



CITY OF CORAL GABLES SPECIAL EVENTS APPLICATION & PERMIT

Permit #: _____

Applicant Information	Legal Name of the Permit Applicant (Company or Individual): <i>City of Coral Gables</i>			Today's Date: <i>9/20/18</i>		
	Contact Person for this Permit Application: <i>Belkyp Perez</i>					
	Contact Person Phone: <i>305-460-5392</i>		Contact Person Fax:		Contact Person Email: <i>bperez@coralgables.com</i>	
	Permit Applicant Address: <i>2121 Ponce de Leon Blvd STE 720</i>			City: <i>Coral Gables</i>	State: <i>FL</i>	Zip: <i>33134</i>
	Permit Applicant Phone:		Permit Applicant Fax:		Permit Applicant Email:	
	Is the Contact Person an Officer of the Legal Entity? <input type="checkbox"/> YES* <input checked="" type="checkbox"/> NO**					
*If YES, attach verification from Sunbiz.org. **If NO, go to next question						
Is the Contact Person an Authorized Agent of Applicant? <input type="checkbox"/> YES* <input checked="" type="checkbox"/> 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.						
Event Information	Name of Event: <i>Pumpkin Patch at Pittman Park</i>			Event Date(s): <i>10-20-18 SAT.</i>		
	Hours of Event: <i>10AM - 4pm</i>		Set-up Time: <i>10-19-18 3PM*</i>		Take Down Time: <i>10-20-18 5pm.</i>	
	Location of Event: <i>Pittman Park, 2200 Galiano Street</i>			Is Location Reserved? <i>Yes</i>		
	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. <i>→ along with lot 25 and Merrick Way.</i>					
	Anticipated Attendance: <i>200+</i>			Admission Fees: <i>Free.</i>		
	# of year's event has been in existence? <i>2</i>		Previous Location(s)? <i>-</i>		Past Attendance: <i>1,000+</i>	
Event Description: (Provide an attachment if additional space is needed.) <i>The City is hosting the third annual Pumpkin Patch at Pittman Park event. Aside from selling pumpkins, we will have an area for a photo-op, face painting & craft section manned by Parks & Rec. staff (thank you!), vendors selling fall food items & beverages, and a live blues grass band.</i>						

- Close streets 9.A.M

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

<p>Special Events Permit</p> <p>Cover Sheet</p> <p>For</p> <p>Evidencing Insurance to the City of Coral Gables</p>	<p>Legal Name of Permit Applicant (Individual or Company): <u>City of Coral Gables</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>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 align="center">Certificate Holder should read: City of Coral Gables Insurance Compliance P.O. Box 100085 - CE Duluth, GA 30096</p> <p>Email address: <u>cityofcoralgables@ebix.com</u></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="2"><u>Limit of Liability Required</u></th> </tr> </thead> <tbody> <tr> <td>Commercial General Liability</td> <td>Each Occurrence \$1,000,000</td> <td>Aggregate \$2,000,000</td> </tr> <tr> <td>Liquor Liability (required if liquor is served)</td> <td>Each Occurrence \$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 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 Merrick Way		From/To S. Alhambra to Girada		Time(s) 10-20-18 8am
	City Sidewalks	Does this event propose closure or use of any sidewalks? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
	If yes, please fill in information below:				
	Sidewalk Location Merrick Way		From/To Same		Date(s) " "
	City Alleys	Does this event propose closure or use of any alleys? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
	If yes, please fill in information below:				
	Alley Location North side of girada		From/To at lot 25		Date(s) 10-20-18
	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 lot 25		From/To		Date(s) 10-20-18	
City Right-Of-Way	Does this event propose closure or use of any City right-of-way? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please fill in information below:					
Right-of-way location		From/To		Date(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)	
<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>					

