



# City of Coral Gables Community Recreation SPECIAL EVENTS APPLICATION & PERMIT

PERMIT #:

Today's Date: 10/3/2022

## 1. PERMIT APPLICANT INFORMATION

Legal Name of the Permit Applicant (Company or Individual): Church of the Little Flower / St. Theresa Catholic S

Contact Person for this Permit Application: Ashley Sacks Contact Person Phone: 305-446-9950

Contact Person Fax: Contact Person Email: asacks@cotlf.org

Applicant Address: 2711 Indian Mound Trail City: Coral Gables State: FL Zip: 33134

Applicant Phone: 305-446-9950 Applicant Fax: Applicant Email: asacks@cotlf.org

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

\*If YES, attach verification from Sunbiz.org.

\*\*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: Parish / School Fair

12/2 6:00-11:00

Event Date(s): Dec 2 - Dec 4, 2022

Hours of event: 12/3 3:00-11:00PM, 12/4 12:00-8:00

Set-Up Time: Nov 28, 2022 - Dec 4, 2022

Take Down Time: Dec 5, 2021 - Dec 6, 2022

Location of event: 2701 Indian Mound Trail - School Grounds

Is Location Reserved? N/A

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.

St. Theresa School Parents, Parish Parishioners

Anticipated Attendance: 2,000 Admission Fees: None # of years event has been in existence? 37

Previous Location(s)? N/A Past Attendance: 2,000

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

Parish and School Fair

### 3. EVENT INFORMATION (CONTINUED FROM PAGE 1)

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

N/A

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

School and Parish communication

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.)

### 4. VENDOR INFORMATION

Number of Food Vendors: N/A

Vendors list provided to the City?  Yes  No

Food vendors have all permits/licenses?

Yes  No

Number of Other Vendors: N/A

Vendors list provided to the City?  Yes  No

Will there be alcohol at this event?

Yes  No

If yes, has liquor license been issued?

Yes  No

*Correct - A fancy Fiesta provides license*

Is this a charitable event?

Yes  No

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

Have you completed the City application?

Yes  No

Have you completed the State application?

Yes  No

If you checked yes to any of the questions above, you must contact the City of Coral Gables Licensing, Tax, and Utility Service office at (305) 460-5607.

**\*THIS COVER SHEET MUST BE PROVIDED WITH ALL INSURANCE DOCUMENTS\***

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

Legal Name of Permit Applicant (Individual or Company): Church of the Little Flower / St. Theresa School

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](mailto:cityofcoralgables@ebix.com)

**6. 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.

**7. 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.

**8. 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.

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.

## 9. CITY SERVICES

### POLICE

# of Officers 12 <sup>TBA</sup> Date(s) Required Dec 2, 2021 - Dec 4, 2021 Hours Needed (i.e. 8 a.m.-5 p.m.) See Attach

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](mailto: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. 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 N/A Hours per day needed N/A

### TRASH

Who will be responsible for trash pick-up during the event? St. Theresa Catholic Sch Hours per day needed? N/A

### CITY EQUIPMENT

Barricades (Contact PW -Barricades Div. to reserve equipment at 305-460-5173.)

### SIGNS/BANNERS

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

N/A

### CITY PARKING LOT

Does this event propose the use of any parking lot?  YES  NO

If yes, please fill in information below:

Parking Lot Location: \_\_\_\_\_ From/To: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

### OTHER

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

## 10. 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 name: \_\_\_\_\_

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): \_\_\_\_\_

### PUBLIC PARKING LOT

Does this event propose closure or use of any parking lot?

YES  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?  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)?

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 call 305-460-5607 for more information.

