



## **SPECIAL EVENT REQUIREMENTS FOR THE VILLAGE OF PINECREST**

It shall be unlawful for any person to stage, conduct, engage in, participate in, aid, form, start, or hold a special event as hereinafter defined without first making application to the village, paying the prescribed fee, and obtaining a permit for such special event. Special events shall not be permitted to be located or operated in the village except as provided herein. The Special Event Application form must be completed and submitted not less than ten days in advance.

**Special event** shall mean

(1) Any concert, festival, race, walk, carnival, show, exhibition, parade, ceremony, rally, march, display, procession, motorcade, picketing, demonstration, and any or other similar outdoor event whether operated totally outdoors, on stage, under tents, or with the use of any temporary building or structure, to which members of the public are invited as participants or spectators and which is likely to interfere with normal vehicular or pedestrian traffic and therefore likely to require the use of village services, village public property, or both; or

(2) Any gathering of more than 20 people on a property used as a single family residence or vacation rental, where the property owner or a permanent resident of the property is not present during the event.

A Special Event may not be held unless it has been approved by the Village Manager pursuant to the procedures set forth below and in the attached application.

### **Permit Requirements**

- Completed application and a non-refundable permit fee, in the amount of \$100.00.
- A detailed description of the location of the event, the nature of the planned activities of the event, a good faith and reasonable estimate of the number of individuals that are planned to attend, the hours of operation, and length (in number of days) of the event.
- Site plan of event showing all temporary installations in relation to the surroundings. The site plan must show a detailed diagram of the event including the location of concession booths, portable toilets,

dumpsters, public, emergency and accessible routes, parking banners and signs, tents, location of stages and entertainment and orientation of loudspeakers, locations for electricity and water, and other relevant information.

- A parking plan and/or traffic control plan.
- If the special event, or any part thereof, is to be held only on private property, an affidavit from the owner(s) of the property on which the event is to be conducted stating that the owner(s) has legal title to the property, consents to the event, and the owner or one of the permanent residents of the property will be responsible for cleanup of the property following the conclusion of the event. If the special event is to be held on public property, in whole or in part, an acknowledgement by the applicant that the applicant is responsible for cleanup of public property unless cleanup is otherwise assumed by the village.
- If the event will include amusement rides, a copy of any contract between the applicant and any person providing a ride, mechanical entertainment or amusement device, together with a valid county or state business license. No carnival operation shall be permitted to begin erecting its activities until the issuance of a special events permit.
- For any special event on public property or which includes amusement rides on private property, a statement from the applicant that it has the ability to provide commercial general liability insurance, whether through a single policy, or a combination of policies, in the amount of \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate for bodily injury and property damage, with a deductible or self-insurance retention no greater than \$15,000.00, issued by companies authorized to do business in the State of Florida and rated A- or better per Best's Key Rating Guide, latest edition. The village shall be named as an additional insured on all required insurance policies, and an endorsement reflecting this requirement shall be issued as part of any required policies. Proof of such insurance shall be provided prior to issuance of the requested permit.
- An indemnity and hold harmless certificate in favor of the village in a form approved by the village attorney.
- Description of and proposed location for temporary structures, tents, or similar facilities, and whether the applicant intends on utilizing village facilities.

- A food and beverages plan, including alcoholic beverages, outlining whether food and beverages will be sold or provided.

### **Public Notice**

Note: The Village of Pinecrest is required to notify all neighboring property owners within 250 feet of the subject property 15 days prior to the scheduled date of the event by Regular Mail.

### **Penalty**

Note: Any applicant, permittee, individual, or property owner that violates the provisions of this article shall be subject to a fine of \$250.00, imprisonment in County jail for up to 60 days, or both. Each day that a violation occurs shall constitute a separate violation of this article.

