



CITY OF CORAL GABLES SPECIAL EVENTS APPLICATION & PERMIT

Permit #: 2016-2/20-21

Applicant Information	Legal Name of the Permit Applicant (Company or Individual): <u>SAINT GEORGE ANTOCHIAN ORTHODOX CATHEDRAL</u>		Today's Date:	
	Contact Person for this Permit Application: <u>FR. FOUAD SABA</u>			
	Contact Person Phone: <u>305-444-6541</u>	Contact Person Fax: <u>305-445-6530</u>	Contact Person Email: <u>OFFICE@STGMAMI.ORG</u>	
	Permit Applicant Address: <u>320 PALERMO AVENUE</u>	City: <u>CORAL GABLES</u>	State: <u>FL</u>	Zip: <u>33134</u>
	Permit Applicant Phone: <u>305-444-6541</u>	Permit Applicant Fax:	Permit Applicant Email: <u>OFFICE@STGMAMI.ORG</u>	
	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 <u>SAINT GEORGE CATHEDRAL ANNUAL MIDDLE EASTERN FESTIVAL</u>		Event Date(s) <u>FEBRUARY 20-21, 2016</u>
Hours of Event <u>11 AM - 12 AM; 12 PM - 5 PM</u>		Set-up Time <u>2/19 11am - 5pm</u>	Take Down Time <u>2/21 5pm - 12 AM</u>	
Location of Event <u>320 PALERMO AVENUE</u>		Is Location Reserved? <u>YES</u>		
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. <u>VOLUNTEERS WILL BE WEARING SAME COLORED T-SHIRTS WHICH HAVE NOT BEEN ORDERED YET.</u>				
Anticipated Attendance <u>500 - 600</u>		Admission Fees <u>MOST ACTIVITIES ARE FREE</u>		
# of year's event has been in existence? <u>23 YEAR</u>		Previous Location(s)? <u>SAME</u>	Past Attendance <u>SAME</u>	
Event Description: (Provide an attachment if additional space is needed.) <u>THE FESTIVAL IS A FUNDRAISING EVENT FOR THE CHURCH. ETHNIC FOODS ARE PREPARED BY CHURCH VOLUNTEERS AND SOLD DURING THE FESTIVAL.</u>				

Event Information (Continued from page 1)	List all vehicles associated with this event: (if applicable) (Provide an attachment if additional space is needed.) NONE
	How will rules, regulations, terms and conditions of the event be communicated to the participants? (Provide an attachment if additional space is needed.) ALL WORKERS AND VOLUNTEERS MEET REGULARLY AND WILL RECEIVE COMMUNICATIONS DIRECTLY FROM THE PRESIDENT OF THE CHURCH.
	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 MIDDLE EASTERN MUSIC. AND THERE WILL BE RECORDED MIDDLE EASTERN MUSIC AND AMERICAN 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.) MUSIC WILL BE INSIDE, DJ IS PROVIDING SPEAKERS.

Vendor Information	Number of Food Vendors ONLY THE CHURCH ITSELF	Vendor list provided to the City <input type="checkbox"/> Yes <input type="checkbox"/> No
	Food vendors have all permits/licenses.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Number of Other Vendors NONE	Vendor list provided to the City <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N/A
	Will there be alcohol at this event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, has liquor license been issued?	<input type="checkbox"/> Yes <input checked="" 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 SAME AS APPLICANT
	Have you completed the City application?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Have you completed the State application?	<input type="checkbox"/> Yes <input checked="" 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	# of Officers 1	Date(s) Required FEBRUARY 20 & 21	Hours Needed (i.e. 8 a.m.-5 p.m.) 11 AM - 12 AM; 12 AM - 5 AM
	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 N/A	If using a park, do you need the restrooms opened? <input type="checkbox"/> Yes <input 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.): STANDARD NOTHING UNUSUAL.		
	Dates needed		Hours per day needed	
	Trash	Who will be responsible for trash pick-up during the event? (WASTE MANAGEMENT-CONTRACTED)		Hours per day needed
City Equipment	<input type="checkbox"/> Barricades Contact Juan Rivero to reserve equipment or receive a fee schedule 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.				

