

City of North Miami Beach Application for Special Event



(Title of event/commercial/film/photo shoot)

Type of Event: festival feature film television
 ground breaking public service other

Location of Event: _____

Owner of Property:

Name: _____

Address: _____

Phone: _____ Cell phone: _____

Fax: _____ E-mail: _____

Contact Information of Events Coordinator or Manager::

Name: _____

Address: _____

Phone: _____ Cell phone: _____

Fax: _____ E-mail: _____

Attach a letter of intent providing the following information.

Event schedule (Give dates and times and rain dates. Hours should include set-up and restoration):

Hours: _____

Schedule of event and content of production: (A complete copy of the schedule may be requested.)

Anticipated need of City personnel, equipment or property: **Off-duty officers may be required.**

Describe any areas in which public access will be restricted during Event:

Will an admission fee be charged?

Describe alterations to property:

Will alcohol be sold or consumed at the event?

Number and type of event equipment to be used:

Location where vehicles will be parked: Parking modifications must be provided and approved and a sketch of overflow parking. When using adjacent parking lot, written approval from the owner must be obtained.

Plans must be approved by the City of North Miami Beach Building Department and Miami-Dade County Fire Department including:

Number of anticipated guests:

Number of tents:

Number of generators/temporary electric:

Number of portable toilets:

**A special event banner permit must be approved by the Community Development Department:
(an application is attached)**

Application completed by:

Name/Title:

Date:

Sign:

Print:

Print:

Approved by:

Date:

Marlen Martell, Assistant to City Manager

cc:

Building Department
Code Enforcement
Community Development
Police Department