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

- Temporary Fencing
- Signs/Banners Inside the school premises
- Port-A-Johns
- Tents or Canopies
- Barricades
- In latable
- Open Flames
- Fireworks
- Carnival/Amusement Rides
- Electrical Services/Generators
- Music (Recorded)
- Music (Live)
- Amplifying Devices Or Loud Speakers
- Food truck
- Bike Valet:
- Other: \_\_\_\_\_

Company Name: Modern Midways

Contact: Brian Morrisey

Phone Number: 786-586-9568

**Site map of event MUST be attached to application.**

**Event application will NOT be accepted or reviewed if site map of event area is not included with the application.**

Initials: \_\_\_\_\_



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 (PART 1 OF 2)**

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

SPECIAL EVENT FEE STRUCTURE				
Event Type	Base Fee <i>(Does not include Additional fees as described further below)</i>			
	1 Day	2 Day	3 Day	4 Day
<b>NON-PROFIT/GOVERNMENT ORGANIZED EVENT</b>				
Event of up to 500 persons/day	\$300	\$450	\$550	\$700
Event between 500 - 1,000 persons/day	\$400	\$700	\$950	\$1150
Event of more than 1,000 persons/day	\$500	\$900	\$1,200	\$1,500
<b>FOR-PROFIT EVENT</b>				
Event of up to 500 persons/day	\$600	\$1,000	\$1,300	\$1,500
Event between 500 - 1,000 persons/day	\$800	\$1,400	\$1,800	\$2,100
Event between 500 - 1,000 persons/day	\$1,000	\$1,800	\$2,400	\$2,800

**\* 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 refundable performance deposit shall be waived by a special event representative.
- 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. **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](mailto:ada@coralgables.com), or by telephone: 305-722-8686 (voice) or 305-442-1600 (TTY/TDD).
- H. 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) [www.coralgables.com/expandedpolystyrene](http://www.coralgables.com/expandedpolystyrene)

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### EXPANDED POLYSTYRENE OR STYROFOAM CLAUSE:

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. 62-262, City of Coral Gables Code)

### PLASTIC BAGS CLAUSE:

Special event permittees and their subcontractors 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. 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). Acceptable alternatives include: reusable bags with handles designed for multiple reuse and made of durable material (does not include thicker plastic film bags); recyclable paper bags with a minimum average of forty percent (40%) post-consumer recycled materials; Compostable carry out bag means a bag that conforms to the current ASTM D6400 and is certified and labeled as meeting the ASTM D6400 standard specification by a recognized verification entity. 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.

For more information please visit [www.coralgables.com/plasticbags](http://www.coralgables.com/plasticbags). (Sec. 62-263, City of Coral Gables Code)

### PLASTIC STRAWS CLAUSE:

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.

#### *Exceptions:*

1. 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.
2. 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).
3. 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*

1. 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.
2. 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.

## 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).



# 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.

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# 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.*

Initials \_\_\_\_\_

A handwritten signature in black ink, consisting of a stylized 'A' followed by a flourish.

For more information visit [Coralgables.com/Sustainability](http://Coralgables.com/Sustainability)  
or call 305-460-5008



The City of Coral Gables strives to ensure that special events that take place in the City's parks or buildings are accessible to individuals with disabilities. It is the Permit Applicant's responsibility to comply with all federal, state and local accessibility requirements, including the Americans With Disabilities Act (ADA), based on the scale and type of special event.

The following checklist is intended to be a planning guideline for the Permit Application, but may not be inclusive of all federal, state, and local accessibility requirements. Upon request, the City's ADA Coordinator is available to assist the Permit Applicant with questions concerning accessibility or reasonable accommodations: ADA Coordinator (E-mail: [ada@coralgables.com](mailto:ada@coralgables.com), Telephone voice: 305-722-8686; TTY/TDD: 305-442-1600).

**I. PHYSICAL ACCOMMODATIONS**

Parking

- The event cannot block access to public parking spaces designated for individuals with a disabled parking permit.
- If parking is provided for an event, accessible parking should be provided (at least 1 accessible space for every 25 parking spaces).
- Accessible parking spaces should be available near the accessible entrance(s) to the event.
- If no parking is provided for an event, an accessible passenger loading and unloading zone should be provided near the event's accessible entrance and marked as such.

Entrances

- The main entrance to the special event should be accessible. Accessible entrances are entrances that do not require the use of stairs and do not have elevation changes of more than ¼ inch vertical or ½ inch beveled.
- Accessible entrances should have readily identifiable accessible routes to accessible restrooms and accessible seating/viewing areas.
- Signs directing attendees to accessible entrances must be provided.
- Recommended:* Provide an early entry time and an alternative entrance line for individuals with disabilities in order to decrease the amount of time spent in line.

