



Permit #: _____

CITY OF CORAL GABLES SPECIAL EVENTS APPLICATION & PERMIT

Applicant Information	Legal Name of the Permit Applicant (Company or Individual): United Way of Miami-Dade			Today's Date: 1/24/13		
	Contact Person for this Permit Application: Roberta Silva					
	Contact Person Phone: 305.646.7115		Contact Person Fax: 305.646.7127		Contact Person Email: silvar@unitedwaymiami.org	
	Permit Applicant Address: 3250 SW 3rd Avenue			City: Miami	State: FL	Zip: 33129
	Permit Applicant Phone: 305.646.7115		Permit Applicant Fax: 305.646.7127		Permit Applicant Email: silvar@unitedwaymiami.org	
	Is the Contact Person an Officer of the Legal Entity? <input type="checkbox"/> YES* <input checked="" type="checkbox"/> NO** <small>*If YES, attach verification from Sunbiz.org. **If NO, go to next question</small>					
	Is the Contact Person an Authorized Agent of Applicant? <input type="checkbox"/> YES* <input checked="" type="checkbox"/> NO <small>*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.</small>					
Event Information	Name of Event United Way Miami Wine & Food Festival			Event Date(s) April 18, 2013		
	Hours of Event 6 - 9:30 pm		Set-up Time 7 am - 6 pm		Take Down Time 9:30 - 11:30 pm	
	Location of Event Village of Merrick Park			Is Location Reserved? Yes		
	<p>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.</p> <p>Approximately 50 United Way staff and volunteers will work at the event. Most will come in around 2 pm, but some will be there from 7 am.</p>					
	Anticipated Attendance 1,500			Admission Fees \$75-\$150		
	# of year's event has been in existence? 7		Previous Location(s)? N/A		Past Attendance 1,200	
	Event Description: (Provide an attachment if additional space is needed.) This is a wine and food tasting as part of the Miami Wine & Food Festival. 60 wineries from around the world and 35 top local restaurants will have booths and serve samplings of their wine and food to all guests. Live music and a silent auction will also be offered. The Festival is in its 17th year and 100% of all proceeds go to United Way of Miami-Dade County. The Main tasting area is on San Lorenzo Street between Aurora and Laguna. This year, because of its growth, we ask for an additional block to be closed: Salzedo off San Lorenzo.					

Event Information (Continued from page 1)	List all vehicles associated with this event: (if applicable) (Provide an attachment if additional space is needed.) Truck delivering rentals in the morning and picking them up at night. Vans from restaurants will arrive starting at 1 pm to unload food and equipment. Wine to be delivered throughout the day via trucks and vans.
	How will rules, regulations, terms and conditions of the event be communicated to the participants? (Provide an attachment if additional space is needed.) Guests: via website and printed tickets. Wine & Food booths: via emails, letters, phone calls from United Way staff.
	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.) Yes. 7-piece band that will bring their own equipment.
	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.) two speakers for the band will be placed on stage, on the garden part of the mall.

Vendor Information	Number of Food Vendors 40	Vendors list provided to the City <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Food vendors have all permits/licenses.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Number of Other Vendors 60 wineries	Vendor list provided to the City <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Will there be alcohol at this event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, has liquor license been issued?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Is this a charitable event? If yes, what is the name of the charity/organization?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Have you completed the City application?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Have you completed the State application?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If you checked yes to any of the questions above, you must contact the City of Coral Gables Licensing, Tax, & Utility Service office at (305) 460-5607.		

◆THIS COVER SHEET MUST BE PROVIDED WITH ALL INSURANCE DOCUMENTS◆

<p>Special Events Permit</p>	<p>Legal Name of Permit Applicant (Individual or Company): <u>United Way of Miami-Dade</u></p> <p>Insurance is being submitted for an ongoing Special Event (circle one): YES or NO</p> <p>Insurance is being submitted for one Special Event permit (circle one): YES or NO</p> <p>Will liquor be served at the Special Event (circle one): YES or NO</p>												
<p>Cover Sheet</p> <p>For</p> <p>Evidencing Insurance to the City of Coral Gables</p>	<p>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;</p> <p>Certificate Holder should read: City of Coral Gables Insurance Compliance</p> <p>Email address: cityofcoralgables@ebix.com PO Box 12010 - CE Hemet, CA 92546-8010</p> <p>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.</p>												
<p>Insurance Requirements</p> <p>For</p> <p>Companies</p>	<p>Companies are required to evidence the following Insurance to the City;</p> <table border="0"> <thead> <tr> <th><u>Insurance Coverage Type</u></th> <th colspan="3"><u>Limit of Liability Required</u></th> </tr> </thead> <tbody> <tr> <td>Commercial General Liability</td> <td>Each Occurrence</td> <td>\$1,000,000</td> <td>Aggregate \$2,000,000</td> </tr> <tr> <td>Liquor Liability (required if liquor is served)</td> <td>Each Occurrence</td> <td>\$1,000,000</td> <td>Aggregate \$2,000,000</td> </tr> </tbody> </table> <ul style="list-style-type: none"> 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. <p>Companies evidencing insurance must provide the following documents to the City;</p> <ol style="list-style-type: none"> This Cover Sheet with all of the questions above answered. 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. 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. A copy of the all Waiver of Subrogation Endorsements for each line of coverage required. 	<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
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<p>If Applicant Does Not Have Insurance</p>	<p>Alternatively, Companies & Individuals may obtain liability insurance through a TULIP (Tenant User Liability Insurance Program) established by the City @ www.ebi-ins.com/tulip.</p> <p>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.</p> <p style="text-align: center;">City of Coral Gables Insurance Compliance Contact Information Phone: (951) 652-2883 • Fax: (770) 325-0417 • Email: cityofcoralgables@ebix.com</p>												

