



Miami-Dade County Parks, Recreation and Open Spaces

Requirements for inclusion on Registered Party Vendor List:

- A \$250 annual fee; Payable by credit card, (authorization form attached), or check. Please make all checks payable to Miami-Dade Parks, Recreation and Open Spaces(MDPROS) and mail to:

Miami-Dade Parks, Recreation and Open Spaces

[Attention: Maria Zelenka]

7900 SW 40th Street

Miami, FL 33155

- *Original Certificate of Insurance **naming Miami-Dade County as additional insured for \$1 million dollars** (Commercial General Liability Insurance on a comprehensive basis, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**)

Certificate Holder/Additional Insured should read:

Miami Dade County
111 NW 1st Street
Suite 2340
Miami, FL 33128

Certificate should also include services provided by vendor (catering, bounce houses, pony rides, etc.)

- **Copy of Corporate papers** as registered in the State of Florida (sunbiz.org)
- **Copy of Dade County Occupational License/Local Business Tax** (if located in Dade County). You may pay for this online by going to this link:

<https://www.miamidade.county-taxes.com/public>

- Copy of **auto insurance card** for your business vehicle (**just the ID card will do**)
- Complete and return the **MIAMI-DADE PARK AND RECREATION DEPARTMENT AFFIDAVIT PURSUANT TO MIAMI-DADE COUNTY CODE CHAPTER 26, ARTICLE III; THE SHANNON MELENDI ACT**

The information may be sent in pdf format via e-mail to marfern@miamidade.gov or you may also fax the above information to (305) 553-8511. You can reach me directly at 305-226-8315.

Vendors are responsible for obtaining the rules and regulations for each individual park. (Examples of regulations: All inflatables are required to have a generator, most parks do not allow water slides or DJ's.)



Miami-Dade County Parks, Recreation and Open Spaces Department
 7900 SW 40th Street
 Miami, FL 33155
 Phone: (305) 226-8315
 Fax: (305) 553.-8511

Miami-Dade County
 Party Vendor Fee
 Credit Card Charge Authorization Form

Yes, I agree to have my credit card charged a one-time charge in the amount listed below. I understand that the charge will appear on my credit card statement as "Parks Finance".

Date ____/____/____

Amount to be charged: \$

Business Name: _____

MasterCard

Credit Card Number

Visa

American Express

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Expiration Date

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
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Name on Credit Card: _____

Credit Card Billing Address: _____

City: _____ State _____ Zip Code _____

Card Holder's Signature: _____

Day Time Phone #: (____) _____ Evening #: (____) _____

Please fill out the following information for our vendors list. This is the information the patrons will use to contact you group.

Vendor Name	
Address	
Contact Person	
Phone/Fax	
Email/Webpage	
Bounce Houses, Mobile Video Games, Laser Tag, Rides, Concessions, Outdoor Movies	
Event Planning/ Catering/ Equip Rentals/ Food Trucks	
Petting Zoo, Pony Rides, Wildlife Shows	
DJ's, Audio , Video, Lighting, Staging, Live Bands	
Party Décor	
Theme Parties, Dancers, Clowns, Puppets, Balloon Animals, Face Painting, Games, Magic, Storytelling, Character Shows	

**MIAMI-DADE PARK AND RECREATION DEPARTMENT AFFIDAVIT
PURSUANT TO MIAMI-DADE COUNTY CODE CHAPTER 26, ARTICLE III; THE SHANNON MELENDI ACT**

1. This affidavit is submitted to the Miami-Dade County Park and Recreation Department, (the "Department") by:
_____, for
(Print individual's name and title)

(Print name of entity submitting compliance statement)
whose business address is _____
and its Federal Employer Identification Number (FEIN/SSN) _____
2. I, am duly authorized to make this affidavit on behalf of:

