



Outdoor Event Permit Application General Information

Outdoor events means concerts, festivals, races, walks, triathlons, circuses, carnivals, shows, exhibitions, and other similar activities or gatherings taking place in an open-air space or venue, whether operated totally outdoors, on stage, under tents or with the use of temporary buildings or structures, to which members of the public are invited as participants or spectators. Outdoor events shall not be permitted to locate or operate in the city except as provided in this article. (City of Doral Ordinance #2007-28 "Outdoor Events" Section 35-20). To ensure the safety of our residents and to maintain the quality of life of our community, the City of Doral must approve all outdoor events prior to any event taking place. On page 3 you will find a list of requirements for submittal of your outdoor event permit.

Doral City Council Approval Process

Pursuant to Ordinance 2007-28, outdoor events expecting 400 or more attendees, require council approval. Events that may greatly impact traffic, parking, or noise in the surrounding neighborhoods may also require the approval of the City Council. Once the Outdoor Event Permit Application is submitted, the Planning & Zoning Department will determine whether Council approval is required prior to the event taking place. To access the "Outdoor Events" ordinance, visit our website at www.cityofdoral.com and click on Outdoor Events under the Planning & Zoning Department.

Ordinance #2007-28

Outdoor events are limited to once every six (6) months and for no longer than four (4) consecutive days per event. Events taking longer than four (4) consecutive days require Council approval. Events for the sale of items directly related to federally recognized holidays may occur once per year for a maximum of thirty (30) consecutive days. Please note that a temporary occupational license is required for sale events. Please contact the Planning & Zoning Department for more information.

City of Doral Permit Application Packet Submittal Process/Instructions

- Please submit completed application, along with all required documents, to the Planning & Zoning Department no later than ninety (90) days prior to your event to avoid late fees. (Payment must be made prior to submittal process)
- For events requiring City of Doral Council approval (page 2), the application is to be submitted no later than ninety (90) days in advance of the date of your proposed event.
- After the application and all required documents have been submitted, the Outdoor Event Coordinator, or his/her designee, will then begin the submittal process.
- This process is as follows: *verification that all documents are included in the packet (Outdoor Event Application Requirement Checklist on Page), an email will be sent to City Departments in need of review depending on the type of event (i.e. road closure; Public Works Department, permits; Building Department, security; Police Department etc.), once the respective department(s) has reviewed the application, the Outdoor Event Coordinator, or the designee, will forward any comment(s) to the you to address.*
- At this point, it is your responsibility to ensure that any and all comments made by our department(s) are addressed to continue the application process. If all comments have been addressed and approved, you will be notified via email.
- Lastly, your application will be sent to the Planning and Zoning Department Director, or his designee, for final approval. A copy of the application with an approval stamp will be sent to you and our Code Compliance Department.

Please note: Your event may require a meeting with one, or all of our departments to ensure that all pertinent details have been clarified.

If you are unsure if your event requires Council approval or Building Department permits, please contact both the Planning & Zoning and Building Department respectively.

City of Doral Building Department Information

Depending on the nature of the event, building permits may be required. The following is a guideline of what should be submitted to the Building Department:

- I. Building Department Permit Application (available via our website at www.cityofdoral.com)
 - 2 sets of the following plans and documents:
- II. Site plan showing layout of the event (provide as much detail as possible). Show crowd flow, control, seating and parking. Specify configuration and size of stage(s), bleachers, stands, concession booths, trailers and rides. For tents, be sure to show configuration, size, location and intended use. Signed and sealed structural calculations and flame-retardant certificate must be included. A building permit is required for all of the items listed above and must be obtained by a qualified contractor.
- III. Indicate on the site plan any power supply being used including electrical connections, light towers, generators, etc. Be sure to specify the size, location and electrical load for each power supply. An electrical sub-permit is required for any electrical connections, light towers, generators, etc., and must be obtained by a qualified electrical contractor.
- IV. Show portable toilet units (or facilities available) on the site plan. Handicapped toilet facilities must be provided. A plumbing sub-permit is required for portable toilets and must be obtained by a qualified plumbing contractor or portable Toilet Company.
- V. If LP (propane) gas is being used, a gas sub-permit is required. The sub-permit must be obtained by a qualified gas or plumbing contractor. Keep in mind that cooking and catering require the approval of Miami-Dade County Health Department. In addition, running water must be available during the event.

Please Note: Plans may need to be reviewed by other agencies outside of the City of Doral (i.e., Miami-Dade County Fire Department). If multiple permits are needed, all permits must be obtained at the same time. Contractors need to be registered with the Building Department prior to any permits being issued. Inspections are required for all permits obtained from the Building Department. Other inspections, such as fire and zoning, may also be required. Permits must have approved final inspections before the event takes place. A Provisional Certificate of Occupancy will be issued once all permits are finalized.



Planning & Zoning Department
Outdoor Event Application Requirement Checklist

If any of the below applicable requirements are not submitted with the application the application will be considered INCOMPLETE. Please review the application and applicable requirements to ensure accuracy of packet.

