



The City Beautiful™

Permit #: _____

CITY OF CORAL GABLES SPECIAL EVENTS APPLICATION & PERMIT

Applicant Information	Names of Organization/Company Kiwanis Club of Little Havana		Date of Request 11/4/14	
	Address 1400 S.W. 1 st Street	City Miami	State Florida	Zip 33135
	Event Representative David Morales or Thomas Falcon			
	Daytime Phone (305)984-7636 (305)775-0778	Fax Number (305)644-8693	Email Address dmokiwanis@gmail.com tfalcon@waltonlantaaff.com	
Event Information	Name of Event Ponce Kick-off Concert (Hartnett Ponce Circle Park) & Carnaval on the Mile (COM)		Event Date(s) 3/6/15 (Kick-off Concert and 3/7/15-3/8/15 (COM)	
	Hours of Event 3/6/15- 7:00 p.m.-midnight 3/7/15- 10:00 a.m.-midnight 3/8/15- 10:00 a.m.- 10:00 p.m.	Set-up Time 3/6/15- noon (Kick-off Concert/Park) 3/6/15- 11:00 p.m.(Carnaval on the Mile)	Take Down Time 3/7/15 12:01 a.m. (Kick-off Concert) 3/8/15- 10:01 p.m.(COM) to be completed by 3/10/15- 5:00 p.m.	
	Location of Event Kick-Off Concert @ Hartnett Ponce Circle Park (Friday March 6, 2015) Carnaval on the Mile @ Miracle Mile-Douglas Road/LeJeune Avenue (Saturday and Sunday, March 7, 2015-March 8, 2015)		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? 17	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.) Live Music of varying types.				

Event Information (Continued from page 1)	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, website and the Kiwanis office staff and volunteers.
	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.) Yes. Live Music of varying types.
	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.) 5 Stages: Douglas, LeJeune, Ponce South, Ponce North and Salzedo North.

Vendor	Number of Food Vendors 35	Vendors list provided to the City No
	Food vendors have all permits/licenses. Yes	
	Number of Other Vendors 150 Arts/Crafts Vendors	Vendor list provided to the City No
	Will there be alcohol at this event? Yes	
	If yes, has liquor license been issued? Pending	
	Is this a charitable event? Yes	
	If yes, what is the name of the charity/organization? Kiwanis Club of Little Havana	
	Have you completed the City application? Yes	
Have you completed the State application? No		

THIS COVER SHEET MUST BE PROVIDED WITH ALL INSURANCE DOCUMENTS

<p>Special Events Permit</p> <p>Cover Sheet</p> <p>For</p> <p>Evidencing Insurance to the City of Coral Gables</p>	<p>Legal Name of Permit Applicant (Individual or Company):</p> <p>Insurance is being submitted for an ongoing Special Event (circle one): NO Insurance is being submitted for one Special Event permit (circle one): YES Will liquor be served at the Special Event (circle one): YES</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>Certificate Holder should read: City of Coral Gables Insurance Compliance PO Box 12010 - CE Hemet, CA 92546-8010</p> <p>Email address: <u>cityofcoralgables@ebix.com</u></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>Insurance Requirements</p> <p>For</p> <p>Companies</p>	<p>Companies are required to evidence the following Insurance to the City;</p> <table border="1"> <thead> <tr> <th>Insurance Coverage Type</th><th>Limit of Liability Required</th></tr> </thead> <tbody> <tr> <td>Commercial General Liability</td><td>Each Occurrence \$1,000,000 Aggregate \$2,000,000</td></tr> <tr> <td>Liquor Liability (required if liquor is served)</td><td>Each Occurrence \$1,000,000 Aggregate \$2,000,000</td></tr> </tbody> </table> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> All insurance policies evidenced to the City shall contain A Waiver of Subrogation Endorsement in favor of the City of Coral Gables.</p> <p><input type="checkbox"/> 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.</p> <p>Companies evidencing insurance must provide the following documents to the City;</p> <ol style="list-style-type: none"> 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 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
Insurance Coverage Type	Limit of Liability Required						
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<p>Insurance Requirements</p> <p>For</p> <p>Individuals</p>	<p>Individuals are required to evidence the following Insurance to the City;</p> <table border="1"> <thead> <tr> <th>Insurance Coverage Type</th><th>Limit of Liability Required</th></tr> </thead> <tbody> <tr> <td>Personal Liability Insurance (including host liquor liability coverage is if liquor is served)</td><td>Each Occurrence \$300,000</td></tr> </tbody> </table> <p>Individuals evidencing insurance must provide the following documents to the City;</p> <ol style="list-style-type: none"> 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. 	Insurance Coverage Type	Limit of Liability Required	Personal Liability Insurance (including host liquor liability coverage is if liquor is served)	Each Occurrence \$300,000		
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Personal Liability Insurance (including host liquor liability coverage is if liquor is served)	Each Occurrence \$300,000						
<p>If Applicant Does Not Have Insurance</p>	<p>Alternatively, Companies & Individuals may obtain liability insurance through a TULIP (Tenant User Liability Insurance Program) established by the City @ www.ebi-ins.com/tulip.</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>City of Coral Gables Insurance Compliance Contact Information</p> <p>Phone: (951) 652-2883 • Fax: (770) 325-0417 • Email: cityofcoralgables@ebix.com</p>						