Routes and Paths of Travel

- Accessible paths should be at least 36 inches wide with no protruding objects.
- Accessible routes to access the event should be stable, firm, slip-resistant. A portable surface (such as a Mobi-Mat or AccessMat) may provide a path over grass, sand or loose gravel.

Initials

- Accessible routes should not have changes in level that exceed ½ inch. A portable ramp may be provided to reduce changes in level along the routes.
- Accessible routes should be provided from accessible parking areas and from the passenger loading and unloading zone to an accessible event entrance.
- Accessible routes should be provided within the event (as much as possible) to allow barrier free access to event areas.
- The accessible route should be clear and unobstructed. All cords, wires, hoses, etc., that are located within an accessible path of travel must be ramped or placed within a cord cover.
- Accessible routes should be clearly marked.

Restrooms

- If the event is using existing restroom facilities at a City park or building, the event should provide signs directing attendees to the accessible restroom facilities (if not all restrooms are accessible).
- When portable toilet facilities are provided:
  - The following number of portable toilets should be wheelchair accessible: at least 5% of the total number of portable toilets, but at least 1 unisex portable toilet or 1 each male and female portable toilet.
  - The accessible toilet(s) should be located on a level area not to exceed a 2% slope in any direction and on a firm surface (i.e., not sand, grass or loose gravel).
  - An accessible route to each accessible portable toilet should be provided.
  - Accessible portable toilets should be identified with the international symbol of accessibility.

Food

- Recommended:* If food is provided or sold during the event, consider options for participants with common dietary restrictions (e.g., gluten, low sodium, lactose-free) or food allergies (e.g., peanuts).

Counters and Tables

- Sales or service counters provided for special events, including the registration counter, should include at least one accessible counter. (This includes a table/desk used as a counter) Additional accessible counters and tables may be required depending on the total number of counters.
- Accessible counters should be no more than 34" from the ground and at least 36" wide.
- If tables are provided as dining or work surfaces for event participants, 5% of the total number of tables (but a minimum of one (1) table) should be accessible.

*Dimensions of an accessible table: 30" x 48" clear floor space, 27" bottom knee clearance, 17" horizontal projection, and surface height of 28"-34" from the finished floor.*

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Seating/Viewing Areas

- Accessible seating/viewing areas should be provided for presentations or performances (such as concerts or parades) and allow for at least one companion to accompany the person(s) with disability.
- Identify accessible and companion seating/viewing areas using the international symbol for accessibility.
- Accessible and companion seating/viewing areas should have accessible routes from accessible entrances and to accessible restrooms. Identify accessible routes with the international symbol for accessibility, including directional arrows.
- The accessible seating area should be located to provide a clear and unobstructed line of sight for the performance/presentation.

**II. COMMUNICATIONS**

Designation of Event Accessibility Coordinator


- Each special event must designate at least one (1) person as the “Accessibility Coordinator,” who is responsible for overseeing the accessibility of the event, handling requests from the public for reasonable accommodations related to the event (including the registration process), and ensuring that staff and volunteers are knowledgeable about the event’s accessible features and of who to contact if an accommodation request is made on the day of the event.

Websites and Written Material

- Provide notice on how to request an accommodation on event websites and in registration/information/promotional materials:  
*Sample notice language: Accessibility Notice: The [Name of event] welcomes individuals with disabilities. To request assistance in registering for this event or to request an accommodation to participate in this event, please contact [Name of Accessibility Coordinator, email, telephone] at least [Number] days in advance of the event.*
- If a map or visual representation of the event layout or activities is provided on a website or in printed materials, show the location of accessible routes, accessible restrooms, accessible seating/viewing areas, accessible parking or passenger loading/unloading zones, and the locations of the nearest public transportation stops.

Registration

- Event personnel should be prepared to assist an individual with disability in registering to participate in the event. For example, if all registration is on-line, but a blind or visually impaired individual is unable to use the event’s website, the event personnel should assist the individual to register using an alternative format.
- The Accessibility Coordinator and at least one (1) person responsible for registration and check-in should be knowledgeable about the accessibility options for individuals attending the event.
- An individual with a disability may be assisted by a personal care attendant (no admission or registration fee for the attendant).

