City of Coral Gables Community Recreation

SPECIAL EVENTS APPLICATION & PERMIT

PERMIT #: 2026-0425 Today's Date: 09/25/2025

1. PERMIT APPLICANT INFORMATION

Legal Name of the Permit Applicant (Company or Individual): Consulado General of Colombia

Contact Person for this Permit Application: Silvia Otero/ Monica Trujillo Contact Person Phone: (786) 853-6600

Contact Person Fax: 305- 441-9537 Contact Person Email: Carnavaldebarranquillausa@hotmail.com

Applicant Address: 280 Aragon Avenue City: Coral Gables State: Fl Zip: 33134

Applicant Phone: (786) 853-6600 Applicant Fax: _____ Applicant Email: Sion7456@yahoo.com

Is the Contact Person an Officer of the Legal Entity? ☐ YES* ☒ NO**

*If YES, attach verification from Sunbiz.org.

**If NO, go to next question

Is the Contact Person an Authorized Agent of Applicant? ☒ YES* ☐ 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.

2. EVENT INFORMATION

Name of Event: Carnaval de Barranquilla Miami USA - Parade

Event Date(s): 04/25/2026 Hours of event: ~~3:00 - 9:00 pm~~ 1:00 - 7:00pm

Set-Up Time: 11:00 am Take Down Time: 9:00 pm

Location of event: Ponce Circle Park Is Location Reserved? _____

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.

A Colombian parade with floats,cars, music,groups of dancing.

Anticipated Attendance: 3,000 Admission Fees: None # of year's event has been in existence? 5 years

Previous Location(s)? Coral Gables Ponce circle park Past Attendance: 2,800

Event Description: (Provide an attachment if additional space is needed.)

It is a Parade that will celebrate the traditional Carnival de Barranquilla of Colombia.

3. EVENT INFORMATION (CONTINUED FROM PAGE 1)

List all vehicles associated with this event: (if applicable) (Provide an attachment if additional space is needed.)

2 floats
2 Colombian bus (CHIVA's)
6 parade cars

How will rules, regulations, terms and conditions of the event be communicated to the participants? (Provide an attachment if additional space is needed.)

Will be using different ways to communicate that information such as: Social Media, meeting and through the community.

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 I will be a live and recorded music from Colombia, such as Vallenato, drums, salsa,cumbia.

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.)

On the stage and the parade cars.

4. VENDOR INFORMATION

Number of Food Vendors: 15 Vendors list provided to the City? ☒ Yes ☐ No

Food vendors have all permits/licenses? ☒ Yes ☐ No

Number of Other Vendors: None Vendors list provided to the City? ☐ Yes ☐ No

Will there be alcohol at this event? ☐ Yes ☒ No

If yes, has liquor license been issued? ☐ Yes ☐ No

Is this a charitable event? ☐ Yes ☒ No

If yes, what is the name of the charity/organization? _____

Have you completed the City application? ☒ Yes ☐ No

Have you completed the State application? ☐ Yes ☐ No

If you checked yes to any of the questions above, you must contact the City of Coral Gables Licensing, Tax, and Utility Service office at specialevents@coralgables.com.

THIS COVER SHEET MUST BE PROVIDED WITH ALL INSURANCE DOCUMENTS

5. SPECIAL EVENTS PERMIT COVER SHEET FOR EVIDENCING INSURANCE TO THE CITY OF CORAL GABLES

Legal Name of Permit Applicant (Individual or Company): General Consulate of Colombia
Insurance is being submitted for an ongoing Special Event (check one): ..... ☐ **YES or** ☑ **NO**
Insurance is being submitted for one Special Event permit (check one): ..... ☑ **YES or** ☐ **NO**
Will liquor be served at the Special Event (check one): ..... ☐ **YES or** ☑ **NO**

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;

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.

Certificate Holder should read:
City of Coral Gables
Insurance Compliance
P.O. Box 100085 - CE
Duluth, GA 30096

Email address: cityofcoralgables@ebix.com

6. INSURANCE REQUIREMENTS FOR COMPANIES

Companies are required to evidence the following Insurance to the City;

Insurance Coverage Type	Limit of Liability Required			
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

- 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.

Companies evidencing insurance must provide the following documents to the City;

1. This Cover Sheet with all of the questions above answered.
2. 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.
3. 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.
4. A copy of the all Waiver of Subrogation Endorsements for each line of coverage required.

