



CITY OF AVENTURA  
COMMUNITY SERVICES DEPARTMENT  
SPECIAL EVENT PERMIT  
APPLICATION AND MANUAL

Thank you for your interest in wanting to hold a special event within the City of Aventura. The City of Aventura recognizes the beneficial value of fundraising and community relations gained when an organization conducts a special event. Visitors and residents alike are extremely responsive to special events held in Aventura.

While the City of Aventura supports organizations conducting events within its boundaries, we feel that these events should not unduly tax the community. The costs of an event must be paid by the sponsoring organization.

It is the applicant's responsibility to comply with all City, County, State, and Federal laws. Some regulations are noted in this application. However, please refer to appropriate agencies for specific codes, laws and restrictions that pertain to your event. It is the purpose of this manual to assist organizations in completing the event application process and to provide some suggestions on how to ensure your event will be successful. Please make sure you read and understand this document.

## SUBMISSION AND APPROVAL PROCESS

Please be advised that the Community Services Department requires **Forty Five (45) DAYS NOTICE** prior to the event start date in order to process an application. Applications are processed on a first come, first serve basis. A Special Events Permit requires an extensive review and approval process, and submission does not constitute approval. Any and all expenses incurred by the applicant shall be at the sole risk and responsibility of the applicant.

**Please fill out the entire application as incomplete applications will be returned without review.**

### **Minimum Requirements:**

- Completed Application
- \$30 Application Fee (non-refundable)
- Certificate of Insurance naming the City of Aventura as additionally insured
- Site Plan – Computer generated maps are preferable.
  1. Submit a site plan to scale showing exact dimensions of temporary structures including tents and barricades.
  2. Plans shall show any diverted traffic patterns, water stations, temporary restrooms, and any other pertinent information.
  3. A computer generated map (Adobe File) of Founders South is available upon request.
- Certificate of Flame Retardant Tents (if using tents)

When the application has been reviewed by the various City departments, you will be notified to attend a planning meeting with City representatives. This meeting is mandatory prior to the issuance of the permit. Any required fees are due 30 days prior to the event or as directed by the Community Services Director.

Once all terms of coordination have been met, your Special Event Permit Application will be forwarded to the Community Services Director for approval, and then forwarded to the City Manager for final approval. If approved, an Agreement between the City and the applicant will be drafted. The Agreement may vary due to the requirements of the event. The City retains the right to modify and/or terminate any event at the sole discretion of the City.

The Community Services Director may assign a staff member to attend the event. All organizations must re-submit their application annually. It is our goal to provide a safe event. Feel free to contact the Community Services Department for assistance at (305)466-8032.

Return applications to:  
City of Aventura Community Services Department  
19200 West Country Club Drive  
Aventura, Florida 33180  
ATTN: Kimberly Merchant

**FOR OFFICIAL USE ONLY**  
**APPROVALS:**

\_\_\_\_\_  
**PARKS AND RECREATION MANAGER** \_\_\_\_\_ DATE \_\_\_\_\_  
CONDITIONS OF APPROVAL: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**PUBLIC WORKS** \_\_\_\_\_ DATE \_\_\_\_\_  
CONDITIONS OF APPROVAL: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**AVENTURA POLICE DEPARTMENT** \_\_\_\_\_ DATE \_\_\_\_\_  
CONDITIONS OF APPROVAL: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**PLANNING DIRECTOR** \_\_\_\_\_ DATE \_\_\_\_\_  
CONDITIONS OF APPROVAL: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**COMMUNITY SERVICES DIRECTOR** \_\_\_\_\_ DATE \_\_\_\_\_  
CONDITIONS OF APPROVAL: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**CITY MANAGER** \_\_\_\_\_ DATE \_\_\_\_\_  
CONDITIONS OF APPROVAL: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
NOT APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

**I have read and understand conditions of the approval. No additions or changes will be made to permit after City approval.**

\_\_\_\_\_  
**ORGANIZATION REPRESENTATIVE** \_\_\_\_\_ DATE \_\_\_\_\_

## SECTION 1: GENERAL INFORMATION

Date of Application: \_\_\_\_\_

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

Event Description Summary

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Event Date(s) \_\_\_\_\_

Event Hours: \_\_\_\_\_

Alternative Weather Date(s): \_\_\_\_\_

Event Location and Addresses:

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Specify Parking Arrangements and Location:

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Estimated Attendance: (PER DAY) \_\_\_\_\_

Set-Up Requested Dates and Times:

Is the event location at Founders Park South?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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If Yes, please note, set-up and breakdown dates and times are determined by scheduled events and park hours.