### **Fast-Breaking Assemblies**

Note: A "Fast-Breaking Assembly" shall mean a special event which is occasioned by fast-breaking news or affairs coming into public knowledge less than forty-eight (48) hours prior to such special event, which may be held at only those locations designated by the village for fast breaking assemblies.

(a) A fast-breaking assembly may only be conducted at the location(s) designated for fast breaking-assemblies by the Village, which location(s) is not anticipated to impede or interfere with the use of or travel on village right-of-way or to violate normal traffic regulations or controls and, therefore, is not likely to require additional village services or facilities.

(b) Individuals or representatives of an organization planning a fast-breaking assembly shall submit to the Village Manager the following information within forty-eight (48) hours prior to the event:

1. The name, mailing address, and telephone number of the person or representative of an organization planning the fast-breaking assembly;
2. The planned time, duration, date, and location of the fast-breaking assembly;
3. The nature of the activities planned;
4. A good faith and reasonable estimate of the number of people who are planned to or expected to attend and participate in the fast-breaking assembly.

(c) A fast-breaking assembly must comply with all applicable laws, stay within the maximum capacity of the designated location(s), and may not include fireworks, temporary structures, alcoholic beverages, road closures, or other activities that would require permits pursuant to applicable laws. (d) A fast-breaking assembly may only be held between 8 A.M. and 8 P.M. (e) Consistent with Section 255.045, Florida Statutes, the organizer of a Fast-Breaking Event shall ensure that necessary cleanup, repair, and restoration of village public property is conducted to bring the village public property to its condition prior to the fast-breaking assembly.

**The person in charge of the event must be present at the event and remain at the location for the entire duration of the event.**

### **Public notice**

Note: The Village of Pinecrest is required to notify all neighboring property owners within 250 feet of the subject property 15 days prior to the scheduled date of the event by Regular Mail.



## SPECIAL EVENT PERMIT APPLICATION

**Title of Event:** \_\_\_\_\_

**Event Location:** \_\_\_\_\_

**Event Description:** \_\_\_\_\_

**Application Date:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

**Event Hours:** \_\_\_\_\_ **Set-up:** \_\_\_\_\_ **Break Down:** \_\_\_\_\_

**Estimated Attendance:** \_\_\_\_\_/per day

**Event Sponsors:** \_\_\_\_\_

**Producing Organization/Entity:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

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

**Mailing Address:** \_\_\_\_\_

### Permit Requirements/Attachments

- Completed application and a non-refundable permit fee, in the amount of \$100.00.
- A detailed description of the location of the event, the nature of the planned activities of the event, a good faith and reasonable estimate of the number of individuals that are planned to attend, the hours of operation, and length (in number of days) of the event.
- Site plan of event showing all temporary installations in relation to the surroundings. The site plan must show a detailed diagram of the event including the location of concession booths, portable toilets, dumpsters, public, emergency and accessible routes, parking banners and signs, tents, location of stages and entertainment and orientation

of loudspeakers, locations for electricity and water, and other relevant information.

- A parking plan and/or traffic control plan.
- If the special event, or any part thereof, is to be held only on private property, an affidavit from the owner(s) of the property on which the event is to be conducted stating that the owner(s) has legal title to the property, consents to the event, and the owner or one of the permanent residents of the property will be responsible for cleanup of the property following the conclusion of the event. If the special event is to be held on public property, in whole or in part, an acknowledgement by the applicant that the applicant is responsible for cleanup of public property unless cleanup is otherwise assumed by the village.
- If the event will include amusement rides, a copy of any contract between the applicant and any person providing a ride, mechanical entertainment or amusement device, together with a valid county or state business license. No carnival operation shall be permitted to begin erecting its activities until the issuance of a special events permit.
- For any special event on public property or which includes amusement rides on private property, a statement from the applicant that it has the ability to provide commercial general liability insurance, whether through a single policy, or a combination of policies, in the amount of \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate for bodily injury and property damage, with a deductible or self-insurance retention no greater than \$15,000.00, issued by companies authorized to do business in the State of Florida and rated A- or better per Best's Key Rating Guide, latest edition. The village shall be named as an additional insured on all required insurance policies, and an endorsement reflecting this requirement shall be issued as part of any required policies. Proof of such insurance shall be provided prior to issuance of the requested permit.
- An indemnity and hold harmless certificate in favor of the village (See attached).
- Description of and proposed location for temporary structures, tents, or similar facilities, and whether the applicant intends on utilizing village facilities.
- A food and beverages plan, including alcoholic beverages, outlining whether food and beverages will be sold or provided.

