricades (Contact Public Works, Barricades Division to reserve equipment: 305-733-0132 or JRivero@CoralGables.com.)

SIGNS/BANNERS

Please list any requests for use of city signs and/or location of signs:

CITY PARKING LOT

Does this event propose the use of any parking lot? (Contact parking at Parking@CoralGables.com) YES NO

If yes, please fill in information below:

Parking Lot Location: _____

Date(s) _____ Time(s): _____

OTHER

Please list any other requests for city services (be specific):

9. CLOSURE OF STREETS OR CITY RIGHT-OF-WAY

CITY STREETS

Does this event propose closure or use of any street(s)? YES NO

If yes, please fill in information below:

Street Location: _____ From/To: _____

Date(s) _____ Time(s): _____

CITY SIDEWALKS

Does this event propose closure or use of any sidewalks? YES NO

If yes, please fill in information below:

Sidewalk Location: _____ From/To: _____

Date(s) _____ Time(s): _____

CITY ALLEYS

Does this event propose closure or use of any alleys? YES NO

If yes, please fill in information below:

Alley Location: _____ From/To: _____

Date(s) _____ Time(s): _____

CITY RIGHT-OF-WAY

Does this event propose closure or use of any City right-of-way? YES NO

If yes, please fill in information below:

Right-of-way location: _____ From/To: _____

Date(s) _____ Time(s): _____

PARADE ROUTE

Does this event propose closure or use of any street(s)? (Contact parking at Parking@CoralGables.com) YES NO

If yes, please fill in information below:

Parade Route: _____ From/To: _____

Date(s) _____ Time(s): _____

If you checked yes to any of the above, a site plan showing all of the above requests must be provided and a street closure permit may be needed.

Please contact SpecialEvents@CoralGables.com for more information.

10. ADDITIONAL EVENT FEATURES (APPLICANTS MUST CHECK ALL THAT APPLY)

- | | | |
|--|---|--|
| <input type="checkbox"/> Temporary Fencing | <input type="checkbox"/> Inflatable Attractions | <input type="checkbox"/> Food truck |
| <input type="checkbox"/> Signs/Banners | <input type="checkbox"/> Music (Recorded) | <input type="checkbox"/> Open Flames (with floor protection) |
| <input type="checkbox"/> Port-A-Johns | <input type="checkbox"/> Music (Live) | <input type="checkbox"/> Carnival/Amusement Rides |
| <input type="checkbox"/> Tents or Canopies | <input type="checkbox"/> Bike Valet: | <input type="checkbox"/> Electrical Services/Generators |
| <input type="checkbox"/> Barricades | <input type="checkbox"/> Fireworks | <input type="checkbox"/> Amplifying Devices Or Loud Speakers |
| <input type="checkbox"/> Other: _____ | | |

11. ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

A Permit Applicant is required to make its special events accessible to individuals with disabilities and to provide reasonable accommodations to enable individuals with disabilities to participate in the event in compliance with all applicable federal, state and local accessibility requirements, including the Americans With Disabilities Act (ADA).

Each special event must designate at least one (1) person as the "Accessibility Coordinator." The Accessibility Coordinator is responsible for overseeing the accessibility of the event, handling requests for reasonable accommodations related to the event, and ensuring that the event personnel are knowledgeable about the event's accessible features.

Provide the name, telephone and email contact information for the event's Accessibility Coordinator(s):

Name _____ Telephone: _____ Email: _____

The city's "Special Event Accessibility Checklist" brochure is intended to assist the Permit Applicant to plan the accessible features for the event; however, the checklist may not be inclusive of all accessibility requirements. It is the Permit Applicant's responsibility to comply with all applicable federal, state and local accessibility requirements, including the Americans With Disabilities Act (ADA).

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 Clifford Friedman, the city's ADA Coordinator, at least seven (7) days in advance where circumstances permit. The ADA Coordinator may be reached by email: ADA@CoralGables.com, or by telephone: 305-722-8686 (voice) or 305-442-1600 (TTY/TDD).

**All booths, stands, signs/banners must be removed immediately following the event.
For additional information call Code Enforcement at 305-460-5226.**

SCHEDULE OF FEES, REFUNDABLE PERFORMANCE DEPOSIT AND EXCEPTIONS

The schedule of fees, refundable performance deposit and exemptions for special events shall be as follows:

SPECIAL EVENT FEE STRUCTURE				
Event Type	Base Fee (Does not include Additional fees as described further below)			
	1 Day	2 Day	3 Day	4 Day
NON-PROFIT/GOVERNMENT ORGANIZED EVENT				
Event of up to 500 persons/day	\$315	\$475	\$575	\$735
Event between 500 - 1,000 persons/day	\$420	\$735	\$1,000	\$1,200
Event of more than 1,000 persons/day	\$525	\$945	\$1,200	\$1,575
FOR-PROFIT EVENT				
Event of up to 500 persons/day	\$630	\$1,050	\$1,365	\$1,575
Event between 500 - 1,000 persons/day	\$840	\$1,470	\$1,890	\$2,205
Event between 500 - 1,000 persons/day	\$1,050	\$1,890	\$2,520	\$2,940

All applications must be submitted at least 30 days in advance of the event date and must be accompanied by a security deposit.

