



Professional Services Department  
201 Westward Drive – 2<sup>nd</sup> floor  
Miami Springs, FL 33166

## City of Miami Springs

### 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 \$1Million 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. In case of a cancellation, a full refund of the service fee will be awarded 2 weeks or 14 days prior to the event. Anything after, no refund will be awarded for the service fee. ***It is encouraged that residents and individuals renting park facilities or other public facilities to reduce the use of and replace Single-Use-Plastics and Styrofoam food service articles with reusable or environmentally-friendly alternatives whenever possible.***

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:** \_\_\_\_\_

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



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City of Miami Springs

Miami Springs Official Use Only

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 _____	Waived _____

**OTHER:**

Are there any potential competing activities? If yes, list in follow-up notes	YES	NO
Is this event being held on a holiday?	YES	NO
Is this event being held on a weekend?	YES	NO
Is there a flyer for the event? If yes, must include a color copy with your application.	YES	NO
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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Public Information Specialist Initials: \_\_\_\_\_