

## **Special Event Standard Operating Procedures for Event Permit Approval**

The City of Coral Gables welcomes the addition of special events that are compatible with and improve the quality of life in the community. The City of Coral Gables will allow third parties to organize and hold events in the City under the following guidelines, criteria and conditions. The following Standard Operating Procedures are intended to provide more guidance on the approval of special events (events of City property or the public right of way) in the City of Coral Gables, in accordance with Chapter 62 of the City Code.

### **Special Event Process**

As set forth in detail in Article VII of Chapter 62 of the Code, parties wishing to have a special event in the City must follow the permit process which, in most instances, consists generally of the following:

- A Special Event Application – the application must be completed and received by the Parks and Recreation Division at least 30 days before the event date.
- A Special Event Committee Meeting – all prospective applicants must come before the Special Event Committee prior to the event date. The appearance of the event organizer before the committee will be scheduled by the City upon receipt of the application.
- Insurance Compliance – once event is approved, the organizer must show compliance of the insurance requirements.
- The event applicant must be a legal entity, with the exception of neighborhood block parties.
- The Special Event Committee will review each application and may require additional conditions. Failure to adhere to the conditions may result in the immediate revocation of the permit, and the Event Organizer may be prohibited from holding any events in the City in the future.

### **Special Event Types**

Special Events of varying types are welcomed in the City, including but not limited to: Grand Openings, 5k/10k/Misc. runs, Bike events, Festivals, Concerts, Carnivals, Block Parties, Weddings, Receptions, Art Shows, Fundraisers, Spectator Events, and Business/Employee Events. The City retains sole discretion to approve or deny any event. Depending on the circumstances, an event application may be denied based on considerations such as the following:

- The special event creates a conflict in regards to any Federal, State or local laws.
- The special event creates a safety risk for patrons, residents and/or City visitors.
- The event features offensive or obscene content, or is otherwise incompatible with the City's vision or brand
- The special event causes severe disruption to City services, traffic, business activity or resident life.
- The Event organizer has not complied with conditions set forth by the Special Events Committee.
- The Event organizer did not comply with permit conditions in a past event.
- The event location is overextended.

### Event Length

- As provided in Section 62 of the City Code, The maximum amount of time that the specified area will be utilized for the purpose of holding the special event will be determined by the city manager or his designee based upon the information contained in the application. Generally, the length of a special event in a specific location will be limited as follows, in order to minimize the impact on City residents and businesses: The maximum number of consecutive days for a special event will be 4 days.
- Multiple-day special events should be held between Thursday and Sunday.
- Set-up of special events should take place no more than 24 hours prior to the event start date. Breakdown and clean-up of special events should take place within 24 hours following the event end date. If more than 24 hours is required, the request will be reviewed on a case-by-case basis by the Special Event Committee.

### Event Locations

The Special Event Committee will review the proposed location for proposed special events. Special event locations are not guaranteed until the permit has been approved, but the City reserves the right to cancel due to unforeseeable circumstances outside of the City's control.

- All existing 5k/10k/Misc. runs will be subject to a lottery selection for locations. A total of three 5k run courses, including the Granada Golf Course run, will be made available to event applicants. All annual runs will be randomly assigned one of the three locations on an equal distributive basis, and the runs will rotate through all three locations in a three year period. Any new requests for 5k/10k/Misc. runs will have to present a new proposed route in a different location.
- Any new special event requests for the use of Biltmore Way and/or of Merrick Park (defined as Andalusia Avenue between Lejeune Road and Hernando Street) will be reviewed and alternate locations must be considered. Existing special events in these locations may be allowed, with the organizers having the option to use another location if desired.
- Special events necessitating street closure on Miracle Mile will be reviewed once the Miracle Mile streetscape is completed.
- Event locations with adjacent residential properties should be limited to a maximum of twenty-four (24) event days per year. Adjacent residential properties are properties directly next to the event location or across a roadway from an event location.