- A. The city may waive one or more of the enumerated charges for nonprofit organizations based upon experience with previous events, size, duration, location, nature of the event and the likelihood of un-removed litter or damage to property. In the event that the nonprofit organization demonstrates that it has contracted for clean-up activities with a city-approved group, the refundable performance deposit shall be waived **by a special event representative**.
- B. Neighborhood or block parties shall be exempt from certain provisions of this article so long as no commercial activity is conducted, no admission fee is charged, and members of the general public are not allowed access. Provided, however, that individuals or organizations should notify the City Manager's Office when a neighborhood party is planned so that police, fire, and other emergency service organizations will be aware of the time, place, and scope of the event.
- C. The closing fee set forth in this article shall be construed as being in addition to other fees or charges imposed for labor, materials, police or fire protection services, or any other charges for city services incidental to the assembly or street closing and other fees shall still be levied and collected in addition to the closing fee herein provided.
- D. Political or public issue events shall be exempt from certain provisions of this Section. Individuals or organizations planning such an event shall notify the City Manager's Office when a political or public issue event is planned so that police, fire, and other emergency service organizations will be aware of the time, place, and scope of the event and the name or names of persons in charge.
- E. Funeral processions shall be exempt from the terms of this article.
- F. Refundable performance deposit fees for special events are hereby established pursuant to a duly adopted ordinance of the City Commission of the City of Coral Gables and shall be imposed in accordance with said ordinance.
- G. The required deposit shall be remitted at the time of application submission in order to initiate and secure the review and permitting process.
- H. Upon approval of the Special Event Application by the Special Events Committee, and upon satisfaction of all applicable conditions and requirements, the Special Events permit fee shall be paid in full no later than fourteen (14) calendar days prior to the scheduled event date.
- I. Failure to remit the required permit fee within the prescribed timeframe may result in the denial, suspension, or revocation of the special event permit, at the discretion of the City.

SECURITY DEPOSIT, SURETY BOND REQUIREMENT OR IRREVOCABLE LETTER OF CREDIT

As a condition of issuance of a Special Event Permit, the City Manager or designee shall require the applicant to furnish financial security to ensure compliance with all permit conditions, including but not limited to restoration of public property, payment of fees, and coverage of potential damages. The required security may be satisfied by posting either (a) a refundable cash deposit with the City, (b) a surety bond issued by a surety company authorized to transact business in the State of Florida, or (c) an irrevocable letter of credit, in a form acceptable to the City Attorney. The City shall have the right to draw upon such deposit or bond in the event of noncompliance, damage, or unpaid costs attributable to the permitted event. Upon satisfactory completion of the event and fulfillment of all permit obligations, the deposit shall be refunded, or the bond released.

Deposit Amount by Event Size:

1. Small Events – Fewer than 500 attendees, limited use of public property, and minimal City services required: \$1,000.
2. Medium Events – 500 to 5,000 attendees, moderate use of public property, road closures, amplified sound, or need for City staffing: \$7,500.
3. Large Events – Over 5,000 attendees, extensive use of public property, significant City staffing, or high-impact infrastructure needs: \$12,500, or greater as determined by the City Manager or designee based on event risk and complexity.
4. Major or High-Risk Events – Events involving regional or national audiences, pyrotechnics, alcohol sales, parades, or activities presenting elevated safety or liability risks: \$25,000 or more, as determined by the City Manager or designee.
5. All applications must be submitted at least 30 days in advance of the event date and must be accompanied by a security deposit.

Event Fee \$ _____ Refundable Performance Deposit \$ _____

Fees are determined through Fee Resolution approved by City of Coral Gables City Commission. The refundable performance deposit must be purchased online through link provided by Special Events staff.

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 plastic-related or metalized decorations and release of balloons. An inflatable object made of any material that can be filled with gas or air, and is typically sealed at the neck and tethered. This does not include inflatable items commonly used in the water, or at the park or beach, such as rafts, toys, balls, balloons released for scientific or meteorological purposes, or hot air balloons.
3. 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)
4. 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.
5. 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.

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: \$ _____

Manager Approval Date

SPECIAL EVENT FEE: \$ _____

SPECIAL CONDITIONS:

TOTAL FEE: \$

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
- Alcohol Permit