7. INSURANCE REQUIREMENTS FOR INDIVIDUALS

Individuals are required to evidence the following Insurance to the City;

Insurance Coverage Type	Limit of Liability Required	
Personal Liability Insurance	Each Occurrence	$300,000

(including host liquor liability coverage is if liquor is served)

Individuals evidencing insurance must provide the following documents to the City;

1. This Cover Sheet with all of the questions above answered.
2. A Certificate of Liability Insurance naming the City of Coral Gables as an additional insured.

8. IF APPLICANT DOES NOT HAVE INSURANCE

Alternatively, Companies & Individuals may obtain liability insurance through a TULIP (Tenant User Liability Insurance Program) established by the City @ www.ebi-ins.com/tulip.

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.

9. CITY SERVICES

POLICE

of Officers 8 Date(s) Required 04/25/2026 Hours Needed (i.e. 8 a.m.-5 p.m.) ~~3:00 - 9:00 pm~~ 1:00 - 7:00

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 emailing offduty@coralgables.com

Clearance Form received: ☐ Yes ☐ No

FIRE/MEDICAL

☐ On Call ☐ On Site

Contact the Coral Gables Fire Department Administration Division for questions or costs associated with onsite coverage at 305-460-5581 or fireadminstaff@coralgables.com Clearance Form received: ☐ Yes ☐ No

CITY FACILITIES

Location _____ If using a park, do you need the restrooms opened? ☐ Yes ☐ 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.):

Dates Needed 04/25/2026 Hours per day needed 3:00 - 9:00 pm

TRASH

Who will be responsible for trash pick-up during the event? The city Hours per day needed? _____

CITY EQUIPMENT

☐ Barricades (Contact Public Works, Barricades Div. to reserve equipment: 305-733-0132 or jrivero@coralgables.com.)

SIGNS/BANNERS

Please list any requests for use of City signs and/or location of signs:

CITY PARKING LOT

Does this event propose the use of any parking lot? (Contact parking at parking@coralgables.com) ☐ YES ☐ NO

If yes, please fill in information below:

Parking Lot Location: Aragon Avenue From/To: 1:00 to 4:00 pm

Date(s) 04/25/2026 Time(s): _____

OTHER

Please list any other requests for City services (be specific):

10. CLOSURE OF STREETS OR CITY RIGHT-OF-WAY

CITY STREETS

Does this event propose closure or use of any street(s)? ☐ YES ☐ NO

If yes, please fill in information below:

Street name: Aragon Avenue, Salcedo,Alahambra,ponce de leon. From/To: _____

Date(s): 04/25/2026 Time(s): _____

CITY SIDEWALKS

Does this event propose closure or use of any sidewalks? ☐ YES ☒ 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? ☐ YES ☒ 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? ☐ YES ☒ 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? ☐ YES ☒ 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)? (Contact parking at parking@coralgables.com) ☐ YES ☐ NO

If yes, please fill in information below:

Parade Route: Aragon Avenue, Salcedo, Alambra, Ponce de leon. From/To: ~~3:00 pm - 9:00 pm~~ 1:00-2:00 parade time

Date(s) 04/25/2026 Time(s): 7 hours

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 contact specialevents@coralgables.com for more information.

11. ADDITIONAL EVENT FEATURES (APPLICANTS MUST CHECK ALL THAT APPLY)

- ☒ Temporary Fencing
- ☐ Signs/Banners
- ☒ Port-A-Johns
- ☒ Tents or Canopies
- ☒ Barricades
- ☐ Inflatable
- ☐ Open Flames
- ☐ Fireworks
- ☐ Carnival/Amusement Rides
- ☒ Electrical Services/Generators
- ☒ Music (Recorded)
- ☒ Music (Live)
- ☐ Amplifying Devices Or Loud Speakers
- ☒ Food truck
- ☐ Bike Valet: _____
- ☐ Other: _____

Company Name: We provide a soon as approval

Contact: _____ Phone Number: _____

Site map of event MUST be attached to application.

Event application will NOT be accepted or reviewed if site map of event area is not included with the application.

Initials: O.M

All booths, stands, signs/banners must be removed immediately following the event.
For additional information call Code Enforcement at (305) 460-5226.

