



**COMMUNITY EVENT APPLICATION**

**Please return the completed application and detailed description of the event**

**on your organizations letterhead and site map to:  
 NORTH MIAMI PARKS AND RECREATION DEPARTMENT  
 12300 NE 8 AVENUE, NORTH MIAMI, FL 33161  
 ATTN: SPECIAL EVENTS DIVISION  
 Please fill out this application completely.**

**Are you requesting a fee waiver for City facilities and services?    Yes        No**

\*For office use only\*

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Forms Required Checklist

1. \_\_\_ Completed Application
2. \_\_\_ Proof of Organization Identification-from the State of Florida
3. \_\_\_ Detailed Description of Event (1 page)  
ON BUSINESS/ORGANIZATION LETTERHEAD.
4. \_\_\_ Proof of Insurance or quote for special event insurance.
5. \_\_\_ Layout map-must be computerized (not handwritten)
6. \_\_\_ Tent Permit (required for any tents larger than 10 x 10)  
application in the Building & Zoning Dept.
7. \_\_\_ Map of cross streets and road closures.
8. \_\_\_ Proof of liquor license (if serving alcohol) –  
this requires city council approval
9. \_\_\_ Proof of Worker's Compensation  
(for organizations with 4 or more employees)

EVENT

Event Name: \_\_\_\_\_

1. Requested Location: \_\_\_\_\_

Alternate Location (if requested location is not available): \_\_\_\_\_

2. Date: \_\_\_\_\_ Rain-Out or Alternate Date (If date requested is not available): \_\_\_\_\_

If more than one (1) day please specify: Day 1: \_\_\_\_\_ Day 2: \_\_\_\_\_

3. Actual Event Start Time:    Begin: \_\_\_\_\_ End: \_\_\_\_\_

4. Set-up Date: \_\_\_\_\_ Set-up Time: \_\_\_\_\_

5. Breakdown Date: \_\_\_\_\_ Breakdown Completion Time: \_\_\_\_\_

6. Estimated amount of people attending: \_\_\_\_\_

7. Type of Event: check all that apply

- |  |                                      |   |
|--|--------------------------------------|---|
| <input type="checkbox"/> Award Show            | <input type="checkbox"/> Festival    | <input type="checkbox"/> Religious      |
| <input type="checkbox"/> Community Event       | <input type="checkbox"/> Fund-Raiser | <input type="checkbox"/> Sporting Event |
| <input type="checkbox"/> Concert / Performance | <input type="checkbox"/> Parade      | <input type="checkbox"/> Other _____    |
| <input type="checkbox"/> Fair / Carnival       | <input type="checkbox"/> Political   | _____                                   |

**Please also provide a detailed description of your event ON YOUR ORGANIZATIONS LETTERHEAD.**

8. Number of times this event has taken place in the City of North Miami: \_\_\_\_\_

9. Was this event presented in other cities?    Yes        No

• If yes, what cities: \_\_\_\_\_

10. References:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

What type is your organization: **Please check all that apply.**  
 For Profit  Non Profit  Governmental  Neighborhood Association  Other: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Contact person's name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Alternate contact person: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Please provide the City of North Miami with a copy of one of these identifications:

Valid Florida Driver's License  501(c) (3)  Business Identity.

11. Will you require road closure? Yes No

If yes, please describe what streets you want closed and the closing and opening dates / times.

- \_\_\_\_\_ Street (s) from: \_\_\_\_\_ to: \_\_\_\_\_  
 Closure date: \_\_\_\_\_ Time: \_\_\_\_\_
- Opening date: \_\_\_\_\_ Time: \_\_\_\_\_

12. Approximate number of vehicles anticipated: \_\_\_\_\_

A computerized map attached showing cross streets and location of proposed venue; along with staging set up and full logistical set-up must be included in your packet.

**County roads require a permit from Miami-Dade County (305-375-2030). The Florida State Department of Transportation (FDOT) requires that event organizers obtain a permit for the closure of all state roads. This permit must be filed with FDOT thirty (30) days prior to the event date. Please contact call 305-654-7163 to obtain the application for closing or use of state roads. The applicant may be required to contact residents or businesses along the closure route and have them sign a petition. Local roads will be closed with City Manager approval (Ord. 17-20).**

13. Will you be securing your event with fencing? Yes No

14. Will you need trash removal? Yes No

- If yes, how many dumpsters? \_\_\_\_\_ How many pick ups? \_\_\_\_\_

**Note: Hiring of City services for trash removal is required.**

15. Are you requesting use of the City's Showmobile? Yes No

*Use of Showmobile will require a non-waivable fee to cover cost of set up and breakdown. This fee cannot be waived.*

