



NORTH BAY VILLAGE
HEART OF THE BAY

SPECIAL EVENT PERMIT APPLICATION

This application must be submitted for special events that will be held on Village property or requiring Village services at least twenty-one (21) days prior to the date of the event. Event applications may be subject to an additional fee if submitted under the twenty-one (21) day deadline.

APPLICANT INFORMATION

APPLICANT NAME: _____ TITLE: _____

DAY TIME PHONE: _____ MOBILE: _____

EMAIL: _____

2nd CONTACT NAME: _____ TITLE: _____

DAY TIME PHONE: _____ MOBILE: _____

EMAIL: _____

ORGANIZATION INFORMATION

NAME OF ORGANIZATION: _____

ADDRESS: _____

PRESIDENT/MANAGER NAME: _____ PHONE: _____

Is your organization a non-profit, 501(c) (3) certificate holder? NO YES - If YES, please provide a copy of your certificate with the application.

EVENT INFORMATION

TYPE OF EVENT: FESTIVAL/CELEBRATION RUN/WALK FILM/PHOTO PERMIT
 CHARITY OTHER: _____

NAME OF EVENT: _____

LOCATION OF EVENT: _____

EVENT DATE(S): _____ NEW EVENT RETURNING EVENT

WILL THIS BE AN ANNUAL EVENT? NO YES IF YES, THIS IS THE YEAR OF THE EVENT

ANTICIPATED ATTENDANCE: _____ ACTUAL EVENT TIME: _____ AM/PM to _____ AM/PM

ASSEMBLY DATE(S): _____ SETUP TIMES: _____ AM/PM to _____ AM/PM

BREAKDOWN DATE(S): _____ BREAKDOWN TIMES: _____ AM/PM to _____ AM/PM

EVENT NARRATIVE

A detailed written description/summary of your event is required. Please describe all activities, schedule of activities, inventory of any sold items, giveaway items, list of vendors and any other important information. If additional space is needed please use a blank sheet of paper and attach to the application.

LOCATION APPROVAL

If the organization is a tenant and/or renter of the event location, please have the property owner complete the following.

Mark all that apply:

- Location is North Bay Village property (street, sidewalk, right-of-way, park, etc.)
- Applicant/Organization owns the requested event location Applicant/Organization
- Will be using private property

Comments/Restrictions: _____

Property Owners Name: _____ Phone: _____

Property Address: _____

PRINT APPLICANT'S NAME

APPLICANT'S TITLE

PROPERTY OWNER SIGNATURE

DATE

POLICE DEPARTMENT

Off-duty police officers are required for street closures as determined by the Police Department. You will be required to hire off-duty police officers if your event includes street closures, alcohol sales or large crowds. Applicants will be responsible to pay for off-duty officers prior to the event date.

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Will your event obstruct the normal flow of traffic or sidewalks? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you expect the total attendance for your event to be over 50 people at any one given time? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have enough on-site parking to accommodate your event? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will your event involve the use of a shuttle and/or alternate parking sites? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will you be requesting the use of off-duty police officers?
<i>(Please note: if you answered NO to this question, off-duty officers can still be assigned to your event at a cost to the applicant if deemed necessary.)</i> |

If **YES**, how many? _____ (The cost to hire an off-duty officer is \$50/hr for a minimum of 4 hours plus a \$25 administrative fee).

If **NO**, please describe why you feel the event will not require off-duty officers.

STREET, SIDEWALKS AND RIGHT-OF-WAY CLOSURES

List detailed closures you are requesting for your event including street, sidewalks and right-of-ways.

Please note: All closures require Village Commission approval by resolution and may take up to two (2) months to be approved. All street, sidewalk and right-of-way closures must be identified on the site map.

PLANNING AND ZONING

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Will you be hanging any banners over public streets or pole banners? If YES, a separate Banner Application with the North Bay Village Planning & Zoning Department will be required.

