

RESOLUTION No.17-28

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING AN OUTDOOR EVENT PERMIT FOR RENAISSANCE CHARTER SCHOOL TO HOST THE “GLOW IN THE DARK 5K” EVENT AT DORAL CENTRAL PARK LOCATED AT 3000 NW 87 AVENUE, DORAL, FLORIDA 33172, ON SATURDAY, MARCH 4, 2017 FROM 4:30PM TO 8:30PM; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Renaissance Elementary School (“Applicant”) seeks approval from the City of Doral for an Outdoor Event Permit, as per the application and exhibits attached hereto as Exhibit “A”, which is incorporated herein and made a part hereof by this reference; and

WHEREAS, staff has recommended that Council approve the Applicant’s proposed Outdoor Event Permit to host “Glow in the Dark 5K” event on Saturday, March 4, 2017 from 4:30pm to 8:30pm at Doral Central Park located at 3000 NW 87th Avenue, Doral, Florida 33172.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are confirmed, adopted, and incorporated herein and made a part hereof by this reference.

Section 2. Approval. The outdoor event permit for “Glow in the Dark 5K” event is hereby approved, subject to the following conditions:

1. Compliance with the comments made by the City of Doral Police Department, as provided in Exhibit “B”;
2. Acquisition of all required permits and performance of all inspections prior to event start date, consistent with the City of Doral Building Department requirements;

3. Compliance with the comments set forth by the Parks and Recreation Department, as provided in Exhibit "C"; and
4. Payment of all fees and costs as provided in Exhibit "D".

All the foregoing Exhibits are incorporated herein and made a part hereof by this reference.

Section 3. Implementation. The City Manager and the City Attorney re hereby authorized to take such further action as may be necessary to implement the purpose and provisions of this Resolution.

Section 4. Effective Date. This Resolution shall become effective immediately upon adoption.

The foregoing Resolution was offered by Councilmember Rodriguez who moved its adoption. The motion was seconded by Councilmember Mariaca and upon being put to a vote, the vote was as follows:

Mayor Juan Carlos Bermudez	Yes
Vice Mayor Pete Cabrera	Yes
Councilwoman Christi Fraga	Yes
Councilwoman Claudia Mariaca	Yes
Councilwoman Ana Maria Rodriguez	Yes

PASSED AND ADOPTED this 8 day of February, 2017.



JUAN CARLOS BERMUDEZ, MAYOR

ATTEST:



CONNIE DIAZ, CMC
CITY CLERK

APPROVED AS TO FORM AND LEGAL SUFFIENCY
FOR THE USE AND RELIANCE OF THE CITY OF DORAL ONLY:



WEISS, SEROTA, HELFMAN, COLE & BIERMAN, P.L.
CITY ATTORNEY

EXHIBITS

- Public Property Event Permit
- Special Private Property Event Permit



**CITY OF DORAL
PLANNING & ZONING DEPARTMENT
OUTDOOR EVENT PERMIT**

Special Event GLow IN THE DARK 5K Class SPORTS

Promoter/Organization RENAISSANCE CHARTER SCHOOL IN DORAL

Facility Address: DORM CENTRAL PARK ates MARCH 4TH 2017 (SAT) to _____

Hours of Operation 4:30 PM to 8:30 PM Estimated Attendance/Day 500+

TYPE OF EVENT:

Music Parade Art Show TV Commercial Movie Filming
 Athletic Other (specify) _____

EXTRAORDINARY USES:

Animals Firearms Explosives/fireworks Road Closures Cooking
 Alcoholic Beverages served* Tents/temp structures Aircraft
 Other (specify) _____

* For events where alcoholic beverages will be served, page three of this application must be filled out.

Approved: (Initials & Date)

City Manager _____

Planning & Zoning Director _____

Building Official _____

Permit(s) Required? Yes _____ No X Type(s) B E P F APOL
FOR UMS 12.21.16

Parks & Recreation Director _____

Police Department _____

Fire Department _____

Please be advised that a Building permit and fee may be required.

OUTDOOR EVENT APPLICATION

Date of Application _____

Name of Person or Organization (Permittee) PECS PTO.