	DATE	DAY	FROM (AM/PM)	TO (AM/PM)
<i>Set-Up</i>				
<i>Event Start</i>				
<i>Event End</i>				
<i>Breakdown</i>				

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

Logistical/Production Company: \_\_\_\_\_

Name of Host Organization: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_

Web-Site: \_\_\_\_\_ E-Mail: \_\_\_\_\_

On Site Contact: \_\_\_\_\_ Mobile: \_\_\_\_\_

**SECTION 2: EVENT SCOPE**

Is this an annual event?  YES  NO

How many years have you held this event? \_\_\_\_\_

Is this event open to the public?  YES  NO

Where have you held this event in the past?

\_\_\_\_\_

Please state admission/ticket fee(s) \_\_\_\_\_

**SPECIFY TYPE OF EVENT (CHECK ALL THAT APPLY):**

- |                                    |  |  |
|------------------------------------|--|--|
| <input type="checkbox"/> Community | <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Fair/Carnival |
| <input type="checkbox"/> Festival  | <input type="checkbox"/> Filming/Broadcast   | <input type="checkbox"/> Fundraiser    |
| <input type="checkbox"/> Parade    | <input type="checkbox"/> Political           | <input type="checkbox"/> Private Party |
| <input type="checkbox"/> Religious | <input type="checkbox"/> Sports/Recreational | <input type="checkbox"/> Walk-A-Thon   |

**APPLICANTS STATUS:**

**NON-PROFIT ORGANIZATION TAX EXEMPT NUMBER:** \_\_\_\_\_

If volunteer organization is Aventura based and profit or benefit stays within the City, no fees are assessed outside the actual costs for the services provided by the City. The City Manager may waive these costs.

If profit or benefit from the events stays within the corporate limits of the city, no fees are assessed outside of the actual costs for services provided by the City.

If profit or benefit from the event is not restricted to the corporate limits of the City, an administrative service cost of up to fifteen percent (15%) will be assessed in addition to the actual costs for services provided by the City.

**PLEASE DESCRIBE IN DETAIL ANY SERVICES YOU ARE REQUESTING FROM THE CITY.**

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**SECTION 3: ECONOMIC IMPACT/ MARKETING**

LIST ESTIMATED ORGANIZATIONAL BUDGET: \$ \_\_\_\_\_

IS THE EVENT OPEN TO THE PUBLIC?  YES  NO

IF YES, PLEASE STATE THE ESTIMATED ATTENDANCE: \_\_\_\_\_

WHAT IS THE AVERAGE ADMISSION /TICKET FEE FOR THIS EVENT?

<input type="checkbox"/> FREE	<input type="checkbox"/> UNDER \$10	<input type="checkbox"/> \$10 - \$25	<input type="checkbox"/> \$26 - \$50	<input type="checkbox"/> OVER \$50
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WHAT PERCENTAGE OF YOUR AUDIENCE IS?

RESIDENTS	%	_____
REGIONAL	%	_____
TOURISTS	%	_____

LIST METHODS BY WHICH YOU INTEND TO PROMOTE THIS EVENT (CHECK ALL THAT APPLY):

<input type="checkbox"/> NEWSPAPER	<input type="checkbox"/> RADIO	<input type="checkbox"/> TELEVISION
<input type="checkbox"/> DIRECT MAIL	<input type="checkbox"/> E-MAIL	<input type="checkbox"/> INTERNET
<input type="checkbox"/> BILLBOARDS	<input type="checkbox"/> LIGHT POLE BANNERS	<input type="checkbox"/> OTHER _____
<input type="checkbox"/> LAWN SIGNS		

**LAWN SIGNS (PLEASE INITIAL)**

1. ALL LAWN SIGN COSTS ARE THE SOLE RESPONSIBILITY OF THE APPLICAT, REGARDLESS OF APPLICATION STATUS. \_\_\_\_\_
2. ALL LAWN SIGN DESIGNS & LAYOUTS MUST BE SUBMITTED WITH THIS APPLICATION FOR APPROVAL. \_\_\_\_\_
3. SIX (6) LAWN SIGNS ARE PERMITTED TO BE PLACED OUT ON THE EVENT DATE. \_\_\_\_\_
4. DESIRED LOCATIONS OF LAWN SIGNS MUST BE REQUESTED WITH THIS APPLICATION FOR APPROVAL. \_\_\_\_\_
5. LAWN SIGNS WILL NOT DISPLAY THE CITY LOGO. \_\_\_\_\_
6. ALL SIGNAGE IS SUBJECT TO THE APPROVAL OF THE CITY MANAGER OR DESIGNEE. \_\_\_\_\_

