CITY OF MIAMI GARDENS
DEVELOPMENT SERVICES DEPARTMENT
REQUEST FOR SPECIAL EVENT

Date of Application__________________________

Section I.
Applicant Information

Organization Type: □ Individual     □ Corporation     □ Non-Profit/501(c)(3) Charitable Organization
(Please attach supporting documents)

Applicant/Organization Name _______________________________________________________

Applicant Address______________________________________________________________

Phone Number____________________________ Fax Number_______________________________

Event Details

Designated person in charge__________________________  Phone Number _____________________

Email_____________________________________________________________________

Event Address______________________________________________________________

Event Date(s) _______________Event Start Time _____________ Event End Time ________________

Will this event take place outdoor or indoor________________________________

Section II.

Event Categories: (Please check all that apply)

□ Antique/Auction/Craft Show □ Bike/Race/Run/Triathlon/Walk □ Block Party □ House Party

□ Retail Sales □ Food Truck Event □ Retail Sales □ Boat/Car Show/Festival/Market/Tournament

□ Church/Concert/Live Entertainment □ Fireworks □ Fundraiser □ TV Commercial/Movie Filming

□ Parade/Public Assembly □ Other (specify) ___________________________________________
Permit# ______________________

Description of Event in Detail (Please attach a separate page, if needed) ______________________

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Number of participants expected ________________ Number of event staff____________________

Will staff have identifiers? (i.e. Identification Cards, Badges, Shirts, Etc.) □Yes □No

If so, give a description_________________________________________________________________

Has this event been held in the past? □Yes □No

If so, indicate the date(s) of the last event: ______________________________________________

**Please check all that apply:**

□Music   □Live Entertainment   □Food   □Street Closure, hours__________________________

□Alcohol sale/Consumption

□Tent(s) #_____ Size of tent(s) ________________ (If greater than 10x12, building permit required)

□Bounce House(s) #____________

□Refuse Removal/Sanitary Facilities

□Other (please describe) ________________________________________________________________

Will alcoholic beverages be served at your event? □ Yes □ No

If so, what times will the alcoholic beverages be served? _________________________________

Will there be any use of pyrotechnics and/or fireworks displays at this event? □Yes □No

**Section III.**

**For Commercial Locations, do you have a current:**

□Business Tax Receipt   □Certificate of Use   □Alarm Registration

**City Personnel:** Based on responses to questions within this application certain City personnel may be required to be present. (i.e. Police Officers, Community Service Aides, etc.) Once staffing needs are determined, applicant will be required to complete and sign a contract detailing the necessary City personnel needed and the costs associated with having the personnel present at the event. The applicant will receive an invoice for payment for any City personnel, and payment is due a minimum of 15 days prior to event. (Please initial)________
Section IV.

Public Works Department

Parade or Public Assembly/ Block Party/ Temporary Street Closure Application

Streets to be blocked off (Example: NW 12th Avenue between NW 199th Street and NW 201st Street.)
(“Permitted Area”):

___________________________________________________________________________________
___________________________________________________________________________________

Hours of street closing: _______________________________

Approved by:

________________________________ Date: __________________________

City of Miami Gardens Public Works Department
1050 NW 163rd Street, Miami Gardens

________________________________ Date: __________________________

City of Miami Gardens Police Department
18611 NW 27 Ave, Miami Gardens

________________________________ Date: __________________________

Chief, Miami-Dade Fire Department
Main Location: 9300 NW 41 Street Miami, FL 33178 (786) 331-5000
North Location: 1655 NE 205 Street Highland Oak, FL 33179 (305) 513-7650
South Location: 10850 SW 211 Street Miami, FL 33189 (305) 513-7670

Police Department

Application for Public Music-Broadcast Permit

NOTICE TO APPLICANT: All applicants directed to this department for consideration and action shall be submitted fifteen (15) working days prior to the date of any projected broadcasting or transmitting of music or sound by loudspeakers, amplifiers, public address systems, and similar devices in such a manner that would be reasonably loud and raucous or that would reasonably be calculated to attract a crowd or cause numbers of person to congregate in or on any open space.

Hours to conduct or operate a Public Music or Broadcast Event: _______________________________

(no longer than six (6) hours total and not between the hours of 10:00 PM and 7:00 AM on weekdays and 10:00 PM and 10:00 AM on weekends).

