



CITY OF CORAL GABLES SPECIAL EVENTS APPLICATION & PERMIT

Permit #: _____

Applicant Information	Legal Name of the Permit Applicant (Company or Individual):			Today's Date:		
	Contact Person for this Permit Application:					
	Contact Person Phone:		Contact Person Fax:		Contact Person Email:	
	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 type="checkbox"/> YES* <input type="checkbox"/> NO** <small>*If YES, attach verification from Sunbiz.org. **If NO, go to next question</small>					
	Is the Contact Person an Authorized Agent of Applicant? <input type="checkbox"/> YES* <input type="checkbox"/> NO <small>*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.</small>					
Event Information	Name of Event			Event Date(s)		
	Hours of Event		Set-up Time		Take Down Time	
	Location of Event			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.					
	Anticipated Attendance			Admission Fees		
	# of year's event has been in existence?		Previous Location(s)?		Past Attendance	
	Event Description: (Provide an attachment if additional space is needed.) 					

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.)
	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.)
	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	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 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 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
	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◆

<p align="center">Special Events Permit</p> <p align="center">Cover Sheet</p> <p align="center">For</p> <p align="center">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): YES or NO</p> <p>Insurance is being submitted for one Special Event permit (circle one): YES or NO</p> <p>Will liquor be served at the Special Event (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">Certificate Holder should read:</p> <p align="center">City of Coral Gables Insurance Compliance P.O. Box 100085 - CE Duluth, GA 30096</p> <p>Email address: cityofcoralgables@ebix.com</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">Insurance Requirements</p> <p align="center">For</p> <p align="center">Companies</p>	<p>Companies are required to evidence the following Insurance to the City;</p> <table border="0"> <thead> <tr> <th><u>Insurance Coverage Type</u></th> <th><u>Limit of Liability Required</u></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> <ul style="list-style-type: none"> 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. <p>Companies evidencing insurance must provide the following documents to the City;</p> <ol style="list-style-type: none"> This Cover Sheet with all of the questions above answered. 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. 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. A copy of the all Waiver of Subrogation Endorsements for each line of coverage required. 	<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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Personal Liability Insurance (including host liquor liability coverage is if liquor is served)	Each Occurrence \$300,000						
<p align="center">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 align="center">City of Coral Gables Insurance Compliance Contact Information Phone: (951) 652-2883 • Fax: (770) 325-0417 • Email: cityofcoralgables@ebix.com</p>						

Closure of Streets Or City Right-of-Way	City Streets	Does this event propose closure or use of any street(s)?			
		<input type="checkbox"/> Yes		<input type="checkbox"/> No	
		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 sidewalks?			
		<input type="checkbox"/> Yes		<input 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 type="checkbox"/> Yes		<input type="checkbox"/> 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?			
		<input type="checkbox"/> Yes		<input 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 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)?			
<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 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:

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
NON-PROFIT/GOVERNMENT ORGANIZED EVENT				
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
FOR-PROFIT EVENT				
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, 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

Print Name

Title

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 Couceyro
Parks and Recreation Director

Brian Lawrence
Police Major

Troy W. Easley
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:

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: ngavarrete@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)

Additional Conditions or changes to application:

Event Name: _____ **Event Date** _____

CITY OF CORAL GABLES PROHIBITION ON



EXPANDED POLYSTYRENE



What is Expanded Polystyrene and Why is the City Prohibiting the Use of It?

Expanded polystyrene, most commonly known as Styrofoam, is a petroleum by-product that is neither readily recyclable nor biodegradable and takes hundreds to thousands of years to degrade in the environment. Products that are made from expanded polystyrene can include, but are not limited to, plates, bowls, cups, containers lids, trays, coolers, ice chests, food containers, etc. It can fragment into smaller pieces that can be ingested by marine life and other wildlife, thus harming and killing them and constitutes a portion of the litter in the City's streets, parks, public places, and waterways.