**GENERAL ADVERTISING PARAMETERS: (PLEASE INITIAL)**

1. ALL SIGNAGE COSTS ARE THE SOLE RESPONSIBLITY OF THE APPLICANT, REGARDLESS OF APPLICATION STATUS. \_\_\_\_\_
2. ALL SIGNAGE IS SUBJECT TO APPROVAL OF THE CITY MANAGER OR DESIGNEE. \_\_\_\_\_
3. ALL SIGNAGE IS THE SOLE RESPONSIBILITY OF THE APPLICANT. \_\_\_\_\_
4. ALL LAYOUTS MUST BE SUBMITTED WITH THIS APPLICATION FOR APPROVAL. \_\_\_\_\_
5. ALL SIGNAGE, (DIRECTIONAL/PARKING, INFORMATION, & LAWN SIGNAGE) NEEDS TO BE TAKEN DOWN IMMEDIATELY AFTER THE EVENT. \_\_\_\_\_

**SECTION 4: ENTERTAINMENT/AMPLIFIED SOUND**

**ALL EVENTS SHALL COMPLY WITH THE CITY OF AVENTURA NOISE ORDINANCE AS OUTLINED IN THE CITY CODE OF ORDINANCES.**

The operation of any such radio, television, phonograph, musical instrument or other machine or device between the hours of 11:00 p.m. and 7:00 a.m. on weekdays, and 12:00 a.m. and 8:00 a.m. on weekends and holidays, in such a manner as to be plainly audible at a distance of 100 feet from the building, structure, motor vehicle or motorboat in which it is located shall be prima facie evidence of a violation of this article; provided, however, that this shall not apply to any public performance, gathering or parade for which a permit has been obtained from the City Manager pursuant to section 30-34. **(SPECIFICALLY READ CHAPTER 30, ARTICLE II, SECTIONS 30-37). FOR DETAILED SPECIFICATIONS, THE CITY CODE IS LOCATED ON THE INTERNET AT:**

<http://www.municode.com/resources/gateway.asp?pid=13153&sid=9>

**EVENTS TAKING PLACE AT FOUNDERS PARK SHALL NOT HAVE ANY AMPLIFIED MUSIC PRIOR TO 9:30 AM,**

WILL THE EVENT REQUIRE MUSIC OR AMPLIFIED SOUND?  YES  NO

IF YES, WHAT TYPE OF AMPLIFIED SOUND WILL YOU BE USING?

PA SYSTEM  RECORDED MUSIC OR DJ  LIVE BAND

WILL THERE BE PROFESSIONAL SOUND TECHNICIANS?  YES  NO

HOURS OF AMPLIFIED SOUND: AFTER 830 AM TO \_\_\_\_\_AM/PM  
(PLEASE CIRCLE)

AFTER 930 AM  
(FOUNDERS SOUTH)

OTHER \_\_\_\_\_

SOUND CHECK HOURS: AFTER 830 AM  
(PLEASE CIRCLE)

AFTER 930 AM TO \_\_\_\_\_AM/PM

OTHER \_\_\_\_\_

DO ANY OF THESE TIMES EXTEND BEYOND THE ACCEPTABLE TIMES GIVEN IN THE NOISE ORDINANCE?  YES  NO

PLEASE SPECIFY ANY SPECIAL CONSIDERATIONS THAT YOUR EVENT MAY NEED IN REGARDS TO THE NOISE ORDINANCE.

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WILL THE EVENT HAVE ANY UNAMPLIFIED MUSIC?  YES  NO

PLEASE PROVIDE YOUR ENTERTAINMENT SCHEDULE IN TABLE BELOW:

ACT/PERFORMER	START TIME	END TIME

***IF YOU NEED MORE SPACE THAN PROVIDED IN THIS TABLE, PLEASE ADD AN ADDITIONAL PAGE AS AN APPENDIX TO THE APPLICATION.***

**PLEASE BE ADVISED THE CITY OF AVENTURA DOES NOT ALLOW FIREWORKS, PYROTECHNICS, CARNIVAL RIDES OR ANY OTHER AMUSEMENTS IN THE CONTEXT OF THIS PERMIT PROCESS.**

**SECTION 5: STRUCTURES**

PLEASE BE ADVISED THAT THE CITY RETAINS APPROVAL OVER ANY TEMPORARY STRUCTURES.