**AFFIDAVIT**

Complete one or more of the following that relates to your request.

**Owner Affidavit**

I, being duly sworn, depose and say that I am the owner of the described real property and that I am aware of the nature and effect the request for: \_\_\_\_\_  
\_\_\_\_\_

relative to my property, which is hereby made by me OR I am hereby authorizing \_\_\_\_\_ to be my legal representative before the Village.

I, \_\_\_\_\_, hereby authorize the staff of the Village of Pinecrest to enter my property for the purpose of inspecting the property. I also authorize members of the Village Council to inspect my property. I understand these Inspections are necessary to permit staff and members of the Village Council to perform their responsibilities as required by the Zoning Ordinance.

STATE OF FLORIDA  
COUNTY OF MIAMI-DADE

\_\_\_\_\_  
Signature of Applicant

Sworn to (or affirmed) and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_  
Name of person making statement

\_\_\_\_\_  
Print, Type, or Stamp Commissioned Name of Notary Public

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_

**Corporation Affidavit**

I, \_\_\_\_\_, being first duly sworn, depose and say that we are the President/Vice President, and Secretary/Ass't. Secretary of the aforesaid corporation, and as such, have been authorized by the corporation to file this application and all supplemental data attached to and made a part of this application are honest and true to the best of our knowledge and belief; that said corporation is the owner/tenant of the property described herein and which is the subject matter of the proposed hearing.

I, \_\_\_\_\_, hereby authorize the staff of the Village of Pinecrest to enter my property for the purpose of inspecting the property. I understand these inspections are necessary to permit staff and members of the Village Council to perform their responsibilities as required by the Zoning Ordinance.

STATE OF FLORIDA  
COUNTY OF MIAMI-DADE

\_\_\_\_\_  
Signature of Applicant

Sworn to (or affirmed) and subscribed before me this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_  
Name of person making statement

\_\_\_\_\_  
Print, Type, or Stamp Commissioned Name of Notary Public

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_



## Hold Harmless/Indemnification Agreement

Date: \_\_\_\_\_

Mr. Stephen Olmsted, Planning Director  
Village of Pinecrest  
12645 Pinecrest Parkway  
Pinecrest, Florida 33156

Re: Hold Harmless/Indemnification – Event: \_\_\_\_\_

Dear \_\_\_\_\_:

Please be advised that I, \_\_\_\_\_, Chief Administrating Officer for \_\_\_\_\_, hereby agree to indemnify and hold the Village of Pinecrest and its agents, and its employees harmless from any actions or liability and causes of action of whatsoever nature and kind for and as a result of the issuance of a special event permit for the “\_\_\_\_\_” special event on \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

State of Florida  
County of Miami-Dade

\_\_\_\_\_ being first duly sworn deposes and says that:

He/She is the Authorized Agent of \_\_\_\_\_, and that matters and facts stated in this letter are true to his/her knowledge.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

**Administrative/Department Review**

<b>DEPARTMENT</b>	<b>APPROVED</b>	<b>REJECTED</b>	<b>DATE</b>
<b>Building</b>			
<b>Electrical</b>			
<b>Mechanical</b>			
<b>Plumbing</b>			
<b>Zoning</b>			
<b>Fire Department</b>			
<b>Parks Department</b>			
<b>Police Department</b>			
<b>Village Manager</b>			