

CITY OF CORAL GABLES
SPECIAL EVENT LICENSE APPLICATION

Event Fee \$ _____

Performance Bond \$ _____

- I. Application for the purpose of conducting a Special Event on City streets or other public property which shall be filed in the Parks & Recreation Department, 405 University Drive, a minimum of 30 days prior to the effective date together with all the requirements.

A. Name of Organization: Kiwanis Club of Little Havana Arts and Music Foundation and the Kiwanis Club of Little Havana Foundation

Telephone: (Office) (305) 644-8888 (Home) _____

Address of Organization: 1400 S.W. First Street, Miami, FL 33135

- B. Name of principal officers and/or managers of Organization:


President Carlos F. Garcia ((KCLHAMF)/ Carlos Halley (KCLHF)

Secretary Thomas Falcon/Obdulio Piedra

Address 1400 S.W. First Street, Miami, FL 33135 Address 1400 S.W. First Street, Miami, FL 33135

Office Phone (305) 644-8888 Office Phone (305) 644-8888

- C. Briefly describe event and purpose:

 Concert, consisting of 3-4 musical acts on the main stage along with various artists performing live paintings and other artists displaying their artwork throughout the park. All funds raised in the event go towards the scholarship programs.

- D. The purposed date(s), location and hours of operation:

Carnival 4, 2009
Specific location of Event Ponce Circle (October 3, 2008, November 7, 2008, December 5, 2008, January 2, 2009, February 6, 2009, March 6, 2009 and April 3, 2009,

Set-up dates and time date of event (9Am.)

Clean-up completed by 6:00 a.m.

Actual Event/Activity time 6:00 p.m. – Midnight

- E. Describe any recording equipment, sound amplification equipment, banners, signage or other attention-getting devices to be used in connection with the event or activity:

Stage sound equipment and on-site signage.

- F. Give any additional information deemed pertinent to this application:

This event is developed as part of Carnival on the Mile which is held in Coral Coral Gables during the first weekend of March.

G. The following person(s) will be in direct charge of conducting the activities:

Name	Address	Phone
<u>Carlos Garcia</u>	<u>1400 S.W. First Street, Miami, FL</u>	<u>(305) 442-2200</u>
<u>Thomas E. Falcon</u>	<u>1400 S.W. First Street, Miami, FL</u>	<u>(305) 671-1384</u>

H. Name(s) of person(s) who must be on site with authority other than applicant to extend funds or make major changes in case of an emergency:

Name	Address	Phone
<u>Carlos Garcia</u>		<u>(305) 772-0503 (Cell)</u>
<u>Thomas E. Falcon</u>		<u>(305) 775-0778 (Cell)</u>

I. The following firm(s) will be utilized to promote this event:

Name	Title	Address	Phone
<u>In-house promotion</u>			
<u>Sylvia Vieta – Promotions Director</u>	<u>–</u>	<u>1400 S.W. First Street, Miami, FL</u>	<u>- (305) 644-8888</u>

J. Approximate number of: Participants 3,500 Spectators All inclusive

II. General Requirements

A. When marking any public street, curb, and/or right-of-way, no permanent marking substance may be used. All marking agents must be removed immediately after the completion of the event.

_____ (Please initial signifying understanding and agreement to compliance).

B. Barricade requirements shall be established by the Public Works Department.

C. Any temporary cover for stations such as a canopy shall be flame retardant and applicant shall provide proof of such by certificate. In no case shall flames or fire of any type be permitted beneath canopy.

D. No pegs, stakes or anchoring devices shall be driven into concrete, asphalt, or City hardened right-of-way.

_____ (Please initial signifying understanding and agreement to compliance).

E. If police service for traffic and/or crowd control is required, arrangements can be made through the Coral Gables Police Department at 460-5429 for off-duty police officers. The Special Events Advisory Committee shall determine the number of officers required.

III. Specific Requirements

A. Map of route or site plan of scheduled event including all stations and description of activities such as entertainment and if food or alcohol will be provided.

- B. Provide copies of permits for food vendors from appropriate licensing agencies. City Commission approval (one [1] month in advance of event) for events holding fireworks display or including alcoholic beverages. Proof of licensing from State of Florida (ATF) to serve alcohol required.
- C. Appropriate event fee and performance bond to defray cost of litter clean-up must accompany application. If additional clean-up is not required, deposit may be refunded. Applicable fees are listed under Section IV.
- D. Public liability insurance coverage certificate naming the City of Coral Gables as an additional insured, in the limits of \$1,000,000 each person and \$1,000,000 each occurrence for bodily injury liability and \$1,000,000 for each occurrence on property damage liability, or \$1,000,000 single limit coverage shall be required.
- E. Festivals shall prohibit the use of skateboards, roller blades, bicycles, scooters or large signs and placards which may endanger or inconvenience the attending public. The City reserves the right to decline admittance to anyone who violates the reasonable policies established for public safety or to restrict activities such as public address to designated areas.
- F. Events must comply with ADA requirements and be advertised on all print material. A copy of all advertising materials and methods of advertising for the activity/event must be included with application.

IV. 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 bikeathon		
Up to 5K	\$150.00	\$500.00
Over 5K to 10K	175.00	500.00
Over 10K	250.00	500.00
Parades	250.00	500.00
Single day event, projected to be less than 2,500 persons	250.00	500.00
Multiday event or event projected to be attended by 2,500 or more persons	500.00	1,000.00
For-profit event	1,000.00	1,000.00

- 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 unremoved 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.

Signed: _____
Name Title

Address Phone

Subscribed and sworn to before me, this _____ day of _____ 19 ____

Notary Public State of Florida at Large

Approval Signatures Required:

Fred Couceyro, Parks and Recreation Director

Michael Hammerschmidt, Chief of Police

Revised 1-3-05 - JRA