Initials 

Signage At Event

- Use language that is clear and easy to read.
- Use contrasting colors (e.g., black type on white background).
- Use large font size and no more than 2-3 font types. Provide 1.5-2.0 line spacing.
- Place in visible locations at height of 48-60 inches above the floor.
- If not all areas of the event are accessible, signs can direct individuals to the location of accessible entrances, routes, service locations and restrooms.

Communication Accommodations for the Deaf and Hard of Hearing

- If a deaf or hard of hearing participant requests communication assistance to attend an event involving a performance or presentation, the event's Accessibility Coordinator should communicate with the requestor in advance to determine the form of assistance needed: sign language (e.g., American Sign Language (ASL), Signed English, Signed Exact English), real-time captioning, note-taker or other.
- If a sign language interpreter will be located on a stage, a reasonable amount of the seating/viewing area directly in front of the interpreter should be reserved for deaf and hard of hearing individuals and at least one (1) companion.
- Video that is part of the special event should be equipped with captions for participants who are deaf or hard of hearing.
- If amplified sound is used, provide assistive listening devices upon request.

**III. SERVICE ANIMALS**

Service animals should be permitted to accompany individuals with disabilities at the special event. At the City, a service animal is defined as any dog or miniature horse trained to do work or perform tasks for the benefit of an individual with a disability. These tasks may include, but are not limited to, guiding a person who is visually impaired or blind, alerting a person who is deaf or hard of hearing, pulling a wheelchair, assisting with mobility or balance, alerting and protecting a person who is having a seizure, or retrieving objects.

Individuals attending the event must retain control of their service animals at all times and are responsible for any damage to property or persons caused by their service animals. The Permit Applicant may exclude or remove a service animal from the event if the animal is not controlled, if the animal is not housebroken, or if the animal's behavior causes a direct threat to the health and safety of others. The Permit Applicant is not required to take control of service animals or provide food or water for the animals.

Initials 



**ADDITIONAL CONDITIONS OR CHANGES TO APPLICATION:**

Event Name: Parish / School Fair

Event Date Dec 3, 2021 - Dec 5, 2021

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:

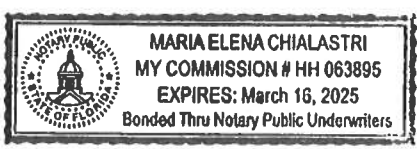
The Permit Applicant jointly and severally, hereby hold harmless, indemnify and defend the City of Coral Gables, its representatives, officers, agents, affiliates, employees, the administration and elected and appointed officials from and against all liability, suits, actions, claims, costs, expenses 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 87.68.28, Florida Statutes.

[Signature] Signature of Authorized Agent or Applicant 10/3/22 Date

Rev. Manuel F. Alvarez Print Name Pastor Title

2711 Indisind Mand Tr. Address Coral Gables, FL City/State/Zip Code 305-446-9950 Phone

Subscribed and sworn to before me, this 3<sup>rd</sup> day of October 20 22.



[Signature] Notary Public State of Florida at Large

Approval Signatures Required:

[Signature]  
Print Name: Coucy  
Community Recreation Director

[Signature]  
Print Name: H. Benoit  
Police Major/Chief LT

[Signature]  
Print Name: Madeleine Mendez  
Fire Chief Fire Inspector

[Signature]  
Print Name: Teri Sheppard  
Code Enforcement Director  
Code Enforcement not needed

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

Special Projects Coordinator  
Parks and Recreation Division/Special Events  
405 University Drive; Coral Gables, FL 33134  
Phone: (305) 460-5607 • Fax: (305) 460-5639  
E-mail: [ngavarrete@coralgables.com](mailto:ngavarrete@coralgables.com)



City of Coral Gables  
 Insurance Compliance  
 PO Box 100085 - CE  
 Duluth, GA 30096

March 18, 2022

Reference Number: CE00003307

Church Of The Little Flower  
 2711 Indian Mound Trail  
 Coral Gables, FL 33134

**SUBJECT: CERTIFICATE OF INSURANCE REQUIREMENTS**

According to our records, the insurance coverage we received from Aon Risk Services Inc of Florida dated 10/4/2021 requires your attention for the following reason(s):

<u>Deficiency</u>	<u>Date</u>	<u>Policy#</u>
* General Liability - Expiring Coverage.	04/01/2022	BP1027421
* Auto Liability - Expiring Coverage.	04/01/2022	BP1027421
* Cancellation Days does not meet required minimum.		

