



## Outdoor Event Permit Application

### What is considered an Outdoor Event...

An outdoor event is defined as the temporary use of public or private property for the purpose of hosting concerts, festival, carnival, races, triathlons, walks, shows, exhibitions, and others similar activities within the City of Doral.

For Events such as Demonstrations and Assemblies, please contact the Police Department.

### What you should know...

As per our Ordinance, an outdoor event shall be limited to once every 6 months and for no longer than 4 consecutive days per event. Events longer than 4 consecutive days shall require City Council approval.

If the event will have an anticipated attendance of 400 or more people, Council approval is required. All documents requiring council approval must be submitted at least 90 days prior to the event. The application will then be reviewed by the respective departments: Parks and Recreation, Planning & Zoning, Building, Police, Public Works, and shall require City Council approval. If you plan to have tents larger than 10x10, a generator larger than 10 KW, a stage or portable toilets, you must also apply for a building permit.

### Requirements...

The following requirements must be submitted together:

- Outdoor Event Permit Application
- Fee of \$350 (\$200 late fee for those submitting less than 90 days of event date)
- Hold Harmless Letter
- Site Plan showing layout of the event (provide as much detail as possible)
- Owner's Letter of Approval
- Certificate of Insurance naming the City of Doral additionally insured for one million dollars
- Consumer's Certificate of Exemption OR Letter from Department of Treasury (IRS) (ONLY FOR NON-PROFIT ORGANIZATION)

For any additional information on Outdoor Events please contact Joan-Maureen Rojas at 305-593-6630 or via email at [Joan.Rojas@cityofdoral.com](mailto:Joan.Rojas@cityofdoral.com)