



The City Beautiful™

Permit #: _____

CITY OF CORAL GABLES SPECIAL EVENTS APPLICATION & PERMIT

Applicant Information Event Information	Names of Organization/Company Kiwanis Club of Little Havana		Date of Request 01/5/12		
	Address 1400 S.W. 1 st Street		City Miami	State Florida	Zip 33135
	Event Representative Jorge Brito or Thomas Falcon				
	Daytime Phone (786)299-6943 (305)775-0778		Fax Number (305)644-8693		Email Address jlbrito@mdpd.com tfalcon@waltoniantaff.com
	Name of Event Carnaval on the Mile			Event Date(s) 3/2/12, 3/3/12 & 3/4/12	
	Hours of Event 3/2/11- 7:00 p.m.-midnight 3/3/11- 10:00 a.m.-midnight 3/4/11- 10:00 a.m.- 10:00 p.m.		Set-up Time 3/2/11-1:00 p.m. (Kick-off Concert) 3/2/11- 11:00 p.m.(Carnaval on the Mile)		Take Down Time 3/3/11-12:01 a.m.(Concert) 3/4/11- 10:01 p.m.(COM)
	Location of Event (Friday Night Kick-Off Concert at Ponce Circle) (Saturday and Sunday, Miracle Mile (Douglas/LeJeune))			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.				
	Kiwanis volunteers will have their identification badges.				
	Anticipated Attendance 100,000			Admission Fees none	
# of year's event has been in existence? 14		Previous Location(s)? Only held in Coral Gables		Past Attendance 100,000	
Event Description: (Provided an attachment if additional space is needed.) Family oriented music and art festival.					
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.) <input checked="" type="checkbox"/> Yes. Jazz, Fusion and Funk.					
Number, type and location of all loud speakers and amplifying devises. (This information can be provided on a map as an attachment to this application.) Stages: Douglas, LeJeune, Ponce South, Ponce North and Salvador North .					

RECEIVED
1/5/12

Evidence of Insurance must be reviewed and approved by the Risk Management Division. Evidence of Insurance will not be reviewed or approved without copies of all of the required endorsements.

City of Coral Gables must be named as an Additional Insured on a Primary and Non-Contributory basis and a Waiver of Subrogation Endorsement must be issued for each insurance policy that is required.

Evidence of Insurance must consist of: (1) a Certificate of Liability Insurance naming the City of Coral Gables as an additional insured on a primary and noncontributory basis including a waiver of subrogation, (2) copies of all Additional Insured Endorsement providing coverage on a Primary & Non-Contributory Basis and (3) copies of all Waiver of Subrogation Endorsements.

Certificate Holder must read as follows: City of Coral Gables
 Risk Management Division
 2802 Salzedo Street, Second Floor
 Coral Gables, FL 33134

Type of Insurance Coverage Required and Limits of Liability Insurance Required:

Coverage Type	Limit of Liability Required		
Commercial General Liability	Each Occurrence \$1,000,000	Aggregate	\$2,000,000
Liquor Liability (Coverage is only required when liquor will be served at the Event)	Each Occurrence \$1,000,000	Aggregate	\$2,000,000

Automobile Liability - Combined Single Limit \$1,000,000
 (Hired and Non-owned Auto Liability Coverage is required when the applicant does not own any autos)

The insurance companies providing coverage must have an A.M. Best rating of (A-/VI) or better or an Equivalent rating given by a recognized rating agency.

The City of Coral Gables reserves the right to required additional types of insurance coverage or higher Limits of liability for any event. This determination will be made by the Risk Management Division.

For additional information call the Risk Management Division at (305) 443-5520.

Vendor Information	Number of Food Vendors 20-30 7	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 Artists/Craft Vendors 120-150	Vendors 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 Kiwanis Club of Little Havana	<input type="checkbox"/> No
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	

City Streets	Does this event propose closure or use of any street(s)?			
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
	Miracle Mile (Douglas-LeJeune) 3/3/12-3/4/12			
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 sidewalk(s)?			
	<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
	If yes, please fill in information below: Alleys that run parallel to Miracle Mile			
	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)? N/A			
	<input type="checkbox"/> Yes <input 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 site closure permit may be needed. Please call (305) 460-5077 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	\$178.00	\$500.00
Over 5K to 10K	\$205.00	\$500.00
Over 10K	\$294.00	\$500.00
Parades	\$294.00	\$500.00
Single day event, projected to be less Than 2,500 persons	\$294.00	\$500.00
Multi-day event or event projected to be Attended by 2,500 or more persons	\$577.00	\$1,000.00
For-profit event	\$1,155.00	\$1,000.00

- **All applications must be received 30 days in advance of date or 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.

Initials: Police: _____ Fire: _____ Code Enforcement: _____ Risk Management: _____

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.

Thomas Falco on behalf of *Kwanis Club of Little Havana* Date 1/5/12
Signature of Authorized Agent or Applicant

Thomas Falco V.P. Kwanis Club of Little Havana
Print Name Title

1400 S.W. 1st Street MIAMI, FL 33135 (305) 644-8888
Address City / State / Zip Codes Phone

Subscribed and sworn to before me, this _____ day of _____ 20____.

Notary Public State of Florida at Large

Approval Signatures Required:

Fred Couceyro
Fred Couceyro
Parks and Recreation Director

Richard Nauc, Jr.
Richard Nauc, Jr.
Chief of Police

Walter Reed
Walter Reed
Fire Chief

Eli Gutierrez pending liquor license
For Eli Gutierrez
Code Enforcement Officer

Application, performance bond(s), comprehensive site plans, event publications, flyers, and insurance must accompany this application and must be submitted to :
Norma-Milena Gavarrete
Special Events/ Film Division
Parks and Recreation Department
405 University Drive
Coral Gables, FL 33134
Phone: (305) 460-5607 • Fax: (305) 460-5639
E-mail: ngavarrete@coralgables.com

Internal Use only: Approved Yes No Permit # _____
Date Received: _____ Presentation Date: _____
Application Fee: _____ Performance Bond(s): _____ Date Insurance Approved: _____