



Special Event Permit Information

Pursuant to City Code §19-27(c)

APPLICATIONS/DOCUMENTS MUST BE SUBMITTED TWENTY (20) BUSINESS DAYS PRIOR TO THE EVENT. FEES MUST BE PAID NO LATER THAN TWO (2) DAYS PRIOR TO THE EVENT. ALL FEES MUST BE PAID IN THE APPROPRIATE DEPARTMENT.

1. Submittal of a completed Special Event Application form for designated special event activities, which shall include but not be limited to a festival, tent revival, or Christmas Tree sales. Application forms shall be submitted along with an application fee in the amount of \$80.00* to the Licensing Technician at least four weeks prior to the date of the proposed event.
2. The issuance of any Special Event Permit for an event to be held on property owned by the City of Homestead shall be contingent upon the applicant providing a Certificate of Insurance listing the City of Homestead as certificate holder and as additional insured and protecting the applicant and the City from all claims for damages to property and bodily injury, including death, which may arise from operations under or in connection with this permit. Such insurance shall offer protection in an amount not less than one million dollars (\$1,000,000.00) for injury for each occurrence and one hundred thousand (\$100,000.00) per person and shall be issued by an insurance company licensed to do business in the State of Florida.
3. Letter of Intent from applicant
4. Letter of Consent from property owner (if applicable)
5. If off duty police officers are required, a signed police contract must be submitted. Please contact Capt. Yanko Rodriguez at (305) 753-8042.
6. Need a sketch/layout of event or route. Sketch to include all structures (tents, stage, platform, generators, restrooms and seating) if applicable.
7. Tents must have Fireproofing Certification. Tents that are larger than 10' x 12' require a building permit. Fire permit must be obtained from Miami Dade County.
8. Restroom facilities and drinking water must be provided (2020 FBC, Plumbing Table 403.1)



Special Event Permit Application Form

Pursuant to City Code §19-27(c)
(Please Print Legibly)

Name of Event _____

Location of Event _____

Owner of Property _____

Name of Organization _____

Contact Person _____

Mailing Address _____

Business Phone (_____) _____ Other (_____) _____

Full Detailed Nature of Event _____

Date(s) _____ Time(s) _____ Begin _____ End _____

Use of Amplified Sound? Yes _____ No _____

Do the adjoining property owners/residents object? Yes _____ No _____

If no, show proof by gathering signatures and addresses of those within a 100-foot radius and attaching same to this application.

Have you had the same or similar event in the past? _____

If YES, give dates _____

Tax Exempt # Non-Profit Charter #/Corp. Charter # _____

Copy required: Consent of Property Owner _____ Insurance _____
Non-profit Documents _____ Health Inspection _____ Alcoholic Beverage License _____

It is understood that the Applicant shall protect, defend, indemnify, and hold harmless the City of Homestead and its Officials, Officers, Members, Agents Representatives and Employees from any and all claims, liabilities, expenses, or damages of any nature, including attorney fees for the injury to or death of any person, and for injury or damage to any property arising out of or in any way connected with the negligent or unlawful acts of Applicant, its agents, employees, invitees or subcontractors in the organization or operating of the proposed event regardless of City's negligence. Applicant has provided a Certificate of Insurance to the City of Homestead naming them as an additional insured as agreed.

In accordance with the Americans with Disabilities Act of 1990, all persons who are disabled and who need special accommodations to participate in the activity because of that disability should contact the City of Homestead, ADA Coordinator at (305) 224-4472 or (305) 248-7299 (TTY), as soon as possible but no later than 72 hours before the scheduled activity.

I acknowledge that I have read, understand, and will abide by the attached outline of the Filming Permit Requirements.

I certify that the information given is complete and accurate. I understand that to make false or fraudulent statements may result in denial of permit. I agree to operate within City and State Laws and will notify the City of any change.

Signature and Title

Date