(Print individual's name and title) _____
(Print name of entity submitting affidavit)
3. I understand that on January 10, 2008, the Miami-Dade County Commission passed and adopted Ordinance No. 08-07, which amended Miami-Dade County Code, Chapter 26, Article III, and the Shannon Melendi Act.
4. I understand and can attest to the my organization/agency/firm's compliance with this Ordinance and that;
 - A. Employers of child event workers, employers of park vendors, Programming Partners and CBOs shall secure a nationwide criminal background check of all existing child event workers, park vendors, employees, and volunteers whose duties require physical presence on park property owned or operated by Miami-Dade County. In addition, prior to employing or allowing to volunteer a person whose duties would require physical presence on park property owned or operated by Miami-Dade County, employers of child event workers, employers of park vendors, and Programming Partners and CBOs shall secure a nationwide criminal background check of all such prospective child event workers, park vendors, employees or volunteers. My organization/agency/firm has conducted the nationwide criminal background checks through a **Professional Background Screener** and has obtained a report as to whether each child event worker, park vendor, staff member or volunteer is listed on the **National Sex Offender Public Registry**, and a comprehensive report and analysis, obtained from no less than **two independent databases/sources**, on the nationwide criminal history of such child event worker, park vendor, staff member or volunteer.
 - B. Every three (3) years thereafter, employers of park vendors, and Programming Partners and CBOs shall secure nationwide criminal background checks for existing park vendors, staff members, and volunteers whose duties require physical presence on park property owned or operated by Miami-Dade County. However, employers of child event workers shall secure nationwide criminal background checks for existing child event workers whose duties require physical presence on park property owned or operated by Miami-Dade County every year thereafter.
 - C. Any child event worker, park vendor, or staff member or volunteer of a Programming Partner or CBO who:
 1. Has been convicted of a violent felony or conspiracy to commit a violent felony within the past five (5) years; or
 2. Has been convicted of a felony involving the trafficking of a controlled substance within the past (5) years; or
 3. Has two (2) or more convictions for a violent felony, for conspiracy to commit a violent felony, or involving the trafficking of a controlled substance; or
 4. Is a sexual offender or a sexual predator; or
 5. Has failed to provide the employer, Programming Partner or CBO with proof of United States citizenship or legal immigration status in the United States, shall be prohibited from working or volunteering on park property owned or operated by Miami-Dade County. All child event workers, park vendors, and staff members and volunteers of a Programming Partner or CBO shall submit to their employer, to the Programming Partner, or to the CBO an affidavit affirming that no work or volunteer duties will be performed on park property owned or operated by Miami-Dade County in violation of this subsection and that any arrest will be reported to his/her employer within forty-eight (48) hours of such arrest.
 - D. Employers of child event workers shall maintain copies of the results of the criminal background checks required by this section for a period of two (2) years from the date they were secured, and employers of park vendors, Programming Partners, and CBOs shall maintain such copies for a period of three (3) years from the date they were secured. Employers of child event workers, employers of park vendors, and Programming Partners and CBOs shall

maintain the affidavits required by Section 26-38.C. and the copies of the proof of United States citizenship or legal immigration status until the person is no longer a child event worker, park vendor, staff member, or volunteer. Employers of child event workers, employers of park vendors, and Programming Partners and CBOs shall, upon request, provide copies of these documents to Miami-Dade County or to any law enforcement personnel with jurisdiction.

- E. Every child event worker, park vendor, and staff member and volunteer of a Programming Partner or CBO shall wear, in a conspicuous and visible manner, an **identification badge that contains his/her photograph and full name** while working or volunteering on park property owned or operated by Miami-Dade County, except when in costume and during a performance. The identification badge shall be of a size, design, and format approved by the Miami-Dade Park and Recreation Department.
5. I understand that the following Penalties and Enforcement shall take place for a violation of any provision of the ordinance.
- a. It shall be unlawful for an employer of child event workers, an employer of park vendors, or a Programming Partner or CBO to knowingly permit or allow any child event worker, park vendor, staff member, or volunteer to work or volunteer on park property owned or operated by Miami-Dade County in violation of Section 26-38.
 - b. It shall be unlawful for any child event worker, park vendor, or staff member or volunteer of a Programming Partner or CBO to work or volunteer on park property owned or operated by Miami-Dade County in violation of Section 26-38.
 - c. Any person who shall violate a provision of Section 26-38, or who shall knowingly or willingly provide false or erroneous information to his/her employer, or fail to comply therewith, or with any of the requirements thereof, shall upon conviction thereof in the County Court, be punished by a fine not to exceed five hundred dollars (\$500.00) or by imprisonment in the County Jail for not more than sixty (60) days, or by both such fine and imprisonment.
 - d. Any person who violates or fails to comply with Section 26-38 may be subject to civil penalties in accordance with Chapter 8CC of this Code. Each day of violation or noncompliance shall constitute a separate offense.
6. I understand that any costs or fees associated with the required background screening will be borne by my organization/agency/firm.
7. I hereby certify that the foregoing statement is true and correct in relation to the company for which I am submitting this affidavit. I further certify that this statement is being given knowingly and voluntarily by me on behalf of the company.

The organization/agency/firm submitting this affidavit recognizes and acknowledges that it's subject to the provisions of Code of Miami-Dade County, Chapter 26, Article III, the Shannon Melendi Act and agrees to comply therewith.

Date

Title

(Signature)

SUBSCRIBED AND SWORN TO (or affirmed) before me this _____

by _____ He/She is personally known to me or has

presented _____ as identification.

(Type of Identification)

(Signature of Notary)

(Serial Number)

(Print or Stamp Name of Notary)

(Expiration Date)

Notary Public _____ Notary Seal
(State)