City Services	Police	# of Officers see below	Date(s) Required	Hours Needed (i.e. 8 a.m.-5 p.m.)
	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.			
	Police officers to be determined by Coral Gables Police Department/organizers.			
	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: No			
	City Facilities	Location	If using a park, do you need the restrooms opened? 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.): Organizers to provide electricity. Would request median boxes be operational.		
	Dates needed: Carnaval on the Mile dates.		Hours per day needed event hours	
	Trash	Who will be responsible for trash pick-up during the event? Organizers contract with SFM		Hours per day needed
City Equipment	Barricades to be provided by event organizers 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: None			
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 LI	Inflatable	X Music (Recorded)
	X Signs/Banners	Open Flames	X Music (Live)
	X Port-A-Johns	Fireworks	X Amplifying Devices
	X Tents or Canopies	Carnival/Amusement Rides	Or Loud Speakers
	X Barricades	X Electrical Services/Generators	
Company Name: Kiwanis Club of Little Havana Logistics			
Contact: Alex Perez		Phone Number: 305-299-5763	
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. (Requirements per event description).			
		If yes, please fill in information below: see event description for requirements			
		Street Name	From/To	Date(s)	Time(s)
	City Sidewalks	Does this event propose closure or of any sidewalks? Nb			
		If yes, please fill in information below:			
		Sidewalk Location	From/To	Date(s)	Time(s)
	City Alleys	Does this event propose closure or of any alleys? Nb			
		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? Nb			
		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? Nb			
		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)? Not applicable for event				
	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.)

<u>Event</u>	<u>Application User Fee</u>	<u>Performance Bond</u>
Run, walk or bike-a-thon		
Up to 5K	\$187.00	\$500.00
Over 5K to 10K	\$215.00	\$500.00
Over 10K	\$309.00	\$500.00
Parades	\$309.00	\$500.00
Single day event, projected to be less than 2,500 persons	\$309.00	\$500.00
Multi-day event or event projected to be attended by 2,500 or more persons	\$606.00	\$1,000.00
Multi-Day Event (not to exceed 3 days)	\$1,213.00	\$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 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 Felen on behalf of *K. V. Harris*
Signature of Authorized Agent or Applicant *CLUB LILKE*
HAVANA

11/5/14
Date

Thomas Felen
Print Name

Title *Chairman Carnaval on the Mile*

1400 S.W. 1st Street *Miami, FL 33135*
Address City/State/Zip Code

Phone *305-644-888*

Subscribed and sworn to before me, this *5th* day of *NOVEMBER* 20*14*

Notary Public State of Florida at Large

Approval Signatures Required:

Fred Couceyro
Fred Couceyro
Parks and Recreation Director

Brian Lawrence
Police Major

Gilbert Hernandez
Gilbert Hernandez
Fire Division Chief

William Ortiz
Code Enforcement Director



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 Subdivision
Parks and Recreation Division
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 Presentation Date:

Application Fee: Performance Bond(s): Date Insurance Approved:

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

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Signature of Authorized Agent or Applicant

11/5/14

Date

Thomas Felton

Print Name

Title Chairman Carnaval in the Mile

1400 S.W. 1st Street Miami, FL 33135

Address

City/State/Zip Code

Phone 305-644-888

Subscribed and sworn to before me, this 5th day of November 2014

Approval Signatures Required:

Notary Public State of Florida at Large

Fred Conceyro
Parks and Recreation Director

Brian Lawrence
Police Major

Gilbert Hernandez
Fire Division Chief

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Internal Use only:

Approved ☐ Yes ☐ No

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Signature of Authorized Agent or Applicant

Thomas P. ...
Signature of Authorized Agent or Applicant

11/5/14

Date

Print Name

Thomas P. ...
Print Name

Title *Chairman Carnival in the Mile*Address *1400 S.W. 1st Street*City/State/Zip Code *Miami, FL 33135*Phone *305-644-888*Subscribed and sworn to before me, this *5th* day of *NOVEMBER* 20*14*.

Approval Signatures Required:

Notary Public State of Florida at Large

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Internal Use only:Approved ☐ Yes ☐ No

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Presentation Date:

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

Additional Conditions or changes to application:

Event Name:

Event Date