Included on the back of this notice is information about our certificate requirements. Please contact your insurance agent or broker and ask them to provide us with current certificate of insurance [and any required endorsements] one of the following methods: using

- A. By email to [cityofcoralgables@ebix.com](mailto:cityofcoralgables@ebix.com)
- B. By fax to (770) 325-0417.

If using one of these methods, do not send us the certificate by mail. please

We should receive your Certificate of Insurance within 15 days of this notice in order to avoid further notices and possible interruption of your activities with City of Coral Gables. If you have questions about this notice or the correct coverage required you may call us at (951) 652-2883.

Sincerely,

Insurance Compliance Department  
 DN1\_1 07/17/09

# Certificate of Insurance

V21

Date: MM/DD/YY

PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED	<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
NAME & ADDRESS OF INSURED	INSURER A: <b>AM Best Rating A-, VI Or Better</b>	
	INSURER B: <b>AM Best Rating A-, VI Or Better</b>	
	INSURER C: <b>AM Best Rating A-, VI Or Better</b>	
	INSURER D: <b>AM Best Rating , Or Better</b>	

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GENERAL AGG. LIABILITY APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> PRIMARY & NON CONTRIBUTORY <input checked="" type="checkbox"/> WAIVER OF SUBROGATION				GENERAL AGGREGATE PRODUCTS -COMP/OP AGG PERSONAL & ADV INJURY EACH OCCURRENCE FIRE DAMAGE (Any one fire) MED EXP (ANY ONE PERSON)	\$2,000,000     <del>\$1,000,000</del>
B	<b>AUTOMOBILE</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> WAIVER OF SUBROGATION				COMBINED SINGLE LIMIT Or BODILY INJURY (Per accident) BODILY INJURY (Per person) PROPERTY DAMAGE	\$1,000,000
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				ANY AUTO - EA ACCIDENT OTHER THAN AUTO: EACH ACCIDENT AGGREGATE	
	<b>EXCESS/UMBRELLA LIABILITY *</b> <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE AGGREGATE	
	<b>WORKERS COMPENSATION AND EMPLOYER'S LIABILITY</b> THE PROPRIETOR, PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL <input type="checkbox"/> WAIVER OF SUBROGATION				<input type="checkbox"/> STATUTORY LIMITS EACH ACCIDENT DISEASE - POLICY LIMIT DISEASE - EA EMPLOYEE	

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / SPECIAL ITEMS**

City of Coral Gables included as Additional Insured except Workers' Compensation and are granted a Waiver of Subrogation on all policies.

City of Coral Gables  
 Insurance Compliance  
 PO Box 100085 - CE  
 Duluth, GA 30096

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

**AUTHORIZED REPRESENTATIVE**  
**Certificate Must be Signed**

\*Umbrella coverage may be totalled with other liability coverages in order to meet the requirements.

## City of Coral Gables Certificate Requirements

- \* Please note that the certificate requirements appearing in this notice are for certificate tracking purposes only and do not alter your insurance obligations under your agreement in any way.
- \* See sample certificate for required additional insured wording and coverage amounts.

**The Certificate must include:**

- \* Show complete insurance carrier name as it appears in AM Best Property & Casualty Guide (or include NAIC# or AMBest#).
- \* Include 30 days notice of cancellation & notice of Cancellation Endorsement.
- \* Binders are acceptable for 60 days.
- \* Must include Additional Insured Endorsement naming City of Coral Gables as additional insured.
- \* Must include Waiver of Subrogation Endorsement in favor of City of Coral Gables.
- \* General Liability must include Primary and Non contributory Endorsement.

If appropriate, please complete the following section and return this form to the address shown on the front of this notice.

CE00003307      Church Of The Little Flower

My Company is no longer doing business with City of Coral Gables.

Automobile - My company has no company-owned autos.

Workers' Compensation - I certify that my company has no employees that fall within the jurisdiction of any state(s) Workers' Compensation Laws in which work is to be performed.

