



CITY OF MIAMI SPRINGS SPECIAL EVENTS PERMIT AND FUNDING APPLICATION

The City of Miami Springs strives to make our community the best place to live, work and play here in Miami Dade County. To that end, we make funds available each year to organizations and events that help promote our downtown business district. These events not only help bring our community together, but quite often they help showcase the goods and services offered by our local businesses. A healthy business community is paramount to quality of life in any city.

The City has created the attached materials and application forms for holding special events on City property. For groups needing funding to assist with their event, the City has established two (2) application cycles. These cycles are strictly for funding requests. If your event does not request funds from the City, you may still apply for a special event permit anytime throughout the year.

Funding Cycles and Deadlines:

The deadline for Cycle #1 is August 1. This cycle runs from October 1 through the end of February. The deadline for Cycle #2 is February 1. That cycle runs from March 1 through September 30. The Cycle #1 deadline will allow for a thorough review by staff and the City Council during the annual budget process. Additional funds will be held for events that may occur later in the calendar year and/or plans were not ready to present for the first cycle.

You may apply in an earlier cycle for an event that takes place in a later one if funds are known to be needed. Applicants are encouraged to submit their requests well in advance of the deadlines listed above to assure that they receive a full and complete review. Last minute requests that may be incomplete may not be reviewed in time for consideration.

While we would like to fund every event, we all know that is not possible. However, we will make every attempt to fund events and organizations that have a proven track record of hosting events that have proved to be a benefit to downtown. New events will be given full and fair consideration.

The City is also aware that the amount of funding you need and request may be a "make or break" amount for your event. If the City cannot provide the full amount of your request you may need to revise the scope of your event or postpone it until you have the needed additional money.

Financials and Reports:

For questions or assistance, please contact Barbara Robinson, 305.805.5010 or robinsonb@miamisprings-fl.gov.

Your organization will be required to submit a budget before your event and a financial report using the attached spreadsheet after the event. These are required as to assure the residents that the City is watching out for their tax dollars. Your organization will also be required to provide a final report within forty five (45) days of the project's completion date. A final report form is also attached. If reports have not been submitted within the time allotted, the organization's request for future funds will be denied.

Insurance:

Almost every event will need special event insurance if it is going to take place on City property. Exceptions may be granted on a case by case basis. If you are part of an organization such as a service club or church, this insurance requirement may be as easy as naming the City as an additional insured on your existing insurance coverage for the day(s) of your event. Staff will help you with this upon receipt of your application.

Clean Up:

A minimum refundable deposit of \$100 is required to cover the cost if the area is left with debris that will require public works personnel to collect and dispose. If the area is left clean and presentable, the check is returned to you. Larger, multi-day events may require a larger deposit as determined by the Public Works department.

Police & Security:

Providing a safe environment for your event is paramount in importance. As one of the sign-offs on the application, you may need to meet with our police staff to determine the level of support they require. We usually provide police on an "off-duty" basis, which is less costly to you and the City. Payment is made by the event directly to the officers. Most requests for funding are to assist in this area.

Access

Your organization must provide equal access and equal opportunity in employment and services and may not discriminate on the basis of disability, race or ethnicity, color, creed, national origin, religion age, gender or sexual preference, in accordance with the Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and the Title IX of the Education Amendments of 1972 as amended (42 U.S.C. 2000d et seq.), the American with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act 1973.

Credit

Your organization must include the City of Miami Springs logo on all promotional materials. A logo in .jpg form will be provided. Also, include the following credit line on all news releases, public announcements, print and broadcast media: "In partnership with the Mayor, Council Members and City of Miami Springs".

The City wants to wish you the best of luck with your event!