



Permit #: _____

CITY OF CORAL GABLES SPECIAL EVENTS APPLICATION & PERMIT

Applicant Information	Legal Name of the Permit Applicant (Company or Individual): Kiwanis Club of Little Havana		Today's Date: 1/27/2013		
	Contact Person for this Permit Application: Thomas Falcon or Ross Jimenez				
	Contact Person Phone: 3-775-0778 or 7-486-7677		Contact Person Fax: 305-644-8693	Contact Person Email: tfalcon@waltonlantaff.com	
	Permit Applicant Address: 1400 S.W. 1 Street		City: Miami	State: Florida	Zip: 33135
	Permit Applicant Phone: 305-644-8888		Permit Applicant Fax: 305-644-8693	Permit Applicant Email: tfalcon@waltonlantaff.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				
Event Information	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.		
	Name of Event Carnaval on the Mile		Event Date(s) 3/2/13-3/3/13		
	Hours of Event 3/3 10:00-12:00AM		Set-up Time 3/1/13- 11:00 p.m.	Take Down Time 3/3/13; 10:01 p.m.	
	Location of Event MIRACLE MILE		W. Jean Rd. Douglas Rd.	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. Kiwanis Volunteers will have their identification badges				
	Anticipated Attendance 100,000		Admission Fees None		
	# of year's event has been in existence? 15		Previous Location(s)? Coral Gables	Past Attendance 100,000	
Event Description: (Provide an attachment if additional space is needed.) Family oriented music and art festival					

Event Information (Continued from page 1)	List all vehicles associated with this event: (if applicable) (Provide an attachment if additional space is needed.) To be determined
	How will rules, regulations, terms and conditions of the event be communicated to the participants? (Provide an attachment if additional space is needed.) Media, print and website
	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.) Yes, Jazz, Fusion, Funk.
	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.) 3 stages: Douglas, LeJeune and Ponce South

Vendor Information	Number of Food Vendors 30	Vendors list provided to the City <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Food vendors have all permits/licenses.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Number of Other Vendors 150 Art/Craft vendor	Vendor list provided to the City <input type="checkbox"/> Yes <input checked="" 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 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 KIWANIS CLUB OF LITTLE HAVANA
	Have you completed the City application?	<input checked="" type="checkbox"/> Yes <input 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.		

◆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>Kwanis Club of Little Havana</u></p> <p>Insurance is being submitted for an ongoing Special Event (circle one): <u>YES</u> or NO</p> <p>Insurance is being submitted for one Special Event permit (circle one): <u>YES</u> or NO</p> <p>Will liquor be served at the Special Event (circle one): <u>YES</u> 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>Certificate Holder should read: City of Coral Gables Insurance Compliance PO Box 12010 - CE Hemet, CA 92546-8010</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="1"> <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>Insurance Requirements</p> <p>For</p> <p>Individuals</p>	<p>Individuals are required to evidence the following Insurance to the City;</p> <table border="1"> <thead> <tr> <th><u>Insurance Coverage Type</u></th> <th><u>Limit of Liability Required</u></th> </tr> </thead> <tbody> <tr> <td>Personal Liability Insurance (including host liquor liability coverage is if liquor is served)</td> <td>Each Occurrence \$300,000</td> </tr> </tbody> </table> <p>Individuals 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. 	<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					
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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>									

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 \$ _____

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.

Signature of Authorized Agent or Applicant: [Signature] Date: 1/27/13
Print Name: Thomas Kalem on behalf of Kiwanis Club of Little Havana
Address: 1400 S.W. 1st Street; M. AMI, FL 33135 City/State/Zip Code: 305-644-8888 Phone: 305-644-8888



Notary Public State of Florida at Large
[Signature]
27th day of January 2013

Approval Signatures Required:
[Signature]
Fred Couceyro
Parks and Recreation Director
[Signature]
Dean Jantex
Fire Chief

Edward Hudak
Police Major
[Signature]
William Ortiz
Code Enforcement Director
pending your license

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

Norma-Milena Gavarrate
Special Events/ Film Subdivision
Parks and Recreation Division
405 University Drive
Coral Gables, FL 33134
Phone: (305) 460-5607 • Fax: (305) 460-5639
E-mail: ngavarrate@coralgables.com

Internal Use only: Approved Yes No Permit # _____
Date Received: _____ Presentation Date: _____
Application Fee: _____ Performance Bond(s): _____ Date Insurance Approved: _____
Initials: Police: _____ Fire: _____ Code Enforcement: _____ Risk Management: _____

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Signature of Authorized Agent or Applicant: Thomas Kalem Date: 1/27/13
Print Name: Thomas Kalem on behalf of Kivans Club of Little Havana Title:
Address: 1400 S.W. 1st Street, Miami, FL 33135 City/State/Zip Code: 305-644-8888 Phone:



27th day of February, 2013
Leticia M. Hunter
Notary Public State of Florida at Large

Approval Signatures Required:

[Signature]
Fred Cuicero
Parks and Recreation Director
[Signature]
Dean James
Fire Chief

[Signature]
Edward Hadak
Police Major
[Signature]
William Ortiz
Code Enforcement Director

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Internal Use only: Approved Yes No Permit # _____
Date Received: _____ Presentation Date: _____
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Additional Conditions or changes to application:

Event Name: _____ **Event Date** _____