



Permit# _____

Folio # _____

CITY OF MIAMI GARDENS
DEVELOPMENT SERVICES DEPARTMENT
REQUEST FOR SPECIAL EVENT

Date of Application _____

Non-refundable Application Fee:

\$25.00

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.

<p>Event Categories: (Please check all that apply)</p> <p><input type="checkbox"/> Antique/Art/Auction/Craft Show <input type="checkbox"/> Bike/Race/Run/Triathlon/Walk <input type="checkbox"/> Block Party <input type="checkbox"/> House Party</p> <p><input type="checkbox"/> Retail Sales <input type="checkbox"/> Food Truck Event <input type="checkbox"/> Retail Sales <input type="checkbox"/> Boat/Car Show/Festival/Market/Tournament</p> <p><input type="checkbox"/> Church/Concert/Live Entertainment <input type="checkbox"/> Fireworks <input type="checkbox"/> Fundraiser <input type="checkbox"/> TV Commercial/Movie Filming</p> <p><input type="checkbox"/> Parade/Public Assembly <input type="checkbox"/> Other (specify) _____</p>

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) _____

Departmental Applications
(Complete all sections that apply)

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.

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

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

Items Needed	Received		
	Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Special Event Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Block Party Permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parade/Public Assembly Permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Broadcast Permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Permit Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Temporary Signage Permit Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Park Rental Permit (Applicable if 150 or more patrons)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Miami-Dade Filming Permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Plan (Lay out of event site)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Route Map
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintenance of Traffic Plan (M.O.T.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Off-duty Officer/Security Contract
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Staff Identifier
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property Owner Letter of Approval (Commercial Property Only)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Residential Impact Notification
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	State Alcohol License
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Food Preparation License
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	501(c)(3) Exemption Certificate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insurance Certificate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Security Deposit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application Fees



City of Miami Gardens Public Works Department

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>