SCHEDULE OF FEES, REFUNDABLE PERFORMANCE DEPOSIT AND EXCEPTIONS (PART 1 OF 2)

A. The schedule of fees, refundable performance deposit and exemptions for special events shall be as follows:

SPECIAL EVENT FEE STRUCTURE				
Event Type	**Base Fee** *(Does not include Additional fees as described further below)*			
	1 Day	**2 Day**	**3 Day**	**4 Day**
NON-PROFIT/GOVERNMENT ORGANIZED EVENT				
Event of up to 500 persons/day	$315	$475	$575	$735
Event between 500 - 1,000 persons/day	$420	$735	$1,000	$1,200
Event of more than 1,000 persons/day	$525	$945	$1,200	$1,575
FOR-PROFIT EVENT				
Event of up to 500 persons/day	$630	$1,050	$1,365	$1,575
Event between 500 - 1,000 persons/day	$840	$1,470	$1,890	$2,205
Event between 500 - 1,000 persons/day	$1,050	$1,890	$2,520	$2,940

*** 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 refundable performance deposit shall be waived by a special event representative.

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 (all events not organized by the City are the responsibility of the event organizer to provide all necessary requirements), please contact the City's ADA Coordinator Raquel Elejabarrieta or the Director of the sponsoring department at least seven (7) days in advance where circumstances permit. ADA Coordinator Raquel Elejabarrieta may be reached by email: ada@coralgables.com, or by telephone: 305-722-8686 (voice) or 305-442-1600 (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) www.coralgables.com/expandedpolystyrene

Continues on next page...

...Continued from previous page.

SCHEDULE OF FEES, REFUNDABLE PERFORMANCE DEPOSIT AND EXCEPTIONS (PART 2 OF 2)

I. Prohibition on Use of Single-Use Carry Out Plastic Bags. Special event permittees shall not provide items in single-use carry out plastic bags during special events as a condition of approval. Single-use carry out plastic bag means a bag provided by a company or individual to a customer, typically at the point of sale, for the purpose of transporting purchases, which is made predominantly of plastic derived from petroleum or a biologically-based source. This definition includes bags provided to a customer to transport items provided free of charge, including but not limited to, samples and informational materials. (Section 62-263, City of Coral Gables Code).

Acceptable Bag Alternatives

- *Reusable bag* (bag with handles that is specifically designed and manufactured for multiple reuse and made of durable material specifically designed for and provided to consumers with the intention of multiple, long-term use) Does not include any film plastic bags.
- *Recyclable paper bag* (minimum average of forty percent (40%) post-consumer recycled materials)
- *Compostable Bag* (ASTM D6400 certified)

For more information on the single use plastic bag ordinance please visit www.coralgables.com/plasticbags

J. Prohibition on use of single-use plastic beverage straws and single-use plastic stirrers. Special event permittees and their subcontractors shall not sell, use, or provide a beverage with a single-use plastic beverage straws or single-use plastic stirrers in city facilities/property.

Single-use plastic beverage straw means a tube, intended for only one-time use that is made predominantly of plastic derived from either petroleum or a biologically based polymer, including polymers derived from corn or other plant sources, for transferring a beverage from its container to the mouth of the drinker. Single-use plastic beverage straw includes compostable and biodegradable petroleum or biologically based polymer straws, but does not include straws that are made from non-plastic materials, such as paper, sugar cane, bamboo, or other similar materials.

Single use plastic stirrer means a device that is used to mix beverages, intended for only one-time use, and made predominantly of plastic derived from either petroleum or a biologically based polymer, including polymers derived from corn or other plant sources. Single-use plastic stirrer includes compostable and biodegradable petroleum or biologically based polymer stirrers and lid plugs (splash sticks), but does not include stirrers that are made from non-plastic materials, such as paper, sugar cane, bamboo, or other similar materials. (Section 62-264, City of Coral Gables).

Acceptable Straw Alternatives

- Paper
- Sugar Cane
- Bamboo
- Metal
- Other similar material

For more information on the single use plastic straw ordinance please visit www.coralgables.com/skipthestraw

K. 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 $ City Function ****Refundable Performance Deposit $** City money

* Fees are determined through Fee Resolution approved by City of Coral Gables City Commission. The refundable performance deposit must be issued by a separate check and all checks must be payable to the City of Coral Gables.

