



South Miami

THE CITY OF PLEASANT LIVING

**SPECIAL EVENTS DIVISION**

**Parks and Recreation Department**

5800 SW 66th Street  
South Miami, FL 33143  
305-668-3873

# SPECIAL EVENTS HANDBOOK

Updated: 12/23/2016



Welcome to Our Community!

The City of South Miami Special Events Division is committed to providing local and visiting events with the highest quality of service and customer care. The Special Events Division along with supporting South Miami Departments play an important role by ensuring that all proper permits are completed to operate a safe and successful event. The policies and procedures established by the City of South Miami allow for advanced planning and provide a system of basic guidance to help the city and event applicant achieve mutual goals.

Whether it is a festival, film permit, grand opening or some other event, the City's Special Events Division is always available to answer questions and assist in the creation of the ideal event. It is the attention to detail and steadfast support that have helped make South Miami an ideal place to host events.

Thank you for choosing the City of South Miami for your special event. It is our goal to assist in making your event one to be remembered. Please feel free to reach me at (305) 668-3873 or via email at [yvaldes@southmiamifl.gov](mailto:yvaldes@southmiamifl.gov) if you have any further questions.

Sincerely,

*Yvette E. Valdes*

Special Events Coordinator

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**WHAT IS A SPECIAL EVENT**

Any event or activity that temporarily occurs upon public or private property that affects the ordinary use of any parks, public streets, right-of-ways or sidewalks is considered a Special Event in the City of South Miami. Furthermore, a Special Event may be required where specified uses or characteristics of use are of nature requiring mandatory technical determinations or reviews to establish special conditions and safeguards. Special events may include, but are not limited to activities such as art festivals, fairs, farmers markets, celebrations, grand opening celebrations, certain outdoor business promotional events, races, parades and marches with an anticipated attendance of fifty (50) people or more.

**ADDITIONAL CITY SERVICE REQUESTS**

Additional services being requested beyond those the City provides under ordinary, everyday circumstances will require a special event application to be submitted. Services include but are not limited to, street closures, stage rental and hiring off duty police.

**WHERE CAN A SPECIAL EVENT BE HELD**

A Special Event may take place in a number of approved areas within the City of South Miami such as but not limited to, public right-of-ways and city property (streets, sidewalks, alleys and parks).

**WHO CAN APPLY FOR A SPECIAL EVENT**

Any person or organization that wishes to hold an event or activity for public or private attendance within the City of South Miami may apply.

Businesses in good standing, physically based within the city limits, wishing to extend their business premise onto public property for any duration of time will need to apply for a special events permit.

**Non-profit Organization - 501(c)(3)**

Non-profit organizations are recognized by the City of South Miami as organizations with federal 501(c)(3) filing status. This filing status must be current and in good standing. These organizations may produce an event either individually or with the assistance of other organizations.

**Please Note:** Prior to approving the Special Event Application, the five (5) steps listed in the application process, section 2 must be completed and approved in order for the special event permit to be issued.

The application process can begin twelve (12) months in advance and with a minimum of sixty (60) days prior to the event date. Please be aware that all applications submitted with less than sixty (60) days prior to a requested event date may not receive the necessary approvals from the required City Departments and/or City Commission and may be rejected. Applications with less than thirty (30) business days prior to an event WILL NOT BE ACCEPTED.

**Please Note: Certain special events, including all events that require a street and/or right-of-way closures, will require City Commission approval and may take at least two (2) months to be approved.**

- 1) Check for facility/location availability by calling the Special Events Office at (305) 668-3873, or via email at [yvaldes@southmiami.gov](mailto:yvaldes@southmiami.gov)

**Please Note:**

- An inquiry of availability does not guarantee that the date is reserved for your event.
- Past events do not determine automatic reoccurrence or reservation of dates for future events.
- All facility reservations are on a first come, first served basis.

- 2) If a facility/location is available, complete the special event application.
- 3) Submit the completed Special Event Application with all required documentation including payment of the application and administrative fee, notification/petition form, site plan/sketch, indemnification agreement and any other forms applicable to the City of South Miami Special Events Coordinator. Applications may be mailed, emailed or hand-delivered between 8:00 AM - 4:00 PM, Monday through Friday, excluding official City of South Miami holidays.

