



CITY OF CORAL GABLES SPECIAL EVENTS APPLICATION & PERMIT

Permit #:

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Name of Organization/Company KIMMIS CLUB of Little Havana		Address 1400 S.W. 1st St.		City MIAMI		State FL		Zip 33135		Date of Request 1-9-09	
Event Representative Thomas Falcon											
Daytime Phone 305-671-1384		Fax Number 305-670-7005		Email Address tfalcon2@earthlink.net							
Name of Event Carnival on the Mile		Event Date(s) 3/06-3/08/09		Hours of Event 10:00 a.m. - midnight (Sat) 10:00 a.m. - 9:00 p.m. (Sun)		Set-up Time Friday 11:00 p.m.		Take Down Time Following 9:00 a.m. on Sunday		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 100,000		# of year's event has been in existence? 11		Previous Location(s)? Coral Gables		Past Attendance 100,000		Event Description: (Provide an attachment if additional space is needed.) 3 day, family oriented Jazz and Art Festival.			
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.)											
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.) Jazz											
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.) 3 stages											

Number of Food Vendors		15-20
Vendors list provided to the City	☒ Yes ☐ No	
Food vendors have all permits/licenses.		
Vendor list provided to the City	☒ Yes ☐ No	
Number of Other Vendors	150	
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, Planning & Building Services Office at (305) 440-5528.

Evidence of Insurance must be reviewed and 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 non-contributory basis including a waiver of subrogation, (2) copies of all Additional Insured Endorsements 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
2801 Salzedo Street, Second Floor
Coral Gables, Florida 33134

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

Coverage Type	Limit of Liability Required	Each Occurrence	Aggregate
Commercial General Liability	\$1,000,000	\$1,000,000	\$2,000,000
Liquor Liability	(Coverage is only required when liquor will be served at the Event)	\$1,000,000	\$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) 440-5528.

☒ Temporary Fencing ☒ Signs/Banners ☒ Port-A-Johns ☒ Tents or Canopies ☐ Barricades		☐ Inflatables ☐ Open Flames ☐ Fireworks ☐ Carnival/Amusement Rides ☒ Electrical Services/Generators		☐ Music (Recorded) ☒ Music (Live) ☒ Amplifying Devices ☐ Or Loud Speakers	
Company Name: _____		Phone Number: _____		Contact: _____	

Police 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 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 On Call ☒ On Site ☒ TBD		City Facilities Location: _____ If using a park, do you need the restrooms opened? ☒ No ☐ Yes		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.): NOVE Dates needed: _____ Hours per day needed: _____		Trash Who will be responsible for trash pick-up during the event? KIWAHS CLUB of Little Havana Hours per day needed: _____		City Equipment ☐ Barricades NOVE 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: NOVE		Other Please list any other requests for City services (be specific): NOVE	
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Does this event propose closure or use of any street(s)? ☒ Yes ☐ No If yes, please fill in information below: Street Name <u>Miracle Mile</u> From/To <u>155th/Doughs</u> Date(s) <u>3/7-3/8/09</u> Time(s) <u></u>	City Streets	Does this event propose closure or use of any sidewalks? ☒ No ☐ Yes If yes, please fill in information below: Sidewalk Location From/To Date(s) Time(s)	City Sidewalks	Does this event propose closure or use of any alleys? ☒ No ☐ Yes If yes, please fill in information below: Alley Location From/To Date(s) Time(s)	City Alleys	Does this event propose closure or use of any parking lot? ☒ No ☐ Yes If yes, please fill in information below: Parking Lot Location From/To Date(s) Time(s)	Public Parking Lot	Does this event propose closure or use of any City right-of-way? ☒ No ☐ Yes If yes, please fill in information below: Right-of-way location From/To Date(s) Time(s)	City Right-Of-Way	Does this event propose closure or use of any street(s)? ☒ No ☐ Yes If yes, please fill in information below: Parade Route From/To Date(s) Time(s)	Parade Route
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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	\$170.00	\$500.00
	Over 5K to 10K	\$195.00	\$500.00
	Over 10K	\$280.00	\$500.00
Parades		\$280.00	\$500.00
Single day event, projected to be less than 2,500 persons		\$280.00	\$500.00
Multi-day event or event projected to be attended by 2,500 or more persons		\$550.00	\$1,000.00
For-profit event		\$1,100.00	\$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 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.

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 administrators 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 Thomas F. Felt on behalf of the Kiyas Club of Little Hamm
Date 8/9/09
Print Name Thomas Felt
Title Chairman Carnival M.H.N.C.

Address 1400 S.W. 1st Street
City/State/Zip Code Miami, FL 33135
Phone (305) 671-1384

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

Notary Public State of Florida at Large

Approval Signatures Required:

<u>Fred Couceyro</u> Parks and Recreation Director	<u>Walter Reed</u> Fire Chief
<u>Richard Nave, Jr.</u> Chief of Police	<u>Eli Gutierrez</u> 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: _____
Date Received: _____
Application Fee: _____
Performance Bond(s): _____
Presentation Date: _____
Approved ☐ Yes ☐ No
Permit # _____
Date Insurance Approved: _____
Risk Management: _____
Code Enforcement: _____
Fire: _____
Police: _____
Initials: _____