**** Refundable performance deposit is based on the scope the event; deposit will be determined by the Coral Gables Community Recreation Department.**

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. 62-262, City of Coral Gables Code)

PLASTIC BAGS CLAUSE:

Special event permittees and their subcontractors shall not provide items in single-use carry out plastic bags during special events as a condition of approval. Upon warning, the special event permittee must cease providing the single-use carry out plastic bags immediately. If the special events permittee does not do so he or she may be forced to discontinue the service, sale or participation in the special event. This prohibition shall not apply to Exempt Bags in 34-191(e) or other types of single-use plastic bags used, provided or given out by individuals who are special events permittees for the purpose of hosting a small private event (100 people or less) (e.g. birthday party, family reunion). Acceptable alternatives include: reusable bags with handles designed for multiple reuse and made of durable material (does not include thicker plastic film bags); recyclable paper bags with a minimum average of forty percent (40%) post-consumer recycled materials; Compostable carry out bag means a bag that conforms to the current ASTM D6400 and is certified and labeled as meeting the ASTM D6400 standard specification by a recognized verification entity. A violation of this section shall constitute a City code violation and may result in the revocation of the special events permit and fines and may be grounds for the placement of conditions on or for denial of a future special events permit.
For more information please visit www.coralgables.com/plasticbags. (Sec. 62-263, City of Coral Gables Code)

PLASTIC STRAWS CLAUSE:

Special event permittees and their subcontractors shall not sell, use, or provide a beverage with a single-use plastic beverage straws or single-use plastic stirrers in city facilities/property.

Exceptions:

1. The requirements of this section shall not restrict a city contractor from providing a beverage with, or offering the use of, a single-use plastic beverage straw or single-use plastic stirrer upon request by or for an individual with a disability or medical condition that necessitates the use of a single-use plastic beverage straw or single use plastic stirrer. Such request does not require disclosure of the individual's disability.
2. This prohibition shall not apply to single-use plastic beverage straws or single-use plastic stirrers used, provided, or given out by individuals who are special events permittees for the purpose of hosting a small private event (100 people or less) (e.g. birthday party, family reunion).
3. This prohibition shall not apply to pre-packaged drinks where plastic straws have been attached to or sealed with beverages prior to receipt by a city contractor.

Penalties

1. Upon warning, the special event permittee must stop use of single-use plastic beverage straws or single-use plastic stirrers or replace them with a non-single-use plastic alternative as soon as practicable. If the special events permittee does not do so within a reasonable amount of time, he/she may be forced to discontinue the service, sale or participation in the event.
2. A violation of this section shall constitute a City code violation and may result in the revocation of the special events permit and fines and may be grounds for the placement of conditions on or for denial of a future special events permit.

ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

A Permit Applicant is required to make its special events accessible to individuals with disabilities and to provide reasonable accommodations to enable individuals with disabilities to participate in the event in compliance with all applicable federal, state and local accessibility requirements, including the Americans With Disabilities Act (ADA).

Each special event must designate at least one (1) person as the "Accessibility Coordinator." The Accessibility Coordinator is responsible for overseeing the accessibility of the event, handling requests for reasonable accommodations related to the event, and ensuring that the event personnel are knowledgeable about the event's accessible features.
Provide the name, telephone and email contact information for the event's Accessibility Coordinator(s):

Name _____ Telephone: _____ Email: _____

The City's "Special Event Accessibility Checklist" brochure is intended to assist the Permit Applicant to plan the accessible features for the event; however, the checklist may not be inclusive of all accessibility requirements. It is the Permit Applicant's responsibility to comply with all applicable federal, state and local accessibility requirements, including the Americans With Disabilities Act (ADA).

City of Coral Gables
COMMUNITY RECREATION

Special Events Accessibility Checklist

PLAY for all
CORAL GABLES ACCESSIBLE RECREATION

The City of Coral Gables strives to ensure that special events that take place in the City's parks or buildings are accessible to individuals with disabilities. It is the Permit Applicant's responsibility to comply with all federal, state and local accessibility requirements, including the Americans With Disabilities Act (ADA), based on the scale and type of special event.

The following checklist is intended to be a planning guideline for the Permit Application, but may not be inclusive of all federal, state, and local accessibility requirements. Upon request, the City's ADA Coordinator is available to assist the Permit Applicant with questions concerning accessibility or reasonable accommodations: ADA Coordinator (E-mail: ada@coralgables.com, Telephone voice: 305-722-8686; TTY/TDD: 305-442-1600).