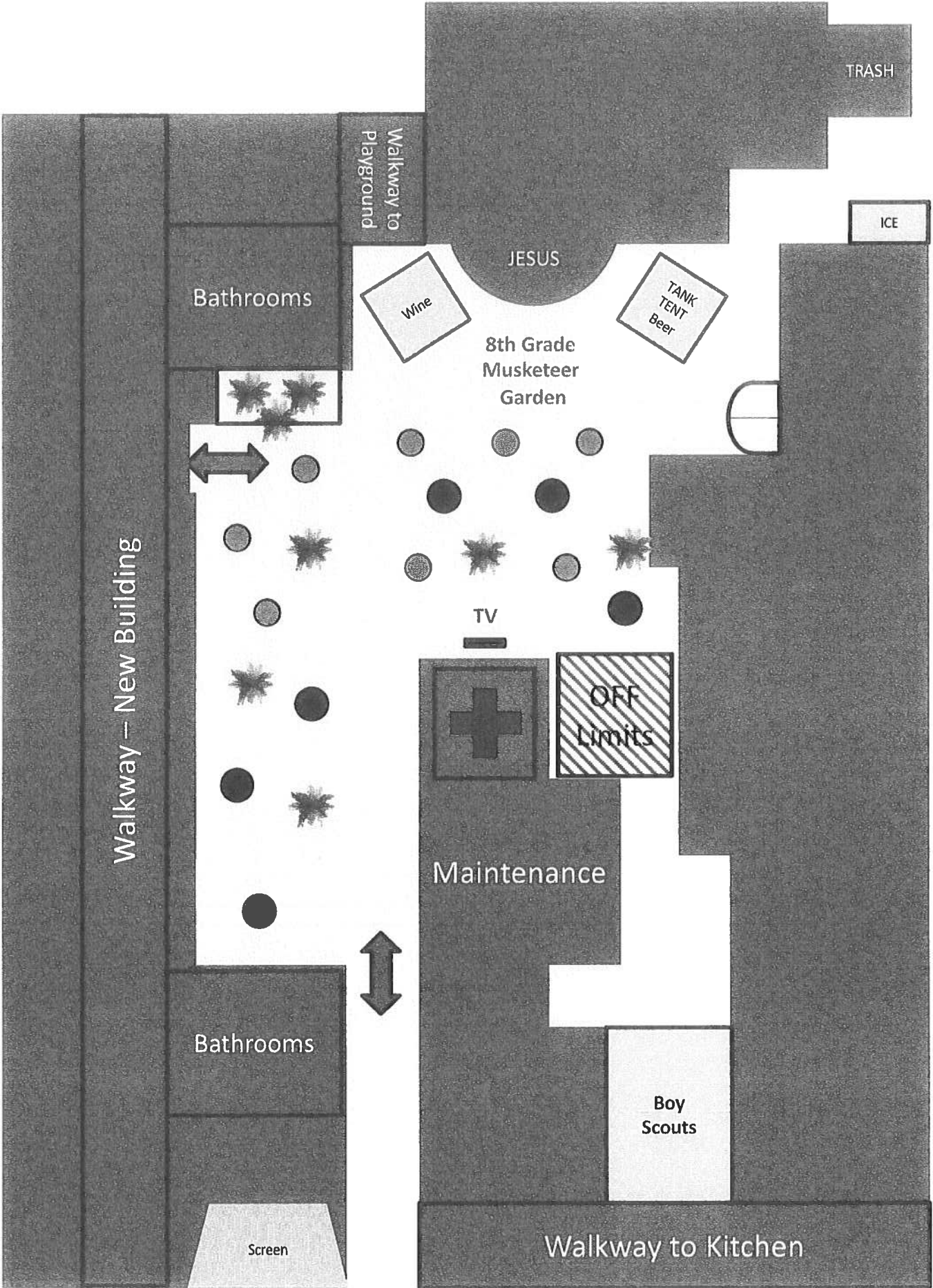
\_\_\_\_\_  
Authorized Signature

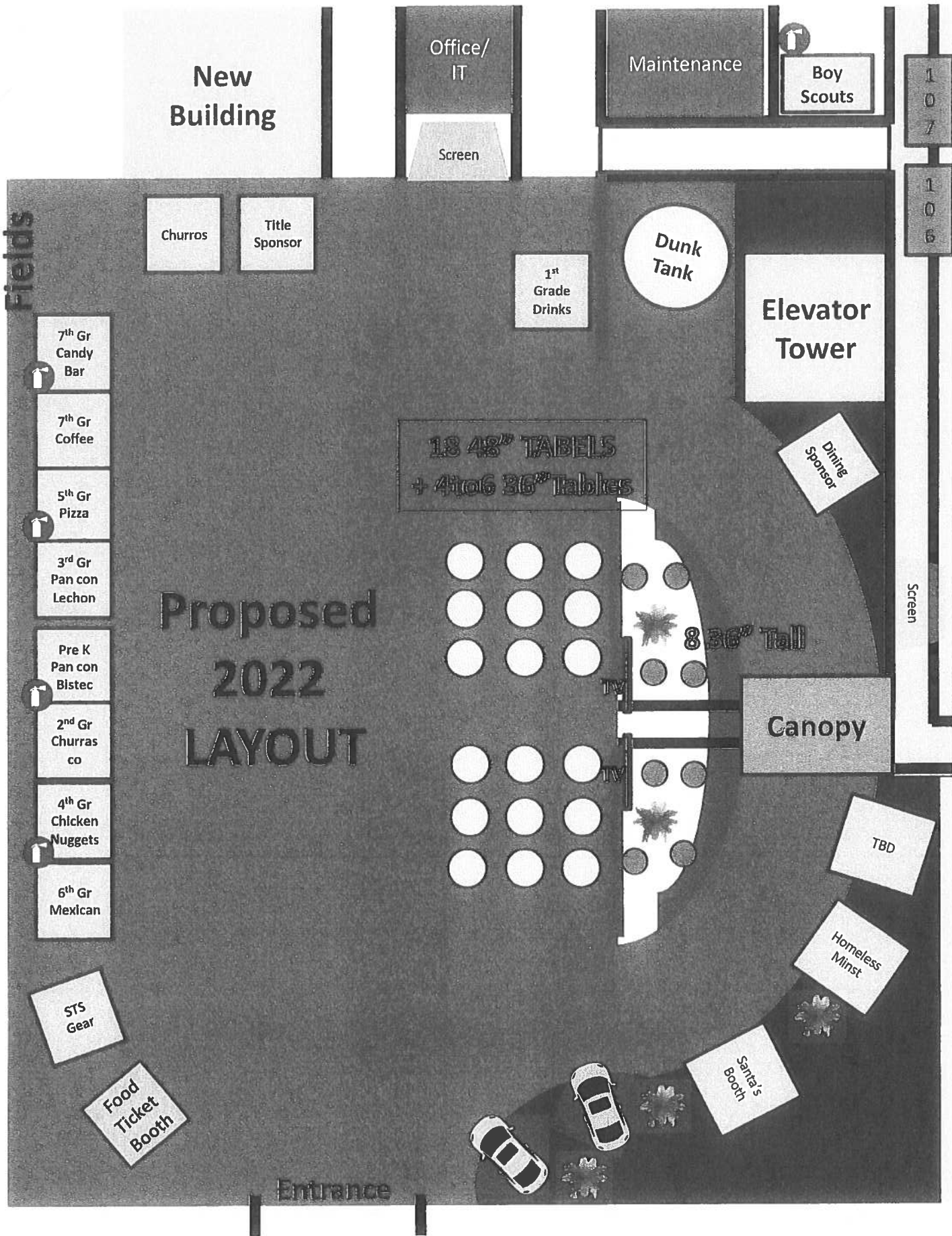
\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number





New Building

Office/IT

Maintenance

Boy Scouts

Screen

Churros

Title Sponsor

1<sup>st</sup> Grade Drinks

Dunk Tank

Elevator Tower

18 48" TABLES + 4106 36" Tables

Dining Sponsor

7<sup>th</sup> Gr Candy Bar

7<sup>th</sup> Gr Coffee

5<sup>th</sup> Gr Pizza

3<sup>rd</sup> Gr Pan con Lechon

Pre K Pan con Bistec

2<sup>nd</sup> Gr Churras co

4<sup>th</sup> Gr Chicken Nuggets

6<sup>th</sup> Gr Mexican

Proposed 2022 LAYOUT

8'36" Tall

Canopy

Screen

STS Gear

Food Ticket Booth

Entrance

TBD

Homeless Minst

Santa's Booth

