CITY OF CORAL GABLES
SPECIAL EVENTS APPLICATION & PERMIT

Permit #: _____

Applicant Information	Legal Name of the Permit Applicant (Company or Individual): **Business Improvement District of Coral Gables**				Today's Date: **9/20/10**	
	Contact Person for this Permit Application: **Mari Gallet or Taciana Amador**					
	Contact Person Phone: **305-569-0311**	Contact Person Fax: **305-569-0362**		Contact Person Email: **info@shopcoralgables.com**		
	Permit Applicant Address: **220 Miracle Mile, Ste. 234**		City: **Coral Gables**	State: **FL**	Zip: **33134**	
	Permit Applicant Phone:	Permit Applicant Fax:		Permit Applicant Email:		

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.

Event Information	Name of Event **Giralda Under the Stars (2nd annual)**		Event Date(s) **11/5, 12/3, 1/7, 2/4, 3/4**
	Hours of Event **7 pm - 12 pm**	Set-up Time **6 pm**	Take Down Time **1 am**
	Location of Event **100 block of Giralda Ave (btw Galiano & Ponce)**		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.

Anticipated Attendance **500-1000**		Admission Fees **0**
# of year's event has been in existence? **1**	Previous Location(s)? **same**	Past Attendance **same**

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

Giralda Under the Stars will be a celebration of some of downtown Coral Gables' finest restaurants, in an al fresco setting. The 100 block of Giralda avenue will be closed to vehicular traffic, and restaurants on the street will place their tables and chairs in the street in front of their restaurants. Music provided by many of the restaurants will provide a festive backdrop to this culinary offering of so many different types of cuisines.

Event Information (Continued from page 1)	List all vehicles associated with this event: (if applicable) (Provide an attachment if additional space is needed.)	
	How will rules, regulations, terms and conditions of the event be communicated to the participants? (Provide an attachment if additional space is needed.) promotional marketing	
	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.) Restaurants may provide ambient music, small acts, non-electrical	
	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.)	

Vendor Information	Number of Food Vendors see attached	Vendors list provided to the City	
		☒ Yes	☐ No
	Food vendors have all permits/licenses.	☒ Yes	☐ No
	Number of Other Vendors	Vendor list provided to the City	
		☐ Yes	☐ No
	Will there be alcohol at this event?	☒ Yes *Extension of*	☐ No
	If yes, has liquor license been issued?	☒ Yes *premises licenses for each restaurant*	☐ No
	Is this a charitable event? If yes, what is the name of the charity/organization?	☐ Yes	☒ No
	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, & Utility Service office at (305) 460-5607.		

◆THIS COVER SHEET MUST BE PROVIDED WITH ALL INSURANCE DOCUMENTS◆

Special Events Permit **Cover Sheet** **For** **Evidencing Insurance to the City of Coral Gables**	Legal Name of Permit Applicant (Individual or Company): **Business Improvement District** Insurance is being submitted for an ongoing Special Event (circle one): YES or NO Insurance is being submitted for one Special Event permit (circle one): YES or NO Will liquor be served at the Special Event (circle 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; Certificate Holder should read: **City of Coral Gables** **Insurance Compliance** Email address: **PO Box 12010 - CE** cityofcoralgables@ebix.com **Hemet, CA 92546-8010** 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.
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.
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.
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.
	City of Coral Gables Insurance Compliance Contact Information Phone: (951) 652-2883 • Fax: (770) 325-0417 • Email: cityofcoralgables@ebix.com

City Services	Police	# of Officers 2	Date(s) Required 11/5, 12/3, 1/7, 2/4, 3/4	Hours Needed (i.e. 8 a.m.-5 p.m.) 6 pm - 1 am
		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 calling (305) 460-5427.		
		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) 442-1600.		
		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.): none		
		Dates needed		Hours per day needed
	Trash	Who will be responsible for trash pick-up during the event?		Hours per day needed
	City Equipment	☑ Barricades Contact Pat Burns to reserve equipment or receive a fee schedule at (305) 460-5173.		
	Signs/Banners	Please list any requests for use of City signs and/or location of signs:		
	Other	Please list any other requests for City services (be specific):		

All booths, stands, signs/banners must be removed immediately following the event. For additional information call Code Enforcement at (305) 460-5266.

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) — Non Amplified ☐ Amplifying Devices Or Loud Speakers
	Company Name: _____		
	Contact: _____ Phone Number: _____		

If any of the following apply, a separate narrative description of each additional feature shall be provided to the City with this application.

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 Giralda Ave	From/To Galiano -Ponce	Date(s) event dates	Time(s) 6pm - 1a
	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)?			
		☐ 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 call (305)460-5607 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.)

Event	Application User Fee	Performance Bond
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 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 publics health, safety and welfare.

Event Fee $ 577   **Performance Bond $ 1000**

* 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.

Cfl Gallet   _9/20/2010_
Signature of Authorized Agent or Applicant   Date

Mari Gallet   _Executive Director_
Print Name   Title

220 Miracle Mile, Suit 234   _Coral Gables, FL 33134_   _(305) 569-0311_
Address   City/State/Zip Code   Phone

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

_____
Notary Public State of Florida at Large

Approval Signatures Required:

Flynn
_____
Fred Couceyro
Parks and Recreation Director

_____
Scott Masington
Police Major

_____
David Martin
Fire Chief

_____
Eli Gutierrez
Code Enforcement Lead

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

Giralda Under the Stars

Where: Downtown Coral Gables' famed "Restaurant Row"
100 block of Giralda Avenue between Ponce de Leon and Galiano Street

When: First Fridays of the month, November 2010 – March 2011 from 7-12 pm.
November 5th, December 3rd, January 7th, February 4th and March 4th

Who: 10 of Coral Gables' finest and eclectic dining establishments, from
Vietnamese to Spanish, Italian to Mexican

Archie's Gourmet Pizza   Miss Saigon Bistro
Bangkok Bangkok II   Talavera
Castelluccio Ristorante   The Bar
La Dorada   The Local (opening in November)
Las Vegas Restaurant   Il Grissino
Spris

What: Giralda Under the Stars will be a celebration of some of downtown Coral
Gables' finest restaurants, in an al fresco setting. The 100 block of
Giralda avenue will be closed to vehicular traffic, and restaurants on the
street will place their tables and chairs in the street in front of their
restaurants. Music provided by many of the restaurants will provide a festive
backdrop to this culinary offering of so many different types of cuisines.