Mailing Address 10651 NW 19TH STREET, DORAL, FL.

Represented By ELIZABETH CANCHOLA Title _____

Phone 3/206.0145 Fax _____

Is your organization For-profit _____ Non-Profit

Location or Park Area requested DORAL CENTRAL PARK

Describe fully the space required for your event, and how your event will contribute to the benefit of the community

PATHWAY AROUND PARK.
AREAS NEXT TO RESTROOMS ON THE NORTH
SIDE OF THE PARK FOR "MAIN" EVENT ACTIVITIES

What type of entertainment is planned, include performer(s) name(s) and/or group(s) name(s)

DJ, SPONSOR PRESENTATIONS, DANCE, FLAMENCO,
KARATE TYPE.

Dates of Event SATURDAY, MARCH 4TH, 2017.

Rain Date (if any) ALTERNATIVE DATE: SAT. FEB 25TH, 2017.

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

From 2:00 PM To 9:00 PM

Hours of Operations 4:30 PM - 8:30 PM

Estimated Size of Crowd: Participants 500+ Spectators —

Who is the contact person for your event?

Name ELIZABETH CANCHOLA

Address 10651 NW 19TH STREET

Agency RENAISSANCE CHARTER SCHOOL.

Telephone 305.206.0145

OUTDOOR EVENT HISTORY

List the five (5) last events sponsored by your organization and where they were held. Please include the event name, date, total attendance, problems (if any), location of event, phone number of event location, and contact name for reference.

1. _____

SEVERAL 5KS, ALL AT DORAL CENTRAL PARK.
(on file)

2. _____

3. _____

4. _____

5. _____

Do you owe anyone money for expenses incurred or revenue promised from prior events?

N/A

Date	Event	Person	Amount Owed

OUTDOOR EVENT BUDGET

Detail fully the intended use, type of business and scope of operation

DETAILED REVENUE

Source	Price	Total Amount of Income
Participation tax.	\$20 first person.	\$3000.-
Participation tax	\$10 add'l ps.	\$1,500.-
Sponsors.	between \$75 - \$200.	\$2,000.-
Total Revenue		\$6,500.-

DETAILED EXPENDITURES

Item	Total Amount of Expense	
Permits, Police, Parks.	\$3,000.-	
Tower lights.	\$1,000.-	
Miscellaneous (Medals, bags, etc).	\$500.-	
Total Expenses		\$4,500.-
Net Income Expected		\$2,000.-

DETAILED IN KIND SERVICES

Item	Value of Contribution	
Water donation	\$400.-	
Bananas donation	\$150.-	
Entertainment (Sponsors)		
Total Value		\$550.-

Describe the intended use of net income generated from this special event

THIS IS AN ANNUAL FUNDRAISER FOR OUR
SCHOOL, WE USE THE FUNDS TO COMPLEMENT
EQUIPMENT FOR OUR SPECIAL AREAS: SPANISH,
MUSIC, TECHNOLOGY, ART & PE

OUTDOOR EVENT ACTIVITIES/ELEMENTS

List all Co-Sponsors N/A

Name	Address	City, State Zip	Phone Number

What is the principal business activity of these co-sponsors? N/A

Name	Activity

Will alcoholic beverages be served at your event? Yes _____ No
 Beer _____ Price _____
 Wine _____ Price _____

Describe who, where and what time the alcoholic beverages will be served

Will your special event require tents? (Requires a permit if greater than 10' x 10' or if cooking under any size tent)

Yes No _____

Indicate size and number of tents 10-15 tents. ALL 10' x 10'

What are the electrical requirements of the Event? PER DJ.

Generator(s) - Size in Watts _____ OR Fed from Building Electrical

Number of lights and outlets to be used 3 TOWER LIGHTS

What type of restroom facilities will be provided? PARK RESTROOMS

Number of toilets 4 - Women (Toilets) 2 - Men (must show location and distance of the restroom facilities on the Site Plan) 2 - Men - Urinal

Will your special event have live or taped music?

