



# CITY OF CORAL GABLES SPECIAL EVENTS APPLICATION & PERMIT

Permit #: \_\_\_\_\_

<b>Applicant Information</b>	Legal Name of the Permit Applicant (Company or Individual): Business Improvement District of Coral Gables		Today's Date: 1/31/18		
	Contact Person for this Permit Application: Taciaa Amador				
	Contact Person Phone: 3055690311	Contact Person Fax: 3055690362	Contact Person Email: tamador@shopcoralgables.com		
	Permit Applicant Address:		City:	State:	Zip:
	Permit Applicant Phone:	Permit Applicant Fax:	Permit Applicant Email:		
	Is the Contact Person an Officer of the Legal Entity? <input checked="" type="checkbox"/> YES* <input type="checkbox"/> NO**				
	*If YES, attach verification from Sunbiz.org. **If NO, go to next question				
<b>Event Information</b>	Name of Event St. Patty's Day on Giralda Plaza		Event Date(s) 3/17/18		
	Hours of Event Noon - Midnight	Set-up Time 9 am	Take Down Time 2 am (on 3/18/18)		
	Location of Event Giralda Plaza (100 block of Giralda from Ponce to Galiano)		Is Location Reserved? Yes, pedestrian plaza		
	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.  Taciaa Amador - BID Event management company - TBD.				
	Anticipated Attendance		Admission Fees Free		
	# of year's event has been in existence?	Previous Location(s)?	Past Attendance		
	Event Description: (Provide an attachment if additional space is needed.) BID's Giralda Committee wants to create a St. Patty's Day event to activate the new Giralda Plaza.  The themed event will have family games and activities during the daytime from 11 am - 4 pm, followed by live music and entertainment from 5 pm - Midnight.  The event will benefit the Coral Gables Community Foundation.				

<b>Event Information</b> (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.) <b>Marketing Materials and Social Media.</b> Guidelines will be distributed thru the BID and Giralda Committee
	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.) <b>Yes, live bands.</b>
	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.) <b>see map attached.</b>

<b>Vendor Information</b>	Number of Food Vendors	Vendors list provided to the City <input type="checkbox"/> Yes <input type="checkbox"/> No
	Food vendors have all permits/licenses.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Number of Other Vendors	Vendor list provided to the City <input type="checkbox"/> Yes <input 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 type="checkbox"/> No
	Is this a charitable event? If yes, what is the name of the charity/organization?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Have you completed the City application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Have you completed the State application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If you checked yes to any of the questions above, you must contact the City of Coral Gables Licensing, Tax, &amp; Utility Service office at (305) 460-5607.</b>		

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

<p align="center"><b>Special Events Permit</b></p> <p align="center"><b>Cover Sheet</b></p> <p align="center"><b>For</b></p> <p align="center"><b>Evidencing Insurance to the City of Coral Gables</b></p>	<p><b>Legal Name of Permit Applicant (Individual or Company):</b> <u>Business Improvement District</u></p> <p><b>Insurance is being submitted for an ongoing Special Event</b> (circle one): YES or NO  <b>Insurance is being submitted for one Special Event permit</b> (circle one): YES or NO  <b>Will liquor be served at the Special Event</b> (circle one): YES or NO</p> <p>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;</p> <p align="center"><b>Certificate Holder should read:</b> <b>City of Coral Gables</b>  <b>Insurance Compliance</b></p> <p align="center"><b>Email address:</b> <u>cityofcoralgables@ebix.com</u> <b>P.O. Box 100085 - CE</b>  <b>Duluth, GA 30096</b></p> <p>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.</p>									
<p align="center"><b>Insurance Requirements</b></p> <p align="center"><b>For</b></p> <p align="center"><b>Companies</b></p>	<p><b>Companies are required to evidence the following Insurance to the City;</b></p> <table border="0"> <thead> <tr> <th><u>Insurance Coverage Type</u></th> <th colspan="2"><u>Limit of Liability Required</u></th> </tr> </thead> <tbody> <tr> <td>Commercial General Liability</td> <td>Each Occurrence</td> <td>\$1,000,000 Aggregate \$2,000,000</td> </tr> <tr> <td>Liquor Liability (required if liquor is served)</td> <td>Each Occurrence</td> <td>\$1,000,000 Aggregate \$2,000,000</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• 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.</li> <li>• All insurance policies evidenced to the City shall contain A Waiver of Subrogation Endorsement in favor of the City of Coral Gables.</li> <li>• 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.</li> </ul> <p><b>Companies evidencing insurance must provide the following documents to the City;</b></p> <ol style="list-style-type: none"> <li>1. This Cover Sheet with all of the questions above answered.</li> <li>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.</li> <li>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 &amp; Non-Contributory Basis.</li> <li>4. A copy of the all Waiver of Subrogation Endorsements for each line of coverage required.</li> </ol>	<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
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<p align="center"><b>If Applicant Does Not Have Insurance</b></p>	<p><b>Alternatively, Companies &amp; Individuals may obtain liability insurance through a TULIP (Tenant User Liability Insurance Program) established by the City @ <a href="http://www.ebi-ins.com/tulip">www.ebi-ins.com/tulip</a>.</b></p> <p>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.</p> <p align="center"><b>City of Coral Gables Insurance Compliance Contact Information</b>  Phone: (951) 652-2883 • Fax: (770) 325-0417 • Email: <a href="mailto:cityofcoralgables@ebix.com">cityofcoralgables@ebix.com</a></p>									

