

City of Coral Gables Community Recreation SPECIAL EVENTS APPLICATION AND PERMIT

PERMIT #:

Today's Date:

03/12/2025

Application guidelines and timelines:

- You must complete this application at least four weeks prior to your event (including the notarized page).
- Site map must be attached to application.
- Insurance must be attached to application.
- Applications are reviewed on a first-come, first-serve basis.
- After review, applicants will be invited to a Special Events meeting (typically the first Friday of the month), to review your application and related details with city staff.

ADA Notice: 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 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).

1. PERMIT APPLICANT INFORMATION

Legal Name of the Permit Applicant (Company or Individual): Consulate General of Mexico in Miami

Contact Person for this Permit Application: Luis Martinez Contact Person Phone: 786-268-4886

Contact Person Email: lmartinezv@sre.gob.mx

Applicant Address: 2555 Ponce de Leon Blvd. 4th floor City: Coral Gables State: FL Zip: 33134

Applicant Phone: 786-268-4900 Applicant Email: _____

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

*If YES, attach verification from GatherGuard.

**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: Day of the Dead

Event Date(s): 11/01/2025 Hours of Event: 5:00 pm to 10:00 pm

Set-Up Time: 6:00 am Take Down Time: 10:00 pm

Location of event: Ponce Circle Park

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

As a successful event in its past editions in the City of Coral Gables, we expect to present a family event in Ponce Circle Park. An afternoon of Mexican dance, music, gastronomy and crafts. The Day of the Dead is a tradition commemorated in Mexico since prehispanic times and nowadays has become an internationally renowned event. It was proclaimed a Cultural Heritage of Humanity by UNESCO in 2008.

Anticipated Attendance: 5,000 Admission Fees: No # of year event has been in existence: 5

Previous Location(s): Merrick Way, Biltmore Way Past Attendance: 5,000

2. EVENT INFORMATION (CONTINUED FROM PAGE 1)

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.

Mexican Consulate Staff.

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

5 diplomatic vehicles.

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

The Mexican Consulate will provide written information.

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. Mariachi, Rock in Spanish, traditional Mexican 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.)

Next to the stage

3. VENDOR INFORMATION

Number of Food Vendors: 22 Vendors list provided to the city? ☐ Yes ☐ No

Number of Other Vendors: 21 Vendors list provided to the city? ☐ Yes ☐ No

Food vendors have all permits/licenses? ☐ 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? _____

THIS COVER SHEET MUST BE PROVIDED WITH ALL INSURANCE DOCUMENTS

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

Legal Name of Permit Applicant (Individual or Company): Consulate General of Mexico in Miami

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

5. INSURANCE REQUIREMENTS FOR COMPANIES

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

<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

- 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.

6. INSURANCE REQUIREMENTS FOR INDIVIDUALS

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

<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

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.

7. 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.GatherGuard.com.

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.

City of Coral Gables Insurance Compliance Contact Information
Phone: (951) 652-2883 • Fax: (770) 325-0417 • Email: CityofCoralGables@Ebix.com

8. CITY SERVICES

POLICE

of Officers 08 Date(s) Required 11/01/2025 Hours Needed (i.e. 8 a.m.-5 p.m.) 5:00pm to 10:00pm

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 Ponce Circle Park 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.):

Electricity is required for vendors and generators for sound and lights.

Dates needed 11/01/2025 Hours per day needed 4:00 pm to 10:00 pm

TRASH

Who will be responsible for trash pick-up during the event? _____

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:

Banners (108 in X 91 in _____)

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: _____

Date(s) 11/01/2025 Time(s): 10:00 am to 10:00 pm

OTHER

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

9. 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 Location: Ponce de Leon Blvd

From/To: Around Ponce Circle Park

Date(s) 11/01/2025

Time(s): 2:00 pm to 10:00 pm

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): _____

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: _____

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 contact SpecialEvents@CoralGables.com for more information.

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

- | | | |
|---|--|---|
| <input type="checkbox"/> Temporary Fencing | <input checked="" type="checkbox"/> Inflatable Attractions | <input checked="" type="checkbox"/> Food truck |
| <input checked="" type="checkbox"/> Signs/Banners | <input checked="" type="checkbox"/> Music (Recorded) | <input type="checkbox"/> Open Flames (with floor protection) |
| <input checked="" type="checkbox"/> Port-A-Johns | <input checked="" type="checkbox"/> Music (Live) | <input type="checkbox"/> Carnival/Amusement Rides |
| <input checked="" type="checkbox"/> Tents or Canopies | <input type="checkbox"/> Bike Valet: | <input checked="" type="checkbox"/> Electrical Services/Generators |
| <input checked="" type="checkbox"/> Barricades | <input type="checkbox"/> Fireworks | <input checked="" type="checkbox"/> Amplifying Devices Or Loud Speakers |
| <input type="checkbox"/> Other: _____ | | |

11. 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 Luis Martinez Telephone: 786-268-4886 Email: lmartinezv@sre.gob.mx

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).