- ALL STRUCTURES, FACILITIES, CONCESSION STANDS AND TENTS SHALL BE REMOVED NO LATER THAN TWELVE (12) HOURS FOLLOWING THE CONCLUSION OF THE EVENT.
- THE STRUCTURES SHALL NOT INTERFERE WITH THE NORMAL OPERATIONS OF THE PROPERTY.
- SET-UP AND BREAKDOWN TIMES WILL BE DICTATED BY NORMAL OPERATIONS OF THE PROPERTY.

WILL THE EVENT REQUIRE TEMPORARY OCCUPANCY OF ITEMS OR LOAD REQUIREMENTS?  YES  NO  
 IF YES, PLEASE EXPLAIN.

PLEASE LIST INFORMATION ABOUT TEMPORARY STRUCTURES BELOW:

<u>TENTS</u>	TYPE	SIZE(S)	QTY.

<u>STAGES</u>			

TENT  
COMPANY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

MOBILE:

- Any temporary covers or canopies shall be flame retardant
- Applicant shall provide a flame retardant certificate.
- In no case shall flames or fire of any type be permitted beneath canopy.
- No pegs, stakes, or anchoring devices shall be driven into concrete, asphalt or City hardened right-of-way.
- All trussed stage systems are required to be certified by a structural engineer.
- Tent Company must be aware of set-up and breakdown hours.

STAGE  
COMPANY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

MOBILE:

- Stage Company must be aware of set-up and breakdown hours.
- Be sure proper certifications are obtained for stage if needed.

<input type="checkbox"/> RECREATIONAL AND COMMERCIAL VEHICLES			

- Any parking on grass must be approved by the City of Aventura.

<input type="checkbox"/> ELECTRICAL/GENERATORS			

- Please be advised that the City does not provide power beyond normal service points.
- Generators must be used in accordance to carbon monoxide, electrical and fire safety regulations.
- All generators will be fenced with orange caution fencing provided by the applicant.
- Gasoline shall be stored in a properly sealed regulation container at a safe distance from the public.
- All electrical cords which cross walkways or sidewalks shall be secured with cable protectors.
- All electrical configurations shall require a permit by the City Building Department at the sole cost of the applicant.

TEMPORARY STRUCTURE	TYPE	SIZE(S)	QTY.
<input type="checkbox"/> LIGHT TOWERS			
<ul style="list-style-type: none"> <li>• Please be advised that Founders Park has minimal security lighting only.</li> </ul>			
<input type="checkbox"/> BLEACHERS OR CHAIR RISERS			
<ul style="list-style-type: none"> <li>• Risers under two (2) feet high are not permitted.</li> </ul>			
<input type="checkbox"/> TRAFFIC, BARRICADES OR FENCING			
<ul style="list-style-type: none"> <li>• Applicant will provide necessary barricades at their sole expense as directed by the City of Aventura.</li> </ul>			
<input type="checkbox"/> PLUMBING/RESTROOMS			
<ul style="list-style-type: none"> <li>• Restroom facilities must meet current ADA requirements and regulations.</li> <li>• Applicant shall provide daily service of sanitation facilities and is subject to applicable County health regulations.</li> </ul>			

**PLEASE INDICATE AND LABEL THE LOCATION OF ALL TEMPORARY STRUCTURES LISTED IN THE ABOVE TABLE ON SITE MAP.**

**SECTION 6: SANITATION / MAINTENANCE**

***PLEASE BE ADVISED THE APPLICANT MAY BE REQUIRED TO PROVIDE A SANITATION (LITTER AND TRASH REMOVAL) CREW ON SITE DURING THE EVENT.***

WILL THE APPLICANT BE CONTRACTING SANITATION SERVICES?  YES  NO

IF YES, WHAT IS THE NAME OF THE SANITATION COMPANY?

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NUMBER OF SANITATION WORKERS? \_\_\_\_\_

NUMBER OF TRASH RECEPTICLES? \_\_\_\_\_

WILL YOUR EVENT REQUIRE A DUMPSTER?  YES  NO

IF YES, WHERE AND WHEN WILL THE DUMPSTER BE DELIVERED/PICKED UP?