<b>City Services</b>	<b>Police</b>	# of Officers	Date(s) Required 3/17/18	Hours Needed (i.e. 8 a.m.-5 p.m.) Noon - 2 am
	<i>2-day 4-night</i>	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: <input type="checkbox"/> Yes <input type="checkbox"/> No		
	<b>Fire/Medical</b>	<input checked="" type="checkbox"/> On Call <input type="checkbox"/> 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: <input type="checkbox"/> Yes <input type="checkbox"/> No		
	<b>City Facilities</b>	Location	If using a park, do you need the restrooms opened? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>Electrical Requirements</b> <i>Permitting</i>	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.): <b>yes, sound system for music, generators tbd</b>		
	Dates needed 3/17/18	Hours per day needed		
<b>Trash</b>	Who will be responsible for trash pick-up during the event? SFM	Hours per day needed		
<b>City Equipment</b>	<input type="checkbox"/> Barricades Contact PW -Barricades Div. to reserve equipment at (305) 460-5173.			
<b>Signs/Banners</b>	Please list any requests for use of City signs and/or location of signs: <i>day of →</i>			
<b>Other</b>	Please list any other requests for City services (be specific):			
<b>All booths, stands, signs/banners must be removed immediately following the event. For additional information call Code Enforcement at (305) 460-5266.</b>				

<b>Additional Event Features</b>  (Applicants must check all that apply)	<input type="checkbox"/> Temporary Fencing	<input type="checkbox"/> Inflatable	<input checked="" type="checkbox"/> Music (Recorded)
	<input checked="" type="checkbox"/> Signs/Banners	<input type="checkbox"/> Open Flames	<input checked="" type="checkbox"/> Music (Live)
	<input type="checkbox"/> Port-A-Johns	<input type="checkbox"/> Fireworks	<input checked="" type="checkbox"/> Amplifying Devices Or Loud Speakers
	<input checked="" type="checkbox"/> Tents or Canopies	<input type="checkbox"/> Carnival/Amusement Rides	
	<input type="checkbox"/> Barricades	<input checked="" type="checkbox"/> Electrical Services/Generators	
Company Name: _____			
Contact: _____ Phone Number: _____			
<b>If any of the following apply, a separate narrative description of each additional feature shall be provided to the City with this application.</b>			

<b>Closure of Streets Or City Right-of-Way</b>	<b>City Streets</b>	Does this event propose closure or use of any street(s)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
		Giralda plaza is already closed to vehicular traffic			
		If yes, please fill in information below:			
	Street Name				
	From/To				
	Date(s)				
	Time(s)				
	<b>City Sidewalks</b>	Does this event propose closure or use of any sidewalks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
		If yes, please fill in information below:			
	Sidewalk Location				
From/To					
Date(s)					
Time(s)					
<b>City Alleys</b>	Does this event propose closure or use of any alleys? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
	If yes, please fill in information below:				
Alley Location					
From/To					
Date(s)					
Time(s)					
<b>Public Parking Lot</b>	Does this event propose closure or use of any parking lot? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	If yes, please fill in information below:				
Parking Lot Location					
From/To					
Date(s)					
Time(s)					
Lot 25					
3/17/18					
all day					
<b>City Right-Of-Way</b>	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)					
<b>Parade Route</b>	Does this event propose closure or use of any street(s)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
	If yes, please fill in information below:				
Parade Route					
From/To					
Date(s)					
Time(s)					
<b>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.</b>					

## Schedule of Fees, Performance Bonds and Exceptions

A. The schedule of fees, bonds and exemptions for special events shall be as follows:

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
<b>NON-PROFIT/GOVERNMENT ORGANIZED EVENT</b>				
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
<b>FOR-PROFIT EVENT</b>				
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	\$1,000	\$1,800	\$2,400	\$2,800

**\* 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. ADA Notice: The City welcomes individuals with disabilities. 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 Dona Spain or the Director of the sponsoring department at least three (3) business days in advance. ADA Coordinator Dona Spain may be reached by email: [dspain@coralgables.com](mailto:dspain@coralgables.com), or by telephone: 305-460-5095 (voice) or 305-460-5010 (TTY/TDD).
- H. 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) <http://coralgables.com/index.aspx?page=1203>
- I. 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 \$ \_\_\_\_\_ 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:

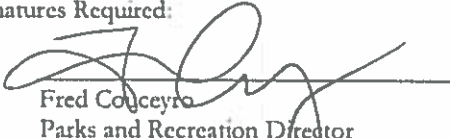

The Permit Applicant jointly and severally, hereby hold harmless, indemnify and defend the City of Coral Gables, its representatives, officers, agents, affiliates, employees, the administration and elected and appointed officials from and against all liability, suits, actions, claims, costs, expenses 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.


  
 Signature of Authorized Agent or Applicant \_\_\_\_\_ Date 1/31/18  
Jaciana Amador Executive Director  
 Print Name Title  
220 Miracle Mile #234 Coral Gables 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:

  
 Fred Cooneyro  
 Parks and Recreation Director  
  
 Troy W. Easley  
 Fire Division Chief

  
 Brian Lawrence  
 Police Major

for   
 William Ortiz Code Enforcement Director OFFICER NOTED

Application, performance bond(s), comprehensive site plans, event publications, flyers, and insurance must accompany this application and must be submitted to:  
 Special Projects Coordinator  
 Parks and Recreation Division/Special Events  
 405 University Drive; Coral Gables, FL 33134  
 Phone: (305) 460-5607 • Fax: (305) 460-5639  
 E-mail: [ngavarre@coralgables.com](mailto:ngavarre@coralgables.com)

**Expanded Polystyrene or Styrofoam Clause:**

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)

**Plastic Bags Clause:**

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. 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.

**Additional Conditions or changes to application:**

Event Name: \_\_\_\_\_ Event Date \_\_\_\_\_