16. Will you require temporary electrical work? Yes No

- If yes, please provide electricians name: \_\_\_\_\_
- Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

*(Note: The electrician you hire needs to apply for a permit through the City of North Miami.)*

17. Will you be erecting the any of the following?

	Yes	No	How Many	Size / Dimension
Tent	-	-	_____	_____
Ticket Booth	-	-	_____	_____
Staging	-	-	_____	_____
Dance Floor	-	-	_____	_____
Other Temporary Structure	-	-	_____	_____

*Note: Tent permits are required for tents larger than 10' x 10'.*

*(Please include these items on your site map and provide the City a detailed floor plan for the event.)*

18. Will your event include any of the following?

Fireworks       Games for children       Mechanical / Amusement Rides

- If yes, please provide a detailed description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Company Name: \_\_\_\_\_
- Insurance Carrier: \_\_\_\_\_  
 Agents Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Note: All amusement rides must be approved by the state. All carnival, amusement or carnival type events shall provide the required insurance policy or policies as stipulates by the City of North Miami and must get proper permits from the City's Building and Zoning department.**

19. Will music be played?      Yes      No      If yes, what type?

Name of Sound Company: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**(Foul language, offensive materials, strippers, erotic dancers or lewd or lascivious behavior is PROHIBITED.)**

20. List the beverages to be served: \_\_\_\_\_

**(Note: Beverages must be dispensed in soft containers. No glass containers or cans allowed.)**

21. Will alcohol be served?      Yes      No

If yes, what type: \_\_\_\_\_  
 \_\_\_\_\_

**Sale and/or distribution of alcoholic beverages including beer and wine must be approved by the City Council. Upon approval, the organization must apply for a temporary liquor license from the State of Florida, Division of Alcoholic Beverages and Tobacco under Florida Statute 561.42. Contact the County office at 305.470.6783 for instructions on obtaining this License.**

22. Will Food be served?      Yes      No      If yes, what type? \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Please note: Sanitary and food facilities shall be provided by the Licensee in accordance with applicable laws and regulations of the Department of Business and Professional Regulation (Form DBPR HR-7029, Division of Hotels and Restaurant Application for Temporary Event Vendor License). Licensee agrees to ensure that any and all grease remaining after the event by food vendors shall be properly disposed of in accordance with any applicable standards. In the event Licensee fails to properly dispose of the grease, the City will charge Licensee for the cost incurred by the City to do so.**

**CONCESSIONAIRE RIGHTS: Licensee shall have exclusive concessionaire rights within the permitted area.**

**23. You are required to hire City of North Miami police for your event.**

**The police Department determines how to staff the event with off-duty officers for crowd, traffic or other public safety concerns. The police department will inform you of the number of officers needed. Staffing is larger for events that serve alcohol and/or close roadways. Any event at a City facility that runs after 11:00 p.m. will require police. PLEASE CALL 305-891-0294 for more information on off-duty officers.**

**24. You may be required to hire EMS to be on-site at your event.**

**The City of North Miami Special Events Supervisor will advise you accordingly.**

**Prior to the commencement of any event, the City of North Miami requires organizers of the special event to provide the City with a valid certificate of insurance showing:**

- General Liability Insurance:** \$1,000,000 minimum combined single limit for bodily injury and property damage.
- Liquor Liability Insurance:** \$1,000,000 minimum limit, if alcoholic beverages are being served or sold at the event.
- Workers' Compensation** Statutory coverage.
- Employers' Liability:** \$500,000 / accident / disease / policy limit.

**Proof of workers' compensation coverage is required from employers with four (4) or more employees.**

- All Certificates of Insurance shall include a description of the special event, event location and event date(s).
- All liability policies shall be issued by an "A" rated or better insurance carrier, endorsed by A & M Best and authorized to transact business in the State of Florida.
- **The City of North Miami must be named additional insured on all liability policies.**
- The issuing insurer shall endeavor to notify the City of any policy cancellation by mailing 10 days written notice to the City prior to issuance of a cancellation notice.
- All special event organizers shall indemnify and save the City harmless from any and all claims, suits, actions, damages or causes of action arising as a result of the special event.

**Sign here to verify you have read the entire event application and conditions.**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**\*PLEASE NOTE\***  
**Forms 1 - 4 are mandatory upon submission of application.**  
**Please also provide a detailed description of your event ON YOUR ORGANIZATIONS LETTERHEAD.**