<i>(Please note: Only 501(c)(3) organizations may apply for a banner application. All requests for banners over public streets must be reviewed and pre-approved. A 501(c)(3) certificate, insurance and photos of the banner must be included with the application to the Planning & Zoning Department).</i> |

CODE ENFORCEMENT

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Will you be having any music and/or amplified sounds during your event? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will your event be starting before 8:00 AM? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will any music and/or amplified sounds play past 9:30 PM? |

PARKS AND RECREATION

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Will this event take place in any of the North Bay Village parks and/or recreation facilities?
(Please note: A rental fee will be applicable if a Village park is being used) |
| <input type="checkbox"/> | <input type="checkbox"/> | Will this event require the use of any Department equipment? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will this event require the use of any Department staff? |

PUBLIC WORKS

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Will your event interfere with any public right-of-ways, such as roads, sidewalks, alleys, etc.? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will your event require any full and/or partial right-of-way closures?
(Please note: any right-of-way closures will require at least one off-duty officer per corner and the rental of barricades) |
| <input type="checkbox"/> | <input type="checkbox"/> | Would you like the Village to provide you with any additional barricades for your event? If YES, how many__. |
| <input type="checkbox"/> | <input type="checkbox"/> | Will your event require Village Staff to remove recyclable goods, waste and garbage during and after the event? |

If NO, please describe your plans for the cleanup and removal of recyclable goods, waste and garbage during and after your event.

ADDITIONAL EVENT FEATURES

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Temporary Fencing | <input type="checkbox"/> Inflatables/Rides | <input type="checkbox"/> Live Music |
| <input type="checkbox"/> Signs/Banners | <input type="checkbox"/> Additional Barricades | <input type="checkbox"/> Open Flames |
| <input type="checkbox"/> Tents or Canopies | <input type="checkbox"/> Electrical Services/ Generators | <input type="checkbox"/> Port-A-Johns |
| <input type="checkbox"/> Other: _____ | | |

(Please note: If any of the following apply, a separate narrative description of each additional feature may be required by the Village with this application. Additionally tents, open flames and signs/banners may require an additional Building Permit at the cost to the applicant.)

FEE WAIVERS

Request for fee waivers must be submitted with the completed Special Events Application. It is at the discretion of the Village Manager or assigned designee to approve or disapprove all fee waiver requests.

- | | | |
|--------------------------|--------------------------|---|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | Will you be submitting a letter for the waiver of fees? |

If YES, please list all fees that will be requested to be waived:

FILM/STILL PHOTOGRAPHY

Type of Production: _____ Special Effects or Weapons: _____

Base Camp Location: _____

Cast: _____ Crew: _____ Extras: _____

Total Number: _____ Total Vehicles: _____ Type of Vehicle: _____

INDEMINIFATION AGREEMENT

THIS AGREEMENT ("Agreement") is entered into by and between _____ ("Applicant"), and the North Bay Village ("Village") on the date on which the last of the Parties executes this Agreement.

RECITALS

WHEREAS, the Applicant has submitted a Special Event Permit Application to the Village for (event title) _____ at _____ (location) on

(date(s)) _____ ("Special Event"); and WHEREAS, pursuant to of the Village's Code and the Village's Special Event Regulations, the Applicant must execute an indemnification and hold harmless agreement protecting the Village from claims which may arise out of the Special Event.

Now, THEREFORE, in consideration of the matters recited above, the mutual covenants set forth herein, and other good consideration the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1. The above recitals are true and correct.
2. Applicant agrees to indemnify, defend and hold the Village, its officers, affiliates, employees, successors and assigns (collectively "Indemnitees") harmless from and against any and all such claims, suits, actions, damages, or causes of action arising as result of the Special Event, or of the condition of the site on which the Special Event is held including any personal injury or loss of life, or damage to or loss of property, and from and against any costs, attorney's fees, expenses or liabilities included in and about the defense or settlement of any clams, and the investigation thereof, except to the extent caused by indemnitees negligence of willful misconduct.
3. No Street shall be closed without approval from the Village Commission.
4. Traffic shall be maintained in accordance with Florida Department of Transportation (FDOT), Miami-Dade County standards and any additional requirements by the North Bay Village Public Works Department and Police Department.
5. Event areas shall be restored to equal or better condition than they were before the event started.
6. Any damage to private property shall be restored to its original condition or better and as accepted by the Owner caused by applicant or any of its agents, servants or employees, invitees and onlookers.
7. If all restoration work is not performed within 30 days of work completion, the North Bay Village Public Works Department may restore the event area and charge the applicant for the cost of restoration and additional incidental fees.
8. Applicant must pay all fees prior to the date of their event(s).
9. Applicants shall notify the North Bay Village Special Event Director or designee at least forty-eight (48) hours prior to start of their event of any cancellations to be considered for any refunds.