**Mailing / Drop-Off Location**

Attn: Yvette E. Valdes, Special Events Coordinator  
Gibson-Bethel Community Center  
5800 SW 66 Street  
South Miami, Florida 33143

**Or Email us at**

**[yvaldes@southmiamifl.gov](mailto:yvaldes@southmiamifl.gov)**

PLEASE NOTE: ACCEPTANCE OF YOUR APPLICATION FOR REVIEW SHALL NOT BE CONSTRUED AS FINAL APPROVAL OF YOUR REQUEST. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.
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- 4) Once the Special Events Coordinator receives the application, the date requested will tentatively be held for your event.
- 5) The applicant will receive either a phone call or email on the application status and when it is being reviewed or if a meeting is required for further information.

**MAJOR EVENT PERIODS (MEP)**

The City has identified and listed the following event periods which historically have a significant demand on City services. It is realistic to expect these activity periods to continue to be popular in South Miami bringing large crowds that will require the maximum use of city services. These MEPs include but are not limited to Independence Day, Halloween, Holidays and New Years.

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**SECTION 3**

**FINAL PERMIT APPROVAL**

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Once your application has been approved, the following must be turned in and fully processed before receiving the final special event permit. Permits must be displayed at the event site and readily accessible for review if asked to be seen by a City of South Miami official employee.

- **Insurance**

All special events taking place on City property require the event holder to carry liability insurance. *Please see page 10 for more details*

- **Event Fees**

A \$500 refundable security deposit and other chargers such as, but not limited to street closures, off-duty police officers, etc. will be due and required before any permit can be issued. If the event occurs without any city damages and/or charges, the \$500 security deposit will be refunded back to the applicant one (1) week after the event date.

**Please note:** All refundable security deposits that have not been picked up 30 days after the event will be shredded.

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**SECTION 4**

**DEPARTMENT DIRECTORY**

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Special Events Division .....	(305) 668-3873
South Miami Police Department .....	(305) 663-6301
Public Works Department .....	(305) 403-2067
Parks and Recreation Department .....	(305) 668-3876
Code Enforcement Department .....	(305) 668-7335
Planning and Zoning Department .....	(305) 663-6326
Parking/Collections Department .....	(305) 663-6384

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## SECTION 5

## SPECIAL EVENTS FEE SCHEDULE

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The following fee schedule was developed as a guide to help applicants estimate costs associated with an event. Each event fee will be calculated according to its location, size, attendance and City personnel requirements. All cost is an approximation and are subject to change. The following schedule of fees will/could be imposed for any special event. ***All payments must be made out to "City of South Miami."***

### Special Events Division:

Application Fee	\$60 (Non-Refundable)
Administrative Fee	\$100 (Non-Refundable)
Security Deposit	\$500 (Refundable - separate check)
Expedited Fee	\$60 (within 30 days of event date)
Still Photo Fee	\$100 per day
Filming Fee	\$200 per day (1-10 person crew) \$300 per day (11-20 person crew) \$500 per day (21+ person crew)
Farmers Market	\$25 - Private Property \$75 - Public Property

### Police Department:

Supervisor	\$50 per hour (required for 3 or more officers assigned- 3 hours minimum)
Officer	\$40 per hour (3 hours minimum)
Vehicle Fee	\$10 per vehicle

### Public Works and Engineering Department:

Supervisor	\$45 per hour
Employee	\$40 per hour ( <i>additional fees may apply</i> )
Street Closure	\$0.25 per linear ft. per day
Maintenance of Traffic (MOT)	\$200
Barricades	\$75 Flat Rate + \$3 per barricade for the first day and \$2 per barricade for the second day and any thereafter

### Planning and Zoning:

Street Banners	\$300
Pole Banners	\$30 per pole banner; minimum of 10 poles = \$300



**Parking Division:**

Parking Meter Rentals                      minimum \$25 per day / per meter

**Parks and Recreation:**

Stage    \$150 per day

Employee                                        \$40 per hour *(additional fees may apply)*

