



CITY OF CORAL GABLES SPECIAL EVENTS APPLICATION & PERMIT

Permit #: _____

Applicant Information	Legal Name of the Permit Applicant (Company or Individual): Rotary Foundation of Coral Gables, Inc.		Today's Date: October 9, 2017		
	Contact Person for this Permit Application: John L. Porro				
	Contact Person Phone: 305-222-0177	Contact Person Fax: 305-384-4670	Contact Person Email: john.porro@LPL.com		
	Permit Applicant Address: PO Box 14-1446		City: Coral Gables	State: FL	Zip: 33114
	Permit Applicant Phone: (305) 441-8063	Permit Applicant Fax:	Permit Applicant Email: rotarycoralgables@gmail.com		
Is the Contact Person an Officer of the Legal Entity? <input checked="" type="checkbox"/> YES* <input 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 checked="" type="checkbox"/> YES* <input 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 Coral Gables Chili Cookoff 2018 Presented by the Rotary Club of Coral Gables		Event Date(s) January 21, 2018 2/25/2018		
	Hours of Event 1pm - 5pm	Set-up Time 9:30 am	Take Down Time 5:30pm		
	Location of Event Fred B. Hartnett Ponce Circle Park		Is Location Reserved? Yes		
	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. Staff, monitors, and volunteers will be members of the Rotary Club of Coral Gables. They will be easily identifiable by the branding on their Tshirts, prominently indicating the Rotary International logo (image attached).				
	Anticipated Attendance 500		Admission Fees \$0		
	# of year's event has been in existence? 3 years	Previous Location(s)? same	Past Attendance 500		
	Event Description: (Provide an attachment if additional space is needed.) Competitors: several categories of competitors will participate, competing in a taste contest Judges: the taste contest will be judged by several individuals in the community Prizes: there will be prizes awarded to the category winners Attendees: we plan no charge for general admission, but tickets will be sold to entitle individuals to taste the chili Vendors: we will have a beer vendor, and plan to have a food vendor with dessert-type food. Additionally, the Rotary Foundation of Coral Gables will be preparing food for sale and sell soft beverages. Entertainment: we plan to have live and recorded music, and bounce houses for children.				

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.) Email, written and in-person communication with confirmation required from participants
	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.) There will be live and recorded music, predominantly light pop music.
	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.) Loud speakers will be placed at the east side of the Park, directed northwest and southwest.

Vendor Information	Number of Food Vendors 3	Vendor 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 0	Vendor list provided to the City <input 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 application pending <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 Rotary Foundation of Coral Gables, Inc.
	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.		

City Services	Police <i>Verify by Brew</i>	# of Officers 4	Date(s) Required January 21, 2018	Hours Needed (i.e. 8 a.m.-5 p.m.) 1pm - 5pm
	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 calling (305) 460-5427.			
	Clearance Form received: <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Fire/Medical	<input checked="" type="checkbox"/> On Call <input type="checkbox"/> On Site		
	Contact the Coral Gables Fire Department Administration Division for questions or costs associated with onsite coverage at (305) 442-1600.			
	Clearance Form received: <input type="checkbox"/> Yes <input type="checkbox"/> No			
	City Facilities	Location	If using a park, do you need the restrooms opened? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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.): Sound system and bounce house connected to existing electrical		
		Dates needed January 21, 2018	Hours per day needed 8hrs	
Trash	Who will be responsible for trash pick-up during the event? Rotary Foundation of Coral Gables, Inc.	Hours per day needed 8hrs		
City Equipment	<input type="checkbox"/> 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:			
Other	Please list any other requests for City services (be specific):			
All booths, stands, signs/banners must be removed immediately following the event. For additional information call Code Enforcement at (305) 460-5266.				

Additional Event Features <small>(Applicants must check all that apply)</small>	<input type="checkbox"/> Temporary Fencing	<input checked="" type="checkbox"/> Inflatable	<input checked="" type="checkbox"/> Music (Recorded)
	<input checked="" type="checkbox"/> Signs/Banners	<input checked="" type="checkbox"/> Open Flames	<input checked="" type="checkbox"/> Music (Live)
	<input checked="" type="checkbox"/> Port-A-Johns	<input type="checkbox"/> Fireworks	<input checked="" type="checkbox"/> Amplifying Devices Or Loud Speakers
	<input checked="" type="checkbox"/> Tents or Canopies	<input type="checkbox"/> Carnival/Amusement Rides	
	<input type="checkbox"/> Barricades	<input type="checkbox"/> Electrical Services/Generators	
Company Name: <u>Rotary Foundation of Coral Gables, Inc.</u>			
Contact: <u>John L. Porro</u> Phone Number: <u>305-222-0177</u>			
If any of the following apply, a separate narrative description of each additional feature shall be provided to the City with this application.			

Closure of Streets Or City Right-of-Way	City Streets	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:			
		Street Name	From/To	Date(s)	Time(s)
	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 type="checkbox"/> Yes <input checked="" 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)
	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.				

Schedule of Fees, Performance Bonds and Exceptions

A. The schedule of fees, bonds 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 days
NON-PROFIT/GOVERNMENT ORGANIZED EVENT				
Event of up to 500 persons/day	\$300	\$450	\$550	\$700
Event between 500 - 1,000 persons/day	\$400	\$700	\$950	\$1,150
Event of more than 1,000 persons/day	\$500	\$900	\$1,200	\$1,500
FOR-PROFIT EVENT				
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 of more than 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 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. 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, please contact the City's ADA Coordinator Dona Spain or the Director of the sponsoring department at least three (3) business days in advance. ADA Coordinator Dona Spain may be reached by email: dspain@coralgables.com, or by telephone: 305-460-5095 (voice) or 305-460-5010 (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) <http://coralgables.com/index.aspx?page=1203>
- I. 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.

Event Fee \$ 400

Performance Bond \$ _____

* 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.

John L. Porro Signature of Authorized Agent or Applicant 10/09/2017 Date

John L. Porro President
Print Name Title
PO Box 14-1446 Coral Gables, FL 33114-1446 (305) 222-0177
Address City/State/Zip Code Phone

Subscribed and sworn to before me, this 9th day of October 2017.



Silvia Capaldo
Notary Public State of Florida at Large

Approval Signatures Required:
Fred Couceyro
Fred Couceyro
Parks and Recreation Director
Troy W. Easley
Troy W. Easley
Fire Division Chief

Brian Lawrence
Brian Lawrence
Police Major
William Ortiz
For William Ortiz **one code enforcement officer needed**
Code Enforcement Director

Application, performance bond(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

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. 62-230, City of Coral Gables Code)

Rotary Club of Coral Gables Chili Cookoff

February 25, 2018

11/3/17 version



- Judges Tent 
- Porta Potties 
- Disabled 
- Sponsor Tents 
- Volunteers, Waivers - R5 
- Rotary Info - R6 
- Ticket Sales Tents - R3, R4 
- Competitor tents 
- Bounce House 25x25 / kids activities 
- Rotary Food & soft drinks, Ice cream 
- Beer Garden 