

Special Event Standard Operating Procedures

Working Draft

CORAL
GABLES
THE CITY BEAUTIFUL



Special Event Process

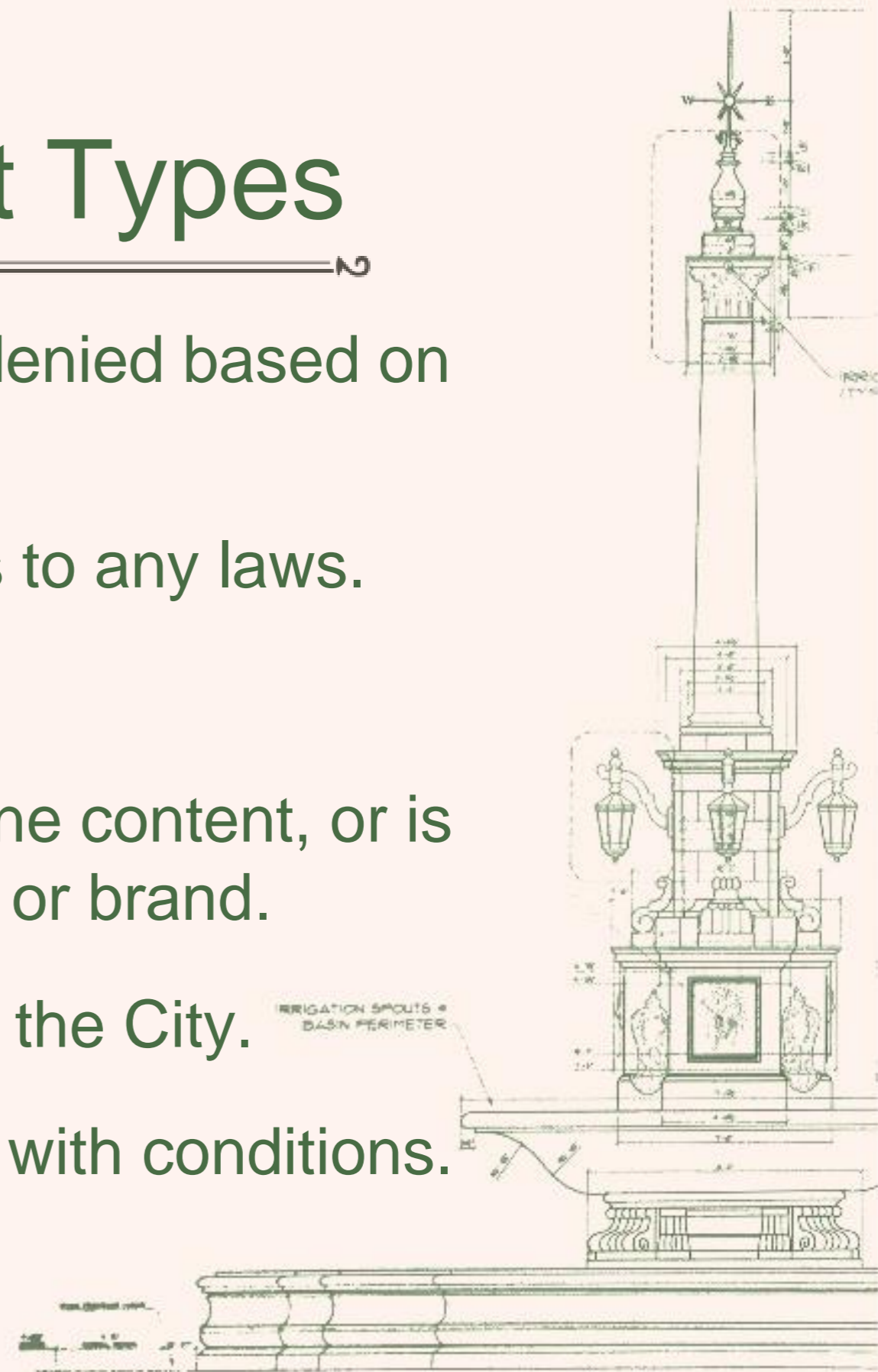


- Special Event Application
- Special Event Committee Meeting
- Special Event Committee Review
- Insurance compliance

Special Event Types

Special Event Applications may be denied based on considerations such as:

- Event creates a conflict in regards to any laws.
- Event creates a safety risk.
- Event features offensive or obscene content, or is incompatible with the City's vision or brand.
- Event causes severe disruption in the City.
- Event organizer has not complied with conditions.
- Event location is overextended.



Event Length

- Maximum number of consecutive days for an event will be four (4) days.
- Multiple-day special events will be held between Thursday through Sunday.
- Set-up of special events should take place no more than 24 hours prior to the event start date.
- Breakdown of the event should take place within 24 hours following the event end date.



Event Locations



- Three 5k run courses will be created and certified. All existing runs will be subject to lottery selection for initial race location, and each run will rotate through the three locations in a three year cycle.
- Special Event requests for Biltmore Way, Merrick Park and Miracle Mile will be reviewed and new locations considered.
- Event locations with adjacent residential properties will have a maximum of 24 event days per year.