IN WITNESS WHEREOF, each of the parties hereto has caused this Agreement to be executed and sealed by its duly authorized signatory(ies) on the date set forth below and notarized.

PRINT APPLICANT'S NAME

APPLICANT'S TITLE

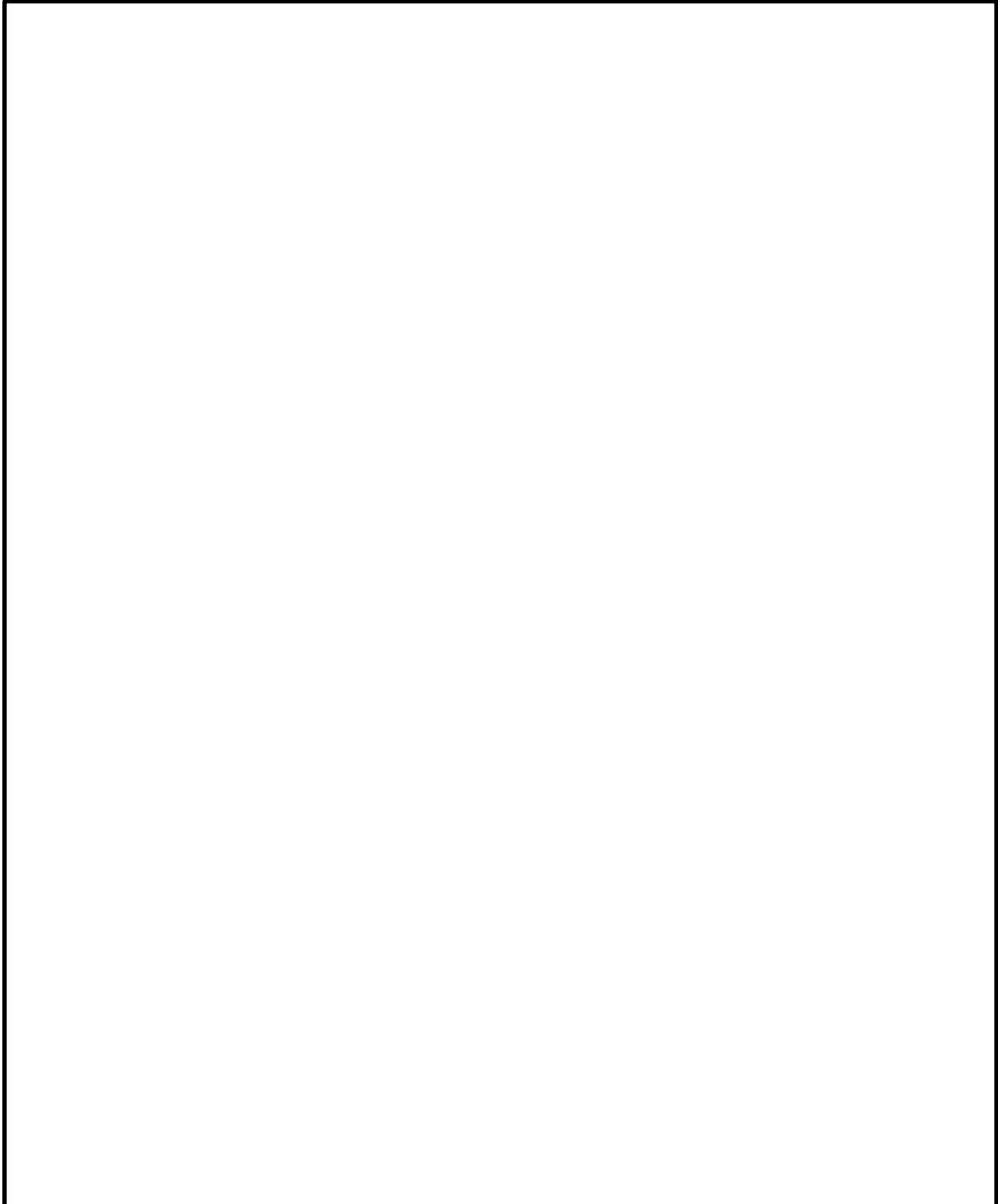
APPLICANT SIGNATURE

DATE

ROUTE/MAP

A map of the event site is required and should indicate the event layout with proposed attractions, recommended street closures, parade or run/walk routes, etc. Please draw your map on the space provided below, or attach a map to the application upon submittal. The following must be identified and labeled.

- | | | | |
|--------------------------------------|----------------------------|-----------------------------|-------------------------|
| 1. Event site (streets, bldg., etc.) | 3. Canopies, tents, stages | 5. Fencing/Barricades | 7. First aid facilities |
| 2. Routes (races, parades, etc.) | 4. Restroom facilities | 6. Off duty police officers | 8. Parking Area |



FINAL CHECK LIST

This list is to ensure that all necessary documentation is included and that all required procedures are followed. The Special Events Director will check the application against this checklist to ensure all information was submitted correctly.

- APPLICATION:** All information has been properly filled out on the application with all required documents at least seven (7) days prior to the proposed event.
- APPLICATION FEE:** Submit an application fee (according to our fee schedule on the next page) in check or money order form
- SIGNATURES:** Application must be signed.
- EVENT NARRATIVE:** Briefly discuss your Organization/Business, the purpose of your event, the benefits, etc.
- NOTIFICATION FORM:** 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.