Closure of Streets Or City Right-of-Way	City Streets	Does this event propose closure or use of any street(s)?			
		<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	
		If yes, please fill in information below:			
	Street Name		From/To	Date(s)	Time(s)
	S.Lorenzo		Auro/Lagu/Salz	April 18	7 am - 11 pm
	City Sidewalks	Does this event propose closure or use of any sidewalks?			
		<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> 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?			
		<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No	
		If yes, please fill in information below:			
	Alley Location		From/To	Date(s)	Time(s)
	Public Parking Lot	Does this event propose closure or use of any parking lot?			
		<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	
		If yes, please fill in information below:			
	Parking Lot Location		From/To	Date(s)	Time(s)
	City Right-Of-Way	Does this event propose closure or use of any City right-of-way?			
<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> 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)?				
	<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No		
	If yes, please fill in information below:				
Parade Route		From/To	Date(s)	Time(s)	
<p>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 call (305)460-5607 for more information.</p>					

Schedule of Fees, Performance Bonds and Exceptions

- A. The schedule of fees, bonds and exemptions for special events shall be as follows:
(Please circle appropriate activity fees.)

<u>Event</u>	<u>Application User Fee</u>	<u>Performance Bond</u>
Run, walk or bike-a-thon		
Up to 5K	\$187.00	\$500.00
Over 5K to 10K	\$215.00	\$500.00
Over 10K	\$309.00	\$500.00
Parades	\$309.00	\$500.00
Single day event, projected to be less than 2,500 persons	\$309.00	\$500.00
Multi-day event or event projected to be attended by 2,500 or more persons	\$606.00	\$1,000.00
Multi-Day Event (not to exceed 3 days)	\$1,213.00	\$1,000.00

*** All applications must be received 30 days in advance of date or a 25% additional fee will be applied.**

- B. 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 performance bond shall be waived.
- C. Neighborhood or block parties shall be exempt from the 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.
- D. 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.
- E. Political or public issue events shall be exempt from the 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.
- F. Funeral processions shall be exempt from the terms of this article.
- G. 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 public's health, safety and welfare.

Event Fee \$ 309.00

Performance Bond \$ 500.00

* Fees are set by the Parks and Recreation Director. The Performance Bond must be issued by a separate check and all checks must be made payable to the **City of Coral Gables**.

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.

Handwritten signature of Roberta Silva

11/30/13

Signature of Authorized Agent or Applicant

Date

ROBERTA SILVA

ASSOCIATE DIRECTOR, SPECIAL EVENTS

Print Name

Title

3250 SW 3rd

MIAMI, FL 33129

305-646-7115

Address

/ Zip Code

Phone

Subscribed and sworn to before me, this *30* day of *January* 20*13*



January 20*13*

Eulverne K. Jones
Notary Public State of Florida at Large

Approval Signatures Required:

[Signature]
Fred Couceyro
Parks and Recreation Director

Edward Hudak
Police Major

David Martin
Fire Chief

[Signature]
For William Ortiz
Code Enforcement Director
pending liquor license

Application, performance bond(s), comprehensive site plans, event publications, flyers, and insurance must accompany this application and must be submitted to:

Norma-Milena Gavarrete
Special Events/ Film Subdivision
Parks and Recreation Division
405 University Drive
Coral Gables, FL 33134
Phone: (305) 460-5607 • Fax: (305) 460-5639
E-mail: ngavarrete@coralgables.com

<u>Internal Use only:</u>		Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Permit # _____
Date Received: _____	Presentation Date: _____		
Application Fee: _____	Performance Bond(s): _____	Date Insurance Approved: _____	
Initials: _____	Police: _____	Fire: _____	Code Enforcement: _____
			Risk Management: _____

Additional Conditions or changes to application:

Event Name: _____ **Event Date:** _____