Date Received: _________________________________ Processed By: __________________________________________

MIAMI GARDENS POLICE DEPARTMENT NOTIFICATION:

___________________________________________________________________________________

Person Notified       Date       By Whom

Special Information:

Permit Number: _________________________________

Police Chief, Miami Gardens Police Department

By: _________________________________
**Section V.**

<table>
<thead>
<tr>
<th>Fees &amp; Charges:</th>
<th>Broadcast, Block party, and Tent Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Special Event Permit Fees</strong></td>
<td><strong>Residential</strong> $10.50</td>
</tr>
<tr>
<td>More than 30 days prior to event</td>
<td>Residential (less than 30 days prior to event) $21.00</td>
</tr>
<tr>
<td>Small activity/event $157.50 (150 or less)</td>
<td>Commercial $26.25</td>
</tr>
<tr>
<td>Large activity/event $315.00 (151 or more)</td>
<td>Commercial (less than 30 days prior to event) $52.50</td>
</tr>
<tr>
<td><strong>Less than 30 days prior to event</strong></td>
<td>Block Party Permit—$52.50</td>
</tr>
<tr>
<td>Small activity/event $315.00 (150 or less)</td>
<td>Retail Tent Sale—$262.50</td>
</tr>
<tr>
<td>Large activity/event $630.00 (151 or more)</td>
<td></td>
</tr>
<tr>
<td><strong>Special Event Fees Non-profit</strong></td>
<td><strong>Expedited Fees</strong></td>
</tr>
<tr>
<td>More than 30 days prior to event</td>
<td>7-13 days—$500</td>
</tr>
<tr>
<td>Small activity/event $105.00 (150 or less)</td>
<td>0-6 Days—$1,000</td>
</tr>
<tr>
<td>Large activity/event $210.00 (151 or more)</td>
<td></td>
</tr>
<tr>
<td><strong>Less than 30 days prior to event</strong></td>
<td></td>
</tr>
<tr>
<td>Small activity/event $210.00 (150 or less)</td>
<td></td>
</tr>
<tr>
<td>Large activity/event $420.00 (151 or more)</td>
<td></td>
</tr>
</tbody>
</table>

**Special Notice:** During review by various City Departments, additional conditions may be imposed. This permit is only valid for the time indicated on this permit. In event that the applicant fails to fulfill the requirements (as set forth in this permit) or fails to obtain proper authorization to proceed, if conditions have changed, or the expected outcomes, impacts, or conditions are substantially altered, the permit will be voided immediately by authorized City personnel and denial of future events may occur.

**Applicant Agreement and Waiver of Liability:**

I, the undersigned, will indemnify, defend and hold harmless, the City of Miami Gardens, its agents, employees, officers and any and all other associates, from and against any and all actions, in law or in equity, from liability or claims of damages, demands or judgments to any person or property which may result now or in the future from conduct of this event. The undersigned has read and voluntarily signed the release and waiver of liability and Indemnity Agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made. The undersigned agrees to pay all required fees and charges and will abide by all the rules and procedures presented therein and non-compliance may result in denial of current or future events.

____________________________________________
Signature of Applicant/
Person designated
as being in charge

__________________________
Date

__________________________
Print name
# Request for Special Event

**Required Items for Permit Application Submittal Checklist**

<table>
<thead>
<tr>
<th>Items Needed</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>□</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td></td>
</tr>
</tbody>
</table>

- Special Event Application
- Block Party Permit
- Parade/Public Assembly Permit
- Broadcast Permit
- Building Permit Application
- Temporary Signage Permit Application
- Park Rental Permit (Applicable if 150 or more patrons)
- Miami-Dade Filming Permit
- Site Plan (Lay out of event site)
- Route Map
- Maintenance of Traffic Plan (M.O.T.)
- Off-duty Officer/Security Contract
- Copy of Staff Identifier
- Property Owner Letter of Approval (Commercial Property Only)
- Residential Impact Notification
- State Alcohol License
- Food Preparation License
- 501(c)(3) Exemption Certificate
- Insurance Certificate
- Security Deposit
- Application Fees
Parade or Public Assembly/ Block party/ Temporary Street Closure Application Checklist

Please submit the following information:

__ Section IV of the Request for Special Event (after approved/signed by Miami Gardens Police and Public Works departments, Applicant must submit to Miami-Dade Fire department for approval/signature, and then resubmit back to the City)

__ Maintenance of traffic (MOT) plans

__ Copy of Barricade Company contract/receipt (road closure) to provide the barricades as per the approved MOT plan

__ Written consent of all property owners whose property abuts the permitted area (block party only).

__ Liability Insurance (Not less than $1,000,000 combined single limit per occurrence bodily injury including death and property damage). The City of Miami Gardens must be named as an additional insured.

__ Minimum $500 refundable deposit (if restored to its prior condition and cleaned up by 11:00 p.m. on the date of the event)

__ Florida Department of Transportation (FDOT) special events permit (if necessary). FDOT permit required for utilization of the following roads:

  NW 183rd St (Miami Gardens Drive)

  441 (NW 2nd Ave)

  NW 215 East of 27 Ave (County Line Road)

  NW 47 Ave (north of 183 ST)

  FDOT application form may be downloaded at:

      http://www2.dot.state.fl.us/proceduraldocuments/forms/informs/85004065.pdf