Code Enforcement and Event Safety

- Noise levels reduced to 75db measured at 100 feet from the source for events adjacent to residential properties.
- Special Event Committee will require a Code Enforcement Officer for events that are adjacent to residential properties, and other events as deemed necessary.
- All Special Event applications will be reviewed by Police and Fire Department Personnel to determine the need for public safety presence at events.

Non-Profit Fees



SPECIAL EVENT FEE STRUCTURE				
Event Type	Base Fee <i>(Does not include additional fees as described further below)</i>			
	1 day	2 day	3 day	4 days
NON-PROFIT/GOVERNMENT ORGANIZED EVENT				
Event of up to 500 persons/day	\$300	\$450	\$550	\$700
Event between 500 - 1,000 persons/day	\$400	\$700	\$950	\$1150
Event of more than 1,000 persons/day	\$500	\$900	\$1,200	\$1,500

For-Profit Fees

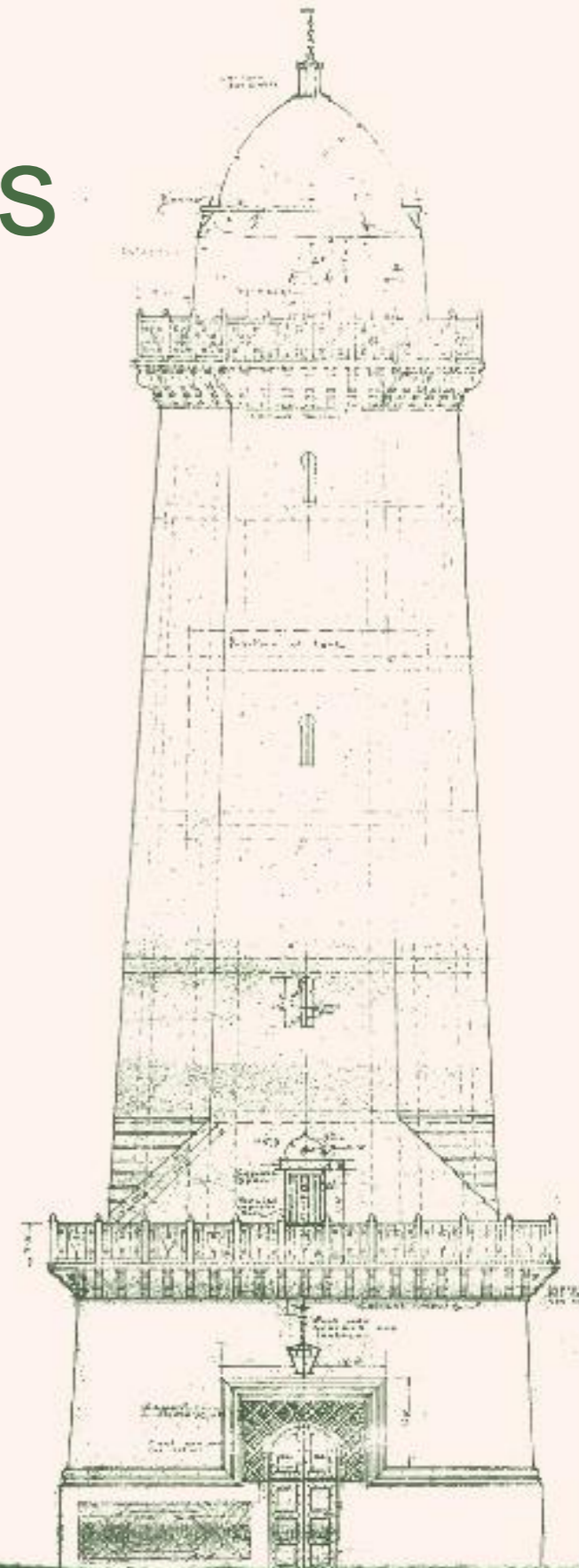


SPECIAL EVENT FEE STRUCTURE				
Event Type	Base Fee <i>(Does not include additional fees as described further below)</i>			
	1 day	2 day	3 day	4 days
FOR-PROFIT EVENT				
Event of up to 500 persons/day	\$600	\$1,000	\$1,300	\$1,500
Event between 500 - 1,000 persons/day	\$800	\$1,400	\$1,800	\$2,100
Event of more than 1,000 persons/day	\$1000	\$1,800	\$2,400	\$2,800

Exceptions and Waivers



- For-Profit Organizers are eligible to receive a fee reduction to the non-profit rate if the event meets green initiatives as set forth by the Coral Gables Sustainability Division.
- Special Events requiring additional City services may be assessed fees for cost of these services, including but not limited to: electricity, barricades, trash pick-up.
- Guideline decisions are made by the Special Event Committee. The City Manager can make exceptions or additions if deemed to further or be compatible with the City's interests.
- Special Events organized by the City of Coral Gables are exempt from these guidelines.



Special Event Standard Operating Procedures

Working Draft

CORAL
GABLES
THE CITY BEAUTIFUL