I. PHYSICAL ACCOMMODATIONS

Parking

- ☐ The event cannot block access to public parking spaces designated for individuals with a disabled parking permit.
- ☐ If parking is provided for an event, accessible parking should be provided (at least 1 accessible space for every 25 parking spaces).
- ☐ Accessible parking spaces should be available near the accessible entrance(s) to the event.
- ☐ If no parking is provided for an event, an accessible passenger loading and unloading zone should be provided near the event's accessible entrance and marked as such.

Entrances

- ☐ The main entrance to the special event should be accessible. Accessible entrances are entrances that do not require the use of stairs and do not have elevation changes of more than ¼ inch vertical or ½ inch beveled.
- ☐ Accessible entrances should have readily identifiable accessible routes to accessible restrooms and accessible seating/viewing areas.
- ☐ Signs directing attendees to accessible entrances must be provided.
- ☐ *Recommended*: Provide an early entry time and an alternative entrance line for individuals with disabilities in order to decrease the amount of time spent in line.

Routes and Paths of Travel

- ☐ Accessible paths should be at least 36 inches wide with no protruding objects.
- ☐ Accessible routes to access the event should be stable, firm, slip-resistant. A portable surface (such as a Mobi-Mat or AccessMat) may provide a path over grass, sand or loose gravel.

Initials OM

- ☐ Accessible routes should not have changes in level that exceed ½ inch. A portable ramp may be provided to reduce changes in level along the routes.
- ☐ Accessible routes should be provided from accessible parking areas and from the passenger loading and unloading zone to an accessible event entrance.
- ☐ Accessible routes should be provided within the event (as much as possible) to allow barrier free access to event areas.
- ☐ The accessible route should be clear and unobstructed. All cords, wires, hoses, etc., that are located within an accessible path of travel must be ramped or placed within a cord cover.
- ☐ Accessible routes should be clearly marked.

Restrooms

- ☐ If the event is using existing restroom facilities at a City park or building, the event should provide signs directing attendees to the accessible restroom facilities (if not all restrooms are accessible).
- ☐ When portable toilet facilities are provided:
  - ☐ The following number of portable toilets should be wheelchair accessible: at least 5% of the total number of portable toilets, but at least 1 unisex portable toilet or 1 each male and female portable toilet.
  - ☐ The accessible toilet(s) should be located on a level area not to exceed a 2% slope in any direction and on a firm surface (i.e., not sand, grass or loose gravel).
  - ☐ An accessible route to each accessible portable toilet should be provided.
  - ☐ Accessible portable toilets should be identified with the international symbol of accessibility.

Food

- ☐ *Recommended*: If food is provided or sold during the event, consider options for participants with common dietary restrictions (e.g., gluten, low sodium, lactose-free) or food allergies (e.g., peanuts).

Counters and Tables

- ☐ Sales or service counters provided for special events, including the registration counter, should include at least one accessible counter. (This includes a table/desk used as a counter) Additional accessible counters and tables may be required depending on the total number of counters.
- ☐ Accessible counters should be no more than 34" from the ground and at least 36" wide.
- ☐ If tables are provided as dining or work surfaces for event participants, 5% of the total number of tables (but a minimum of one (1) table) should be accessible.

  Dimensions of an accessible table: 30" x 48" clear floor space, 27" bottom knee clearance, 17" horizontal projection, and surface height of 28"-34" from the finished floor.

Initials OM

Seating/Viewing Areas

- ☐ Accessible seating/viewing areas should be provided for presentations or performances (such as concerts or parades) and allow for at least one companion to accompany the person(s) with disability.
- ☐ Identify accessible and companion seating/viewing areas using the international symbol for accessibility.
- ☐ Accessible and companion seating/viewing areas should have accessible routes from accessible entrances and to accessible restrooms. Identify accessible routes with the international symbol for accessibility, including directional arrows.
- ☐ The accessible seating area should be located to provide a clear and unobstructed line of sight for the performance/presentation.

II. COMMUNICATIONS

Designation of Event Accessibility Coordinator

- ☐ Each special event must designate at least one (1) person as the "Accessibility Coordinator," who is responsible for overseeing the accessibility of the event, handling requests from the public for reasonable accommodations related to the event (including the registration process), and ensuring that staff and volunteers are knowledgeable about the event's accessible features and of who to contact if an accommodation request is made on the day of the event.