Requirements:

I. Outdoor Event Application

If application was submitted less than 90 days prior to the event, an additional late charge of \$200.00 will be assessed.

II. Fee (350.00)

Payment Methods: Check payable to the City of Doral, Credit Card Visa and MasterCard (American Express is not accepted)

III. Hold Harmless Letter

Sample letter attached to this application

IV. Site Plan

Please attach a diagram of the set-up for the event. Show as much detail as possible. Show crowd flow, seating, and parking. Also show configuration and sizes of stage(s), concession booths, tent(s) location, portable toilets, and fire protection equipment.

V. Certificate of Insurance

Naming the City of Doral as additional insured

VI. Owner's Letter of Approval

Signed letter of authorization from the owner of the property, or personnel authorized to sign for owner.

VII. Consumer's Certificate of Exemption OR Letter from Department of Treasury (IRS)

Only for non-profit organizations



Location Type
 Public Property Private Property

City of Doral Outdoor Event Application

Special Event Name: _____

Event Organizer: _____ Event Address: _____

City: _____ State: _____ Zip Code: _____ Dates: _____ to _____

Event Hours: From _____ (am/pm) to _____ (am/pm) Estimated Attendance: _____

Applicant Information

Applicant's Name: _____ Title: _____

Applicant Address: _____ City: _____ State: _____

Zip Code: _____ Telephone: _____ Email: _____

Promoter/Company Information

Organizer Name: _____

Organizer Address: _____ City: _____ State: _____

Telephone: _____ Email: _____

General Event Information

TYPE OF EVENT:

Grand Opening Parade 5K Run/Walk Corporate/Business Groundbreaking/New Project
 Athletic/Sports Holiday Themed Store Anniversary Other (specify): _____

SPECIAL CONSIDERATIONS:

Animal Cooking Alcoholic Beverages Road Closures Firework Food Trucks

Other (specify): _____

Event Description: _____

Purpose of Event: _____

Period of Requested Use (Including Set-up / Tear-down and Clean-up time):

From _____ To _____

Yes No

- Is this event open to the general public?
- Will there be an admission fee? If yes, please provide amount(s): _____
- Will alcoholic beverages be served, sold Yes ___ No___ Type _____ Price _____
- Will you have music? Live ___ Taped ___ Type of music _____
- Will there be on-site registration?
- Will there be sponsors or vendors on-site? If yes, please list them below.

Outdoor Event Budget

Detailed Revenue

Source	Price	Total Amount of Income
Total Revenue		

Detailed Expenditures

Item	Total Amount of Expense
Total Expenses	
Net Income Expected	

Outdoor Event History

List any events sponsored by your organization and where they were held. Please include, the event name, date, total attendance, and any incidents during the event (if any).

1. _____

2. _____

3. _____

Building Department Initial Review

Building Trade

Yes No

Will your event require tents? Size: _____ Quantity: _____

If larger than 10X10, please explain how the tent(s) will be grounded? _____

Will your event require a stage, or platform? Size: _____ Quantity: _____

Other temporary structure(s)? Please, explain: _____

Office Use Only

Permit Required: Yes ___ No ___ Staff: _____ Date: _____

Electrical Trade

Yes No

Will a generator be used? Size (Watts): _____ Quantity: _____

Will light towers be used? Quantity: _____

Any other electrical need(s) not specified? Please, explain: _____

Office Use Only

Permit Required: Yes ___ No ___ Staff: _____ Date: _____

Plumbing Trade

What type of restroom facilities will be provided? Existing Building ___ Portable Toilets___

What is the distance of the path to the restrooms nearest the main event? _____ (ft.)

Office Use Only

Permit Required: Yes ___ No ___ Staff: _____ Date: _____

Public Works Department

Traffic Impact Initial Review

Will your event involve any partial or complete road/lane closures? Yes ___ No ___
if yes, please provide additional information below.

Will your event involve any partial or complete sidewalk closures? Yes ___ No ___

Proposed event will occupy: One lane ___ Two Lanes ___ Half Street ___ Full Street ___

How many of the following? Vehicles ___ Pedestrians ___

Street Name: _____
From: _____ to _____
Beginning Date: _____ Time: _____ Ending Date: _____ Time: _____
Street Name: _____
From: _____ to _____
Beginning Date: _____ Time: _____ Ending Date: _____ Time: _____
Street Name: _____
From: _____ to _____
Beginning Date: _____ Time: _____ Ending Date: _____ Time: _____

You may be required to hire off-duty police officers for traffic control and ensure the safety of participants and/or spectators.

Emergency vehicles must have access without delay.

Office Use Only

MOT Permit Required: Yes ___ No ___ Staff: _____ Date: _____

Signed by Permittee: _____ Title: _____ Date: _____

(COMPANY/FOUNDATION LETTERHEAD HERE)

Hold Harmless Letter Template

I (We) agree to hold The City of Doral, its agent and authorized personnel harmless and relieve them from any responsibility or liability for any legal action or damage, cost or expense (including attorney's fees) resulting from damage and/ or personal injury that should occur on the premises.

(Authorized personnel signature)

(Authorized personnel company/foundation name)

(Authorized personnel printed name)