Yes No _____ Type of music DJ

Describe who, where and what music will be presented

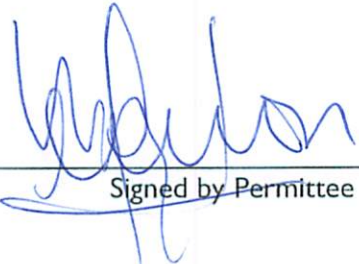
AREA NEXT TO RESTROOMS ON NORTH SIDE

OUTDOOR EVENT SALE OF GOODS

List items for re-resale offered and proposed prices. Use additional sheet if necessary.

N/A

Item	Price

 Signed by Permittee	PECS Title	12/12/2016. Date
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Consumer's Certificate of Exemption

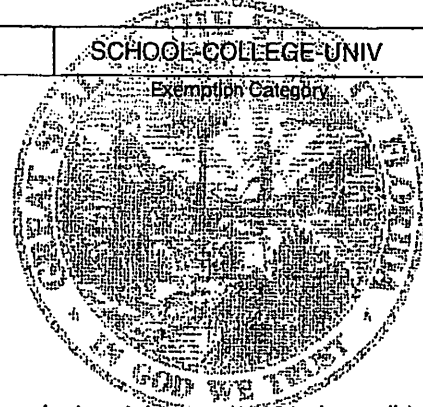
DR-14
R. 04/11

Issued Pursuant to Chapter 212, Florida Statutes

85-8015099073C-7	03/31/2014	03/31/2019	SCHOOL COLLEGE UNIV
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

RENAISSANCE CHARTER SCHOOL INC
RENAISSANCE ELEM CHARTER SCHOOL
10651 NW 19TH ST
DORAL FL 33172-2536



is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 04/11

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.



December 12, 2016

Re: Hold Harmless letter

To Whom It May Concern:

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.

Thank you,

A handwritten signature in black ink, appearing to read "Maria Torres", is written over the printed name.

Maria Torres

Principal



Outdoor Events Submittal Checklist

Event Organizer:

Event Date:

- I. Outdoor Event Application
- II. *N/A* *Fee (350.00)
- III. Hold Harmless Letter
- IV. **Site Plan
- V. Insurance
- VI. Owner's Letter of Approval @ bcp
- VII. ***Consumer's Certificate of Exemption OR Letter from Department of Treasury (IRS)

* Note: If application was submitted less than 7 days prior to the event, there is an additional late charge of \$200.00.

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

*** ONLY FOR NON-PROFIT ORGANIZATIONS



RECS 5K
2017

Approved as Noted
Tony Brina
Building Plans Examiner

12/14/16
12/14/16

Electrical Revision
Paul Anderson
12/13/16

12/14/16
pepito

☑ LIGHT TOWER (3)
- TENTS (10' x 10')

☐ Restrooms 100ft

Michael Ferrera (PZ)

From: Stephanie Bortz (PD) <Stephanie.Bortz@doralpd.com>
Sent: Tuesday, January 17, 2017 11:36 AM
To: Michael Ferrera (PZ)
Subject: RE: Glow in the Dark 5K - Renaissance Charter School

Good Morning Michael,

I have several comments for the below event.

- The site map must indicate where additional parking will be at. There is not enough parking space for the estimated attendance and being that the event is in the evening this year may cause some confusion.
- With the issues of parking, a parking management company or volunteers must be available to assist and they must have the appropriate gear for safety.
- Parking signage should be posted to assist with the flow of traffic.

From: Michael Ferrera (PZ) [mailto:Michael.Ferrera@cityofdoral.com]
Sent: Tuesday, December 13, 2016 9:32 AM
To: Jennifer Blanco (BD) <Jennifer.Blanco@cityofdoral.com>; Nilsa Mercado (PD) <Nilsa.Mercado@doralpd.com>; Stephanie Bortz (PD) <Stephanie.Bortz@doralpd.com>; Lazaro Quintero PR <Lazaro.Quintero@cityofdoral.com>; Michael Festa PR <Michael.Festa@cityofdoral.com>
Subject: Glow in the Dark 5K - Renaissance Charter School

Good morning,

Please find attached a request for an outdoor event. This event proposes to have 500 plus attendees. I am waiting on the Clerk's Office to determine if council has approved for this event to forgo the council approval requirement, and be approved administratively.