Parks per hour

	Resident	Non-Resident	Non-profit
<b>Gibson-Bethel Community Center</b>			
Education Room	\$30	\$40	\$20
Multipurpose Room	\$60	\$120	\$55
Gymnasium (half court)	\$50	\$100	\$45
Gymnasium (full court)	\$100	\$200	\$90
<b>Murray Park</b>			
Outdoor Basketball (w/o lights)	\$20	\$30	\$15
Outdoor Basketball (w/lights)	\$30	\$40	\$25
Large Field	\$60	\$75	\$50
Small Field	\$36	\$50	\$30
<b>Murray Park Aquatic Center (pool party)</b>			
0-35 people (3 hours)	\$265	-	-
36-64 people (3 hours)	\$315	-	-
Additional Hour	\$50	-	-
<b>Dante Fascell Park</b>			
Pavilions (1 & 2)	\$35	\$70	\$30
Sand Volleyball	\$36	\$50	\$20
<b>Fuchs Park</b>			
Pavilion	\$35	\$70	\$30
Sand Volleyball	\$36	\$50	\$30
<b>Jean Willis Park</b>			
Pavilion	\$35	\$70	\$30
<b>Palmer Park</b>			
Fields 1, 2, 3, 4, 5 (w/o lights)	\$30 per field	\$30 per field	\$36 per field
Fields 1, 2, 3, 4, 5 (w lights)	\$40 per field	\$40 per field	\$50 per field

**AMPLIFIED SOUND LEVELS**

Amplified sound levels may not begin before 8:00 AM and may not extend later than 11:00 PM.

**Please note:** Complaints received from the surrounding neighbors/community may result in the sound levels needing to be turned down or shut off by the discretion of the South Miami Police Department.

**CANCELLATION/REFUND POLICY****City of South Miami Cancellation**

The City of South Miami holds the right to cancel an event at anytime. If the City of South Miami for any reason needs to cancel an event, the applicant may be offered a refund at the discretion of the City Manager.

**Applicant Cancellation**

Unless specifically stated on the permit, deadlines to submit for partial refunds is seventy-two (72) hours prior to the event. Only certain fees are applicable for refunds, determined by each individual department.

**Inclement Weather Cancellation**

Should a special event be cancelled due to inclement weather an alternate date may be discussed and agreed upon with the City of South Miami's approval. If the applicant chooses not to postpone the event, the applicant may request a refund. A full or partial refund may be granted at the discretion of each department.

**ELECTRICAL**

The City of South Miami may be able to provide limited electrical service to special events at specific location or public venues. Applicant should consult directly with the Special Events Coordinator to discuss all electrical needs for their event. All cords must be secured to avoid a tripping hazard.

**EVENT NARRATIVE**

A detailed written description/summary of your event is required. Please describe all activities, a schedule of activities, inventory of any sold items, giveaway items, list of vendors and any other important information.

**EVENT PARKING**

The applicant shall have an adequate plan for individual parking of vehicles. Neighborhood streets are prohibited from being used for event parking.

**FILMING/STILL PHOTOGRAPHY**

1. To begin the Film/Still Photography Permit please begin with contact Miami-Dade County Office of Film & Entertainment at 305-375-3288.
2. Production vehicles arriving on location, in or near a residential neighborhood shall not enter the area before the time stipulated in the permit, and park one by one, turning off engines as soon as possible. Cast and crew shall observe designated parking areas.

3. Every member of crew shall wear a production badge when issued.
4. Moving or towing of public's vehicles is prohibited without the express permission of the off-duty police on site with production or the Film Office.
5. Do not park production vehicles in, or block driveways without the express permission of the driveway owner or Film Office.
6. Cast and crew meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within their designated meal area, during scheduled crew meals. All trash must be disposed of upon completion of meal.
7. Removing, trimming and/or cutting of vegetation or trees is prohibited unless approved by the Film Office or property owner.
8. Remember to use the proper receptacles for disposal of all napkins, plates and coffee cups that you may use in the course of the working day.
9. All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of that location unless otherwise stipulated by the location agreement or permit. Also remember to remove all signs posted to direct the company to the location.
10. Every member of the cast and crew shall keep noise levels as low as possible.
11. Do not wear clothing that lacks common sense and good taste. Shoes and shirt must be worn at all times, unless otherwise directed.
12. Crewmembers shall not display signs, posters or pictures on vehicles that do not reflect common sense or good taste (e.g. pin-up posters...).
13. Do not trespass onto other neighbor's or merchant's property. Remain within the boundaries of the property that has been permitted for filming.
14. The cast and crew shall not bring guests or pets to the location, unless listed and pre-approved on the application.
15. All catering, crafts service, construction, strike and personal trash must be removed from location.
16. Observe designated smoking areas and always extinguish cigarette in proper receptacles.
17. Cast and crew will refrain from the use of lewd or improper language within earshot of the general public.
18. The company will comply at all times with the provisions of the filming permit.