**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

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

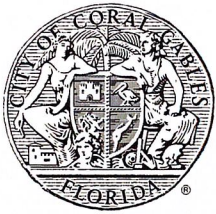
*** All applications must be received 30 days in advance of date or a 25% additional fee will be applied.**

- A. 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**.
- B. Neighborhood or block parties shall be exempt from certain 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.
- C. 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.
- D. Political or public issue events shall be exempt from certain 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.
- E. Funeral processions shall be exempt from the terms of this article.

Event Fee \$ _____ **Refundable Performance Deposit \$ _____

* Fees are determined through Fee Resolution approved by City of Coral Gables City Commission. The refundable performance deposit must be purchased online through link provided by Special Events staff.

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



Coral Gables Community Recreation

REFUND, TRANSFER OR CREDIT REQUEST FORM

☐ Refund ☐ Transfer ☐ Credit **Date:** _____ Household #: _____

PRIMARY ACCOUNT HOLDER

Name: Consulate General of Mexico in Miami
Address: 2555 Ponce de Leon Blvd. 4th floor
Contact: _____ 786-268-4886 _____ lmartinezv@sre.gob.mx
Cell phone Other phone E-Mail
Name of participant: _____
Program/Event: Day of the Dead **Session/Dates:** 11/01/2025

TRANSACTION DETAILS

Reason for refund, transfer or credit:
☐ Medical (Doctors' note required) ☐ Program canceled ☐ Not satisfied ☐ Rental/Event deposit ☐ Other
Requesting transfer: From _____ To _____ Program/Event/Session
Reason details:

A \$15 processing fee will be applied to all requests unless otherwise stated. Processing fees will not apply to return of rental deposits.
Credits are valid for one year from the date issued; all remaining credit values after one year will be forfeited.
Signature of patron requesting the change: _____ **Date:** _____

FOR OFFICE USE ONLY

Classes taken/attended: _____ Payment used: ☐ Credit card ☐ Check ☐ Cash ☐ Computer credit
Receipt# _____ Amount paid: _____ Refund processing fee: _____ Total due: _____

COMMENTS

Cashier processing request (Print)

Facility supervisor signature

Director or designee signature

Action/Status	Date	Staff Init.
Paperwork received by staff		
Attendance verified by instructor		
Customer notified and paperwork sent to finance for check processing		

☐ Approved
☐ Not Approved

PROHIBITIONS

1. 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
2. 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. 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.
 - 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. 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). 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. (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

3. 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, and other similar material.

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

Exceptions:

- a. 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.
- b. 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).
- c. 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

- a. 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.
 - b. 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.
4. 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.

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.

Under penalties of perjury, I declare that I have read the foregoing application and that the facts stated in it are true.

Signature of Authorized Agent or Applicant

Date

Rutilio Escandón Cadenas

Cónsul General

Print Name

Title

2555 Ponce de Leon Blvd. 4th floor Coral Gables, FL 33134

786-268-4900

Address

City/State/Zip Code

Phone

Subscribed and sworn to before me, this

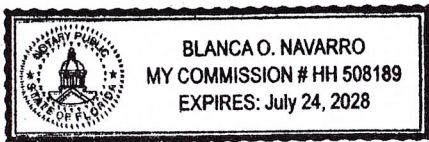
12

day of

March

20

25



Notary Public State of Florida at Large

Approval Signatures Required:

Print Name:

Community Recreation Director

Print Name:

Police Major/Chief

Print Name:

Fire Chief

Print Name:

Code Enforcement Director

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

Special Projects Supervisor
Coral Gables Community Recreation/Special Events
405 University Drive; Coral Gables, FL 33134
E-mail: SpecialEvents@CoralGables.com
305-460-5607

ADDITIONAL CONDITIONS OR CHANGES TO APPLICATION:

Event Name: _____ Event Date _____

Additional conditions or requirements requested by committee: _____

OFFICE USE ONLY

Date received: _____ Date Permitted: _____

Have business owners and/or residence been notified? ☐ Yes ☐ No

Reviewed by: ☐ Director ☐ Police ☐ Fire ☐ Code Enforcement

DEPOSIT FEE: \$ _____

SPECIAL EVENT FEE: \$ _____

TOTAL FEES: \$

Type of permit:










- ☐ Non-profit/government event
- ☐ For-profit/government event
- ☐ City-hosted event.

Supervisor Approval _____ Date _____

APPLICATION COMPLETION CHECKLIST:

- ☐ Special Event Permit
- ☐ Certificate of Insurance (COI)
- ☐ Site Diagram (Showing Event and Parking Areas)
- ☐ Neighborhood Notification Letter
- ☐ Commercial Notification Letter



- | | | | | | | | | |
|---|---|---|---|---|---|--|---|---|
| Stage | Vendor | Dresser | Technical | Food Truck | Generator | Kids activities | Bathrooms | Sponsor |
|  |  |  |  |  |  |  |  |  |