For now, I am looking at the February 8 council meeting in the event that it needs to go to council.

Regards,

Michael P. Ferrera, CFM

AA to the Planning & Zoning Director &
Outdoor Events Coordinator

Planning & Zoning Department

City of Doral

8401 NW 53rd Terrace

Doral, FL 33166

T (305) 593-6630 Ext. 3001

F (305) 593-6768

Michael.Ferrera@cityofdoral.com

www.cityofdoral.com



OUTDOOR EVENT APPLICATION TRACKING SHEET

Feb 8, 2017
Council Meeting
Deadline: Jan 18

Event Name: Glow in the Dark 5K
Organization Name: Renaissance Charter School in Doral
Submitted Date: _____ Event Date: March 4, 2017

Preso ✓
Staff Report: ✓ Pending Fees per Police
Dept costs: Pending Police, P&Z fees.
Cover memo: Pending
App Exhibits: Pending

BUILDING DEPARTMENT

Date SUBMITTED: 12-13-16 12-12-16
Date RETURNED: 12-21-16
No Permits

POLICE DEPARTMENT

Date SUBMITTED: 12-13-16
Date RETURNED: _____
P Comments Fees

- emailed applicant re: no Building Permits. 12-21-16
- emailed police Comments 1-17-17

PLANNING AND ZONING DEPARTMENT

SUBMITTED: 12-13-16
RETURNED: _____

PARKS AND RECREATION DEPARTMENT

Date SUBMITTED: 12-13-16
RETURNED: _____
P Comments Fees

PUBLIC WORKS DEPARTMENT

SUBMITTED: _____
RETURNED: _____

City of Doral Police Department

For All The Right Reasons!™



INVOICE

Attn: Off-Duty Coordinators
6100 NW 99th Avenue Doral, FL 33178
Phone 305-593-6699
Fax 786-871-1501

Invoice #119
Date: 1/23/2017

Acct# 0016000342100

To:
ATTN: A/P
RECS PTO
10651 NW 19 Street
Doral, FL

For:
Off-Duty Police Services
stephanie.bortz@doralpd.com

DESCRIPTION	HOURS	RATE	AMOUNT
Off-Duty Services , (1) SERGEANT EVENT 3/4/2017	5	\$54.05	\$270.25
Off-Duty Services , (2) OFFICERS EVENT 3/4/2017	5	\$51.30	\$513.00
Off-Duty Services , (2) OFFICERS EVENT 3/4/2017	4	\$51.30	\$410.40
		Total Due:	\$1,193.65

Make all checks payable to City of Doral Police Department

Total due within 15 days of receipt of invoice.

Overdue accounts subject to immediate suspension of Off-Duty services.

Outdoor Event Park Fees

Non-Profit (Doral)
 Non-Profit (Other)
 For Profit

Name of Organization:	Renaissance Charter School
Event Title:	Glow in the Dark 5K
Event Duration:	4:30pm to 8:30pm (2:00pm - setup, 9:00pm breakdown)
Contact Person Name:	Elizabeth Canchola
Contact Person Telephone:	305-206-0145
Date of Event:	3/4/2017
Park:	Doral Central Park
Rental Location(s):	Zone D
Parking Zone(s):	Zone 3
Proposed Attendance:	500
Actual Attendance:	

Staff Fees Breakdown				
Employee Name	Title	Hourly Rate	# of Hours	Total
TBD	APM	\$17.26	5	\$86.30
TBD	PSA	\$11.00	5	\$55.00
TBD	PSA	\$11.00	5	\$55.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Staff Fees Total				\$196.30

Fees			
	Amount Charged	Amount Waived	Amount Refunded
Rental Fee	\$225.00		
Staff Fees	\$196.30		
Trash Container Disposal	\$0.00		
Restroom Holding Tank Cleaning	\$0.00		
Janitorial Supplies	\$100.00		
Parking Fee	\$0.00		
Additional Hour(s)	\$0.00		
Refundable Deposit	\$200.00		
Taxes	\$36.49		