### **HANGING BANNER OVER PUBLIC RIGHT-OF-WAY & POLE BANNERS**

Only applicants that are a 501(c)(3) organization may apply for a banner permit. Proof of banner(s) MUST be approved electronically prior to printing. Locations of hanging banners over public right-of-ways and pole banners are on a first come-first served basis. Installation and removal dates are based on workload. Fees include the installation and removal of banners.

Drop off of all banners must be done 14 - 21 days before the advertised event day. Pickup of banners must be done within seven (7) business days after the event. The city may discard of any banners after the specified period.

**Pole Banners** - Applicants may apply for a total of ten (10) pole banners.

**Hanging Banner over Public Right-of-Way** - Specifications - 30ft X 3-4ft wide. 60ft of 1/2" nylon rope with hooks must be provide with banners. Banners should be double sided and must be vented.

### **INDEMNIFICATION AGREEMENT**

An Indemnification Agreement must be executed and notarized with an original and legally authorized signature.

### **INSURANCE**

The City of South Miami has established insurance requirements for those applicants, vendors and contractors entering into agreements with the City for the purpose of special events and activities. Before commencing use or services under an agreement with the City of South Miami, a certificate of insurance that complies with the requirements must be furnished.

The applicant must comply with the insurance requirements to be able to obtain a Special Event Permit. Event permits will not be issued until all insurance requirements are satisfactorily met. With reasonable notice, the City of South Miami reserves the right to require insurance of event producers and/or vendors for activities to increase the minimum acceptable limits of liability.

**All special event applicants shall name the City of South Miami (6130 Sunset Drive South Miami, FL 33143) as an "Additional Insured" and shall have the following minimum limits:**

**Commercial Comprehensive General Liability** insurance with broad form endorsement, as well as automobile liability, completed operations and products liability, contractual liability, severability of Interest with cross liability provision, and personal injury and property damage liability with limits of \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregate, including:

- Personal Injury: \$1,000,000;
- Medical Insurance: \$5,000 per person;
- Property Damage: \$500,000 each occurrence;

**Umbrella Commercial Comprehensive General Liability** insurance shall be written on a Florida approved form with the same coverage as the primary insurance policy but in the amount of \$1,000,000 per claim and \$2,000,000 Annual Aggregate. Coverage must be afforded on a form no more restrictive than the latest edition of the Comprehensive General Liability policy, without restrictive endorsements, as filed by the Insurance Services Office, and must include:

- (a) Premises and Operation
- (b) Independent Contractors
- (c) Products and/or Completed Operations Hazard
- (d) Explosion, Collapse and Underground Hazard Coverage
- (e) Broad Form Property Damage

(f) Broad Form Contractual Coverage applicable to this specific Contract, including any hold harmless and/or indemnification agreement.

(g) Personal Injury Coverage with Employee and Contractual Exclusions removed, with minimum limits of coverage equal to those required for Bodily Injury Liability and Property Damage Liability.

**Please Note:**

Approval of insurance by the City of South Miami does not in anyway relieve or decrease the insurance liability of event producers or vendor. The City of South Miami does not represent that the specified limits of liability, coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the applicant or vendor.

**LOADING AND UNLOADING**

There is no driving on or within city parks or in active event areas without city staff supervision. Loading and unloading needs to be done prior to an event or from parking lots and/or streets when possible. If approved to drive through an event area please quickly unload your vehicle and proceed to park your vehicle in a legal parking area.

**MAINTENANCE/CLEAN-UP**

Applicants must describe their clean-up plan in the special events application. The clean-up plan must include the following information:

- Show the types and locations of dumpsters and individual trash and recycling receptacles.
- The names and contact information of individuals and/or groups responsible for cleaning up during and after an event.
- The location where all waste, including cooking oils and gray water, will be disposed of in an approved manner.

If an event producer fails to clean up a venue adequately or causes damage to city property, the City of South Miami will keep the security deposit and bill the applicant for any additional costs not covered by the deposit to clean and repair the damaged property. If this occurs, the City of South Miami may also deny an application for future special event permits.

Submitted clean-up plans will be reviewed and approved by the Public Works Department. If a clean-up plan is deemed inadequate, subject to the Public Work Departments availability the City of South Miami may be able to provide staffing for clean-up at a cost to the applicant.