Websites and Written Material

- ☐ Provide notice on how to request an accommodation on event websites and in registration/information/promotional materials:

  Sample notice language: Accessibility Notice: The [Name of event] welcomes individuals with disabilities. To request assistance in registering for this event or to request an accommodation to participate in this event, please contact [Name of Accessibility Coordinator, email, telephone] at least [Number] days in advance of the event.

- ☐ If a map or visual representation of the event layout or activities is provided on a website or in printed materials, show the location of accessible routes, accessible restrooms, accessible seating/viewing areas, accessible parking or passenger loading/unloading zones, and the locations of the nearest public transportation stops.

Registration

- ☐ Event personnel should be prepared to assist an individual with disability in registering to participate in the event. For example, if all registration is on-line, but a blind or visually impaired individual is unable to use the event's website, the event personnel should assist the individual to register using an alternative format.
- ☐ The Accessibility Coordinator and at least one (1) person responsible for registration and check-in should be knowledgeable about the accessibility options for individuals attending the event.
- ☐ An individual with a disability may be assisted by a personal care attendant (no admission or registration fee for the attendant).

Initials OM

Signage At Event

- ☐ Use language that is clear and easy to read.
- ☐ Use contrasting colors (e.g., black type on white background).
- ☐ Use large font size and no more than 2-3 font types. Provide 1.5-2.0 line spacing.
- ☐ Place in visible locations at height of 48-60 inches above the floor.
- ☐ If not all areas of the event are accessible, signs can direct individuals to the location of accessible entrances, routes, service locations and restrooms.

Communication Accommodations for the Deaf and Hard of Hearing

- ☐ If a deaf or hard of hearing participant requests communication assistance to attend an event involving a performance or presentation, the event's Accessibility Coordinator should communicate with the requestor in advance to determine the form of assistance needed: sign language (e.g., American Sign Language (ASL), Signed English, Signed Exact English), real-time captioning, note-taker or other.
- ☐ If a sign language interpreter will be located on a stage, a reasonable amount of the seating/viewing area directly in front of the interpreter should be reserved for deaf and hard of hearing individuals and at least one (1) companion.
- ☐ Video that is part of the special event should be equipped with captions for participants who are deaf or hard of hearing.
- ☐ If amplified sound is used, provide assistive listening devices upon request.

III. SERVICE ANIMALS

Service animals should be permitted to accompany individuals with disabilities at the special event. At the City, a service animal is defined as any dog or miniature horse trained to do work or perform tasks for the benefit of an individual with a disability. These tasks may include, but are not limited to, guiding a person who is visually impaired or blind, alerting a person who is deaf or hard of hearing, pulling a wheelchair, assisting with mobility or balance, alerting and protecting a person who is having a seizure, or retrieving objects.

Individuals attending the event must retain control of their service animals at all times and are responsible for any damage to property or persons caused by their service animals. The Permit Applicant may exclude or remove a service animal from the event if the animal is not controlled, if the animal is not housebroken, or if the animal's behavior causes a direct threat to the health and safety of others. The Permit Applicant is not required to take control of service animals or provide food or water for the animals.

Initials OM.

ADDITIONAL CONDITIONS OR CHANGES TO APPLICATION:

Event Name: GRAN PARADA CARNAVAL DE BARRANQUILLA Event Date 04/25/2026

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

09/25/2025.
Date

Oscar Fernando Marmolejo
Print Name

Connl General
Title

280 Aragon Ave, Coral Gables, FL, 33134
Address / City/State/Zip Code

305-548-9804.
Phone

Subscribed and sworn to before me, this 25th day of September 2025.

Notary Public State of Florida at Large

JOSE BETANCOURT
Notary Public - State of Florida
Commision # HH 297978
My Comm. Expires Oct 17, 2026
Bonded through National Notary Assn.

Approval Signatures Required:

Print Name: Carolyn
Community Recreation Director

Print Name:
Police Major/Chief

Print Name: Nicholas Karavev
Fire Chief/Capt.

Print Name: Juan Lopez
Code Enforcement ~~Director~~ Supervisor
Code needed

Application, refundable performance deposit(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
E-mail: specialevents@coralgables.com