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***PLEASE BE ADVISED THAT THE CITY RESERVES THE RIGHT TO REQUIRE APPLICANT TO PROVIDE ADDITIONAL RESOURCES NECESSARY TO THE MAINTENANCE AND SANITATION OF THE SITE AND MAY REQUIRE A TRASH BOND. IF THE EVENT SITE IS LEFT IN GOOD CONDITION, THE BOND WILL BE REFUNDED.***

**SECTION 7: CONCESSIONS**

***PLEASE BE ADVISED THAT THE APPLICANT MUST DEMONSTRATE COMPLIANCE WITH ALL DEPARTMENT OF HEALTH REGULATIONS AND PERMITS. ALCOHOL BEVERAGE ADVERTISING, USE, SALE, OR CONSUMPTION IS NOT PERMITTED AT ANY CITY FACILITY.***

WILL YOU SELL ANY OF THE FOLLOWING?

- |                                       |                                      |
|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> FOOD         | <input type="checkbox"/> MERCHANDISE |
| <input type="checkbox"/> BEVERAGE     | <input type="checkbox"/> TICKETS     |
| <input type="checkbox"/> BOOTH RENTAL |                                      |

ARE YOU WORKING WITH A CATERING COMPANY?  YES  NO

IF YES, WHAT IS THE NAME OF THE CATERING COMPANY?



A REPRESENTATIVE OF THE APPLICANT IS REQUIRED TO MEET WITH THE POLICE DEPARTMENT AT LEAST 14 DAYS PRIOR TO THE EVENT. THE AVENTURA POLICE DEPARTMENT WILL PROVIDE REASONABLE ASSISTANCE IN PLANNING FOR THE SECURITY AND TRAFFIC ISSUES AT NO COST TO THE APPLICANT. FAILURE TO SCHEDULE AND ATTEND THIS MEETING MAY RESULT IN THE REVOCATION OF THE PERMIT.

IF THIS EVENT HAS BEEN HELD BEFORE, WERE THERE ANY PROBLEMS RELATED TO SECURITY OR TRAFFIC?  YES  NO

IF YES, PLEASE DESCRIBE.

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WHERE IS THE EVENT ENTRANCE(S) AND EXIT(S)? MARK ON MAP  
ARE YOU AWARE OF OR REASONABLY ANTICIPATE ANY PROBLEMS OR THREATS THAT MAY BE CAUSED BY PERSONS OR GROUP? THIS INCLUDES ANY PERSON OR ENTITY THAT MAY SHARE CONFLICTING VIEWPOINTS WITH YOUR GROUP OR THAT MIGHT HAVE ANY PERSONAL, PROFESSIONAL OR POLITICAL ISSUES OR CONFLICTS WITH YOUR ORGANIZATION OR ANY OF ITS MEMBERS OR GUESTS.

YES  NO

IF YES, PLEASE EXPLAIN:

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WILL THERE BE ANY EN MASSE MOVEMENTS OF CROWDS?  YES  NO

(example: the start of a race or the end of a concert)

IF YES, AT WHAT TIME(S)?

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DESCRIBE YOUR INTERNAL SECURITY PLAN.

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WILL THE EVENT REQUIRE CLOSING A STREET(S)?  YES  NO

IF YES, WHICH STREET(S)?

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IF YES, DURING WHICH HOURS? \_\_\_\_\_AM/PM TO \_\_\_\_\_AM/PM

- All street closures and maintenance of traffic requests per this application must be approved by the Community Services Department and Police Department.
- Biscayne Blvd. and the William M. Lehman Causeway are state roads and a Closure Request Form needs to be submitted to the Florida Department of Transportation.  
[http://www.dot.state.fl.us/onestoppermitting/permit\\_types.htm](http://www.dot.state.fl.us/onestoppermitting/permit_types.htm)
- Applicant will provide necessary temporary road barricades at their own expense as directed by the Community Services Department and the Police Department.

WILL THE EVENT REQUIRE A STAFFED CROSSING(S)?  YES  NO

IF YES, WHICH CROSSING(S)?

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IF YES, DURING WHICH HOURS?	_____AM/PM	TO _____AM/PM
PLEASE BE ADVISED THAT THE APPLICANT MAY BE REQUIRED TO PROVIDE A MINIMUM OF ONE FULLY-STAFFED MIAMI-DADE FIRE RESCUE STAND-BY SERVICE VEHICLE DURING THE EVENT AND FOR ONE HOUR BEFORE AND AFTER THE EVENT. PLEASE CALL THE MIAMI-DADE FIRE RESCUE COMMUNITY RELATIONS BUREAU AT 786-331-4923.		