**NOTIFICATION/PETITION**

A signed Notification/Petition Form is required to be signed by all businesses and/or residential properties, homeowners or lessees that may be affected by the requested event area. The name, signature, address and phone number of each person who is either a property owner or lessee within the requested event area must appear on the sheet.

**OFF-DUTY POLICE OFFICERS**

A police officer for employment that is indigenous to their law enforcement authority is commonly referred to as "Off-Duty" employment. In order to schedule a police officer for employment on a temporary or infrequent basis:

- The South Miami Police Department shall be the final authority in determining the minimum number of officers required to police a particular event.
- If more than three officers are hired, a supervisor must also be hired.
- The Applicant will be required to compensate the required number of officers needed to conduct a safe event, 1 week prior to the event. No monetary payment will be accepted. No payment by exchange of goods or services is acceptable.
- If during a scheduled event, the applicant or the officer determines that he/she needs to extend the time worked by 20 minutes or more beyond the scheduled time of the event, the applicant will need to compensate the officer(s) for full hours worked.
- Applicant must notify cancellation request of an off-duty police Officer forty-eight (48) hours prior to the scheduled date of service. Failure to do so will require the Applicant to compensate the assigned officer for a minimum of three (3) hours.

### **RECREATIONAL APPARATUS**

The City of South Miami desires to insure safety at all events and activities including recreational apparatus, such as inflatable rides or bounce houses and other similar apparatuses. Location of all recreational apparatuses must be included on the site map and insurance must be provided by the company. *Please see the insurance policy on page 10 for more information.*

### **SITE PLAN/SKETCH**

A site map or sketch must be included within the special event application. Sketches include all of the following features and information, if applicable.

- All affected streets, alleys and right-of-ways, including those that will be closed.
- Maintenance of Traffic (MOT) - Alternate routes for traffic and pedestrians for closures
- Location of all tents and temporary structures that will be erected.
- Location of all vendors - fixed and mobile, informational, merchandise and food.
- Source of electrical supply and service, including permanent electrical power sources and portable generators.

### **SPECIAL EVENT HOURS**

Event activities are prohibited after 11:00 PM and before 8:00 AM in any area. Loudspeakers, amplified music, bullhorn or public address systems (PSA) during event hours are strictly regulated by the Code Enforcement Department. Parks and recreation center hours may vary.

### **STREET AND RIGHT-OF-WAY CLOSURES**

Applicants requesting a street or right-of-way (including sidewalks, alleys etc.) closures will require City Commission approval. A detailed map including all closures with alternate routes for traffic and pedestrians, also known as a Maintenance of Traffic (MOT) for vehicular and pedestrians, must be provided with the special event application. MOT's may be provided by the City of South Miami Public Works Department at a cost to the applicant.

### **VENDORS**

A list a vendors must be provided when applying for a special event application. Applicants are fully responsible for ensuring all food and beverage vendors have all the necessary licenses, permits and insurance.

## **WAIVER OF FEES**

Fee waivers are an expense to the City's General Fund. Fees are established to pay for the cost of public property and services provided by a City. Request for fee waivers must be done in the form of a letter and be submitted with the completed Special Events Application. It is at the discretion of the City Commission, to approve or disapprove all fee waiver requests.

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## **SECTION 7**

## **ADDITIONAL EVENT FEATURES**

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Depending on the nature of the event tents, stages, open fires/burners may require a building permit. The following is a guideline of what should be submitted:

- Permit Application (available via our website at [www.southmiamifl.gov](http://www.southmiamifl.gov))
- 2 sets of the following plans and documentation:
  - ⇒ Site Plan showing layout of the event (provide as much detail as possible). Show crowd flow, controls, seating and parking. Specifically configuration and size of stage(s), bleachers, stands, concession booths, trailers and rides. For tents, be sure to show configuration, size, location and intended use. A building permit is required for all of the items listed above.
  - ⇒ Indicated on the site plan any power supply being used including electrical connections, light towers, generators, etc. Be sure to specify the size, location and electrical load for each power supply.
  - ⇒ Show Port-A-John units (or facilities available) on the site plan. Handicapped toilet facilities shall be provided.

Plans may need to be reviewed by other agencies outside of the City of South Miami (i.e. Miami-Dade County Fire Department) at the expenses of the applicant.



I acknowledge that I have received, read and understand the Special Event Handbook.

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Event Name

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Event Date

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Applicant Name

---

Phone Number

---

Applicant Signature

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Date Signed

STAFF USE ONLY:

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Received by

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Date