



City Manager's Office  
 201 Westward Drive  
 Miami Springs, FL 33166

**SPECIAL EVENTS APPLICATION**

(TO CONDUCT A SPECIAL EVENT ON CITY PROPERTY OR OTHER PUBLIC PROPERTY)

**APPLICANT:** \_\_\_\_\_  
 Name of Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Website: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Social Media of Event/Organization: \_\_\_\_\_

**EVENT:** \_\_\_\_\_  
 Purpose: \_\_\_\_\_  
 Profit: \_\_\_ Non-Profit: \_\_\_ Date: \_\_\_\_\_ Time Start: \_\_\_\_\_ Time End: \_\_\_\_\_  
 Estimated # of participants: \_\_\_\_\_ Estimated # of spectators: \_\_\_ Location of event: \_\_\_\_\_  
 (Attach map to show route, location)

1. **INSURANCE**: Attach a Certificate of Insurance naming City of Miami Springs as an additional insured: Limits \$1 Million each person; \$2 Million each occurrence for bodily injury liability; \$100,000 each occurrence on property damage liability.
2. **RENTAL FEE**: Circle/Gazebo pavilion for weddings and/or private events: Rental fee for 3-hour minimum is \$750, and \$150 every additional hour. Curtiss Parkway/Westward Drive median rental fee is \$300 for a 3-hour minimum and \$75 every additional hour. (Non-profit organizations will not be charged a fee. Proper documentation must be shown). Per Resolution #2018-3818.
3. **REFUNDABLE DEPOSIT FOR FACILITY CLEAN-UP/DAMAGE REPAIR**: There is a clean-up/damage repair deposit starting at \$100 and not to exceed \$500. City *Special Events Coordinator* reserves the right to determine the deposit fee amount. Applicant agrees to reimburse the City if its clean-up/damage repair costs exceed the deposit. If no clean-up/damage repair is required, the deposit will be returned. **NOTE**: Applicant is responsible for providing adequate "recycling" containers to dispose of recyclable material.
4. **APPLICATION FEE/NON-REFUNDABLE**: Application is to be submitted 30 days prior to event.  
**Non-Resident**: \$25 (Late Application Fee: Additional \$10) **Resident**: Waived
5. **POLICE SERVICE**: Traffic control and/or crowd control will be determined by the Miami Springs Police Department. Any police personnel costs required, must be paid in full prior to the event for a charge of \$50 per police per hour with a 3-hour minimum. Off-duty police officers must be scheduled by the applicant with the *Police Special Events Coordinator*. Police reserves the right to add/subtract off-duty police officers once the event has commenced, if the estimated number of participants/spectators changes.
6. **CODE COMPLIANCE**: Any placement of placards, banners, signs, etc., must be cleared by the applicant with a *Code Compliance Officer* and must be in compliance with the City Code.
7. **PUBLIC WORKS**: Barricades, garbage cans, electrical and/or other and must be reserved 2 weeks prior to event.
8. **NOISE AND MUSIC PERMITS**: (If Applicable) Applicant must apply for permit per processes set forth in Code of Ordinance sections 99-20 through 99-25.
9. **LIQUOR SALES**: (If Applicable) Attach a copy of permit from Fl. Dept. of Business & Professional Regulation Division of Alcoholic Beverages and Tobacco.

**Applicant hereby affirms that none of the activities involved in this request involve any nudity or acts which could be construed as lewd, offensive to the senses, or offensive to the decency of an individual or the City.**

Applicant: \_\_\_\_\_  
 (Print Name/Title) (Signature) (Date)

CITY OF MIAMI SPRINGS

1. Special Events Coordinator \_\_\_\_\_ Date \_\_\_\_\_
2. Risk Manager \_\_\_\_\_ Date \_\_\_\_\_
3. Chief of Police \_\_\_\_\_ Date \_\_\_\_\_
4. Code Compliance \_\_\_\_\_ Date \_\_\_\_\_
5. Public Works \_\_\_\_\_ Date \_\_\_\_\_
6. City Manager \_\_\_\_\_ Date \_\_\_\_\_

Enclosure: Certificate of Insurance Yes \_\_\_\_\_ No \_\_\_\_\_ Waived \_\_\_\_\_  
 Route Map Yes \_\_\_\_\_ No \_\_\_\_\_ Waived \_\_\_\_\_  
 Clean-up/Damage Repair Deposit Yes \_\_\_\_\_ No \_\_\_\_\_ Waived \_\_\_\_\_  
 Usage Fee Yes \_\_\_\_\_ No \_\_\_\_\_ Waived \_\_\_\_\_  
 Police Fee Yes \_\_\_\_\_ No \_\_\_\_\_ Waived \_\_\_\_\_  
 Facility Agreement Yes \_\_\_\_\_ No \_\_\_\_\_ Waived \_\_\_\_\_  
 Liquor Permit Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

OTHER: Are there any potential competing activities? If yes, list below, and Mark the Box.

Is this event being held on a holiday?

Is this event being held on a weekend?

Is there a flyer for the event? If yes, must include a color copy with your application.

Were copies of flyers provided to the local businesses surrounding the event?  
 If yes, provide a list of business names and contact person notified.

YES	NO

FOLLOW-UP NOTES:

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Applicants initial \_\_\_\_\_