The City Commission of the City of Coral Gables declares that it is in the best interest of the public health, safety, and welfare of its residents and visitors to reduce litter and pollutants on the land and in the waters of the City. The goal of the ordinance is promote replacing expanded polystyrene items with reusable, recyclable, or compostable alternatives whenever possible thus helping remove it from the waste stream. To help lead by example, the City has ceased purchasing products that are made of expanded polystyrene.

Who Does the Prohibition Apply To?

- City Vendors or Contractors in City Facilities, which include but is not limited to, any building, structure, park, or golf course owned, operated or managed by the City.
- Special Event Permittees and their subcontractors which include any person or entity issued a special events permit by the City for a special event on City property, in a City facility or in the City's right-of-way.
- Food service providers and stores located within the City which includes a person or entity that provides food directly to the consumer, regardless of whether such food is provided free of charge or sold, or whether consumption occurs on or off premises, or whether the food is provided from a pushcart, stand or vehicle. Food service providers and stores shall not sell, use, offer for sale or use, or provide food in expanded polystyrene food service articles. Food service providers shall include, but are not limited to, chain food service providers, restaurants, fast food restaurants, cafes, sidewalk cafes, delicatessens, coffee shops, grocery stores, markets, supermarkets, drug stores, pharmacies, bakeries, caterers, gas stations, vending trucks or carts and cafeterias.

Exceptions:

- Expanded polystyrene food service articles used for prepackaged food that have been filled and sealed prior to receipt by the food service provider or store;
- Expanded polystyrene food service articles used to store raw meat, pork, fish, seafood or poultry sold from a butcher case or similar refrigerated retail display or storage case;
- Not-for-profit corporations, the school district, and county, state and federal governmental entities.

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Printed on recycled paper. Please recycle.

When is the Prohibition Being Implemented?

Until August 9, 2016, the City will engage in an educational campaign to allow contractors, business owners, etc. to transition away from expanded polystyrene (Styrofoam) to reusable, recyclable, or compostable alternatives. From August 9 through December 31, 2016, the City will only issue warnings for violations of the Ordinance. On January 1, 2017, Code Enforcement will begin issuing tickets for violations of the Ordinance.

How is the Prohibition Being Enforced?

After January 1, 2017, if a code enforcement officer finds a violation of section 34-188, the code enforcement officer shall issue a ticket.

A violator who has been issued a ticket must elect to either

- (1) Pay the following civil fine:
 - (a) First violation within a 12-month period.....\$50.00
 - (b) Second violation within a 12-month period.....\$100.00
 - (c) Third violation within a 12-month period\$500.00; or
 - (d) Any subsequent violation within a 12-month period....\$1,000.00
- (2) Request an administrative hearing before a special master as set forth in Art. VI, Division 3 of the City Code of Ordinances.



Financial Hardship Waiver

Any food service provider or store that reported an annual gross income (revenue) under \$500,000 per location on its income tax filing for the most recent tax year, and that is not a chain food service provider or chain store, may request from the City Commission, a financial hardship waiver of the requirements of this article. The financial hardship waiver request may apply to one or more expanded polystyrene food service articles sold, used or offered for sale or use by any such food service provider or store.

The City Commission may grant a waiver if the food service provider or store proves the following:

- (a) There is no comparable alternative product not composed of expanded polystyrene that would cost the same as or less than the expanded polystyrene food service article, and
- (b) The purchase or use of an alternative product not composed of expanded polystyrene would create and undue financial hardship.

Such financial hardship waiver shall be valid for twelve (12) months and may be renewable upon application to the City Commission. The waiver will be available online at www.coralgables.com/sustainability

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Coral Gables Public Works · 2800 S.W. 72nd Avenue · Miami, FL 33155 · 305 460-5000

Jim Cason, Mayor
Frank C. Quesada, Vice Mayor
Patricia Keon, Commissioner
Vince Lago, Commissioner
Jeannett Slesnick, Commissioner

Cathy Swanson-Rivenbark, City Manager
Craig E. Leen, City Attorney
Walter J. Foeman, City Clerk

Visit us online: www.coralgables.com