### Code Enforcement

Unless otherwise noted on the application or permitted by the Special Event Committee, or unless otherwise set forth in the Code, special events must generally comply with all provisions of the City Code:

- Noise above the noise ordinance level may sometimes occur, due to the nature of certain events. The allowable noise level for each event will be reviewed and determined by the Special Event Committee. For special event locations adjacent to residential properties, the maximum allowable decibel level for speakers or other amplification devices used at permitted special events is 75db measured at 100 feet from the source of the amplified noise. For all other locations, the maximum allowable decibel level is 85db measured at 100 feet from the source of the amplified noise. Decibel levels will be measured using equipment chosen and/or approved by the City.
- Temporary signage that otherwise would not comply with the Zoning Code or the City Code may nevertheless be allowed at the special event location, but the signs will generally only be allowed for the duration of the special event.
- For certain events that are adjacent to residential properties, additional code compliance conditions may be applied, and/or a Code Enforcement Officer will be required on premises, as determined by the Special Event Committee. Unless otherwise set forth in Chapter 62 of the Code, the event Organizer will be responsible for the cost of the Code Enforcement Officer.

#### Event Safety

The Special Event Committee will review all components of a proposed event, including safety.

Organizers are responsible for ensuring the safety of patrons, residents and City visitors as a result of the event.

- The police department's representative on the Special Event Committee will review every event application, and will determine the need for police officers. The police department will be the determiner of the number of officers and the duration of time the officers are needed. Unless otherwise set forth in Chapter 62 of the Code, the Event Organizer will be responsible for cost of the excess police officers needed for the event.
- The fire department's representative on the Special Event Committee will review every event application, and will determine the need for on-call fire service. The fire department will be the determiner of the need for such on-call service. Unless otherwise set forth in Chapter 62 of the Code, the Event Organizer will be responsible for the cost of the fire personnel needed for the event.
- Upon review of the application, the Special Event Committee may require the event applicant to provide a site plan and/or a traffic plan (MOT). Unless otherwise set forth in Chapter 62 of the Code, the organizer will be responsible for the cost of providing any such required items.
- The Special Event Committee will review each application and may require additional conditions based on safety concerns. Failure to adhere to the conditions may result in the immediate revocation of the permit, and the Event Organizer may be prohibited from holding any events in the City in the future.

#### Proposed Fees

Organizations legally registered as non-profit organizations are eligible to receive the non-profit rate for event fees. For-profit organization must provide proof of affiliation to charitable organization and description of charitable contribution in order to receive alcohol license approval.

SPECIAL EVENT FEE STRUCTURE				
Event Type	Base Fee <i>(Does not include Additional fees as described further below)</i>			
	1 day	2 day	3 day	4 days
<b>NON-PROFIT/GOVERNMENT ORGANIZED EVENT</b>				
Event of up to 500 persons/day	\$300	\$450	\$550	\$700
Event between 500 - 1,000 persons/day	\$400	\$700	\$950	\$1150
Event of more than 1,000 persons/day	\$500	\$900	\$1,200	\$1,500
<b>FOR-PROFIT EVENT</b>				
Event of up to 500 persons/day	\$600	\$1,000	\$1,300	\$1,500
Event between 500 - 1,000 persons/day	\$800	\$1,400	\$1,800	\$2,100
Event of more than 1,000 persons/day	\$1,000	\$1,800	\$2,400	\$2,800

Additional Conditions

For-Profit Organizers are eligible to receive a fee reduction to the non-profit rate if the event meets green initiatives as set forth by the City of Coral Gables Sustainability Division.

Additional Fees

As noted above, special events requiring additional City services, as determined by the Special Event Committee, may be assessed fees for the cost of these services, including, but not limited to, the following:

- Events requiring electricity services or utilizing electrical or generator power devices at their event location are responsible for the cost of the electrical permit and permit electrical inspection as required by the City’s Building Department.
- Events requiring barricades may be responsible for the cost of barricade provisions.
- Events that utilize canopies or tents greater than 120 square feet total are responsible for obtaining a tent structural permit and paying the accompanying fee.
- An estimated total of these Police, Fire, Code Enforcement, Electrical, and Barricades costs, if any, will be provided to the event organizers by the Special Event Committee members.

Exceptions, Additions, Discounts and Waivers

Guideline decisions on special events are generally made by the Special Event Committee. The City Manager or Manager’s designee can make an exception or addition to the above guidelines, if such an

exception or addition is deemed to further or be compatible with the City's interests. All fee or cost discounts or waivers are subject to City Manager approval.

Special events organized by the City of Coral Gables are exempt from these guidelines based on the City's Home Rule Powers.