20x20

Additional Event Features <small>(Applicants must check all that apply)</small>	<input type="checkbox"/> Temporary Fencing	<input type="checkbox"/> Inflatable	<input type="checkbox"/> Music (Recorded)
	<input type="checkbox"/> Signs/Banners	<input checked="" type="checkbox"/> Open Flames (GRILLS) CUBANES CANOPIES	<input type="checkbox"/> Music (Live)
	<input type="checkbox"/> Port-A-Johns ND	<input type="checkbox"/> Fireworks	<input type="checkbox"/> Amplifying Devices Or Loud Speakers
<input checked="" type="checkbox"/> Tents or Canopies	<input type="checkbox"/> Carnival/Amusement Rides	} INSIDE	
<input type="checkbox"/> Barricades	<input type="checkbox"/> Electrical Services/Generators		
Company Name: SAINT GEORGE ANTIQUARIAN ORTHODOX CATHEDRAL			
Contact: FR. FOUAN SAQA Phone Number: 305-444-6541			
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:
(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 \$ 606.00

Performance Bond \$ 1,000.00

* 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.

Additional Conditions or changes to application:

Event Name: SAINT GEORGE CATHEDRAL ANNUAL
MIDDLE EASTERN FESTIVAL

Event Date FEBRUARY 20 & 21

Meeting Date & Time:

Jan 20

Year: *2010*

*Commissioner
mt for
Alan
Jan 20*

City of Coral Gables
Special Event Checklist of Requirements

No on public

Event Title: *St George Middle Festival*

Event Description: _____

Event Sponsor: _____

Contact Person: *Fa. Saba* Phone #: *★*

Estimated Size of Event _____ Is there a rain date alternative? _____

_____ Special Event License Application form.

_____ Special Event Fee. Amount: _____ & Date: _____

_____ Performance Bond: Amount: _____ & Date: _____

_____ Liability Insurance Coverage Submitted: _____

_____ Copy of Marketing/Advertising materials utilized for event. _____

_____ What are setup/breakdown times? _____

_____ Resident Notification: Copy of Letter & Date Sent: _____ & Mailing Labels: _____

_____ Notification to Adjacent Property Owner(s) of Anticipated Noise _____

_____ Alcohol License Permit: Permit # _____ & Date Issued: _____

_____ Site Plan Route Map/Road Close: _____

_____ Map of Event area location and set-up. _____ MOT: _____

_____ Are City services required? (In-kind or with fee) If so, which departments will be involved and how? Permit # _____ & Date Issued: _____ & Dept.: _____

_____ Parks Permit or Evidence of Permission to Use Premises: Yes: _____ No: _____

_____ Are portable toilets requested-if so is Waste Management involved? _____

_____ Water Stations and Locations: _____ Plan of action: _____

_____ Sanitation and Recycling Plan: _____

_____ Pertinent vendor licensing permit: Permit # _____ & Date Issued: _____

_____ Food Permit: Permit # _____ & Date Issued: _____

_____ Police required-how many officers needed? Permit # _____ & Date Issued: _____

_____ Security Plan/Medical Plan: Action Plan: _____

_____ Fire department to be present? Permit # _____ & Date Issued: _____

_____ Barricades needed? _____ Is city providing? Permit # _____ & Date Issued: _____

_____ Fire watch - outside cooking? Permit # _____ & Date Issued: _____

_____ Closing of streets needed for event? Street Name: _____

_____ Handicapped parking required? Yes: _____ No: _____

_____ Parking Permit# _____ and Transportation Plan: _____

_____ Summary of Event _____

EVENT DATE: *2/20-21/10*
Setup 2/19/10

Approval Yes: _____ No: _____ Date: _____

Parking lot - food