DO YOU HAVE A RESERVATION WITH THE MIAMI-DADE FIRE RESCUE FOR THE EVENT?  YES  NO

PLEASE BE ADVISED THAT THE APPLICANT IS RESPONSIBLE FOR ALL CONSTRUCTION MATERIALS, EQUIPMENT, GOODS, SIGNS AND ANY OTHER PERSONAL PROPERTY AND SHALL BE PROTECTED SOLELY BY THE APPLICANT.

ARE YOU HIRING SECURITY FOR PROTECTION OF YOUR PROPERTY?  YES  NO

IF YES, WHAT IS THE NAME OF THE SECURITY COMPANY?

ARMED SECURITY PERSONNEL IS NOT PERMITTED.

### SECTION 9: PARKING/SHUTTLE SERVICE

PLEASE BE ADVISED THAT CITY PARKING IS LIMITED AND IS OFTEN BEING UTILIZED BY EXISTING RECREATION OR OCCUPATIONAL NEEDS. IF CITY PARKING IS NOT AVAILABLE, PRIVATE PARKING OPTIONS INCLUDE THE AVENTURA MALL PARKING LOT, OR THE HARBOUR CENTRE PARKING GARAGE. **USAGE MUST BE SECURED BY THE APPLICANT. A COPY OF A PARKING AGREEMENT MUST BE SUBMITTED WITH THIS APPLICATION.**

ARE YOU REQUESTING CITY PARKING LOTS?  YES  NO

HOW MANY SPACES DO YOU ANTICIPATE NEEDING? \_\_\_\_\_

WILL YOU BE USING A SHUTTLE SERVICE?  YES  NO

IF YES, WHAT COMPANY WILL BE PROVIDING SHUTTLE SERVICE?

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WILL YOU BE HIRING A VALET COMPANY?  YES  NO

IF YES, WHAT IS THE NAME OF THE VALET COMPANY?

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- The valet service and route needs to be approved by the Police Department.

PLEASE INDICATE PARKING, SHUTTLE OR VALET ROUTES AND AREAS ON THE SITE PLAN.

PLEASE BE SURE

- THE APPLICATION IS COMPLETE WITH APPROPRIATE FEES IN THE FORM OF A CASHIER'S CHECK, MONEY ORDER OR CORPORATE CHECK PAYABLE TO CITY OF AVENTURA.
- PLEASE PROVIDE ANSWERS TO ALL QUESTIONS. FOR ITEMS THAT DO NOT APPLY, PLEASE LIST N/A.
- PLEASE BE ADVISED THAT ALL APPLICATIONS SHALL CONTAIN CURRENT INFORMATION ONLY.
- ALL APPLICATIONS WILL BE RETURNED, UNPROCESSED, IF NOT FILLED OUT COMPLETELY OR CORRECTLY.
- A COMPLETE APPLICATION INCLUDES THE REQUIRED SITE MAP TO SCALE AND SHALL INCLUDE THE PLACEMENT OF ALL TEMPORARY STRUCTURES/FIXTURES.

INSURANCE REQUIREMENTS

1. Commercial General Liability limits \$1,000,000.00.
2. The City of Aventura must be named as a CERTIFICATE HOLDER.  
Certificate must show the City of Aventura's address:  
19200 W. Country Club Drive  
Aventura, FL 33180
3. The City of Aventura must be named as ADDITIONAL INSURED.
  - This verbiage shall be included in Certificate of Insurance.
  - The City of Aventura is included as an additional insured with respect to event name, dates including event load-in and load-out, location, and type of activity.
4. Proof of Worker's Compensation (for companies that employ more than 3 employees).
  - If policy is separate from the Certificate of General Liability, applicant must list the City of Aventura as a CERTIFICATE HOLDER.

I UNDERSTAND THAT I AM RESPONSIBLE FOR THE INFORMATION IN THIS SPECIAL EVENT APPLICATION MANUAL, AND THAT A CERTIFICATE OF INSURANCE NAMING THE CITY OF AVENTURA AS AN ADDITIONALLY INSURED AND A HOLD HARMLESS/EVENT AGREEMENT IS REQUIRED.

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PRINT NAME

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SIGNATURE

TITLE

DATE

## **CONTACT INFORMATION**

Kimberly Merchant  
Parks and Recreation Manager  
PH: 305-466-8008  
FAX: 305-466-8009

Community Development Department  
PH: 305-466-8940  
FAX: 305-466-3277

Police Department Special Services  
PH: 305-466-8986  
FAX: 305-466-2895  
Off Duty Coordinator: 305-692-4533

Miami-Dade Fire Rescue Community Relations Bureau  
PH: 786-331-4923  
FAX: 786-331-4921