- SITE PLAN:** A site plan must be submitted with the application that must show intersecting streets, parking areas, tents, stages, routes, barricades, etc.
- COPY:** It is strongly recommended that you make a copy of your application for your own records.

SUBMIT APPLICATION TO: Director of Communications and Special Events
North Bay Village
1666 Kennedy Causeway, North Bay Village FL 33141
Office: 305-756-7171 x23 Email: nbvsocial@nbvillage.com

Once the application has been approved processed and the date has been reserved the following must be submitted prior to the event date **(as applicable)**.

- INSURANCE:** The applicant is required to submit a Certificate of Insurance naming the event and North Bay Village (1666 Kennedy Causeway, North Bay Village FL 33141) as an additional insured, in the amount of \$1,000,000.
- EVENT FEES:** All other Village service fees including but not limited to, Off Duty Police, Public Works, etc. will be due seven (7) days prior to the event date.

Special Event Fee Schedule	
Event Type	Base Fee
Non-Profit/Government Event	
<input type="checkbox"/> Event below 50 people	\$0.00
<input type="checkbox"/> Event between 50 and 300 people	\$100
<input type="checkbox"/> Event over 300 people	\$125
For-Profit Event	
<input type="checkbox"/> Event below 50 people	\$100
<input type="checkbox"/> Event between 50 and 300 people	\$200
<input type="checkbox"/> Event over 300 people	\$300
Additional Fees	
<input type="checkbox"/> Off-Duty Police Officer	\$50 per hour per officer for a minimum of 4 Hours \$25 Administrative fee
<input type="checkbox"/> Filming Permit	\$200 per day
<input type="checkbox"/> Road Closures/Right of Way Closures	Fee subject to location and area size.
<input type="checkbox"/> Late Application Fee	\$100
<input type="checkbox"/> Event Cleanup	Approximately \$30 per hour per worker for a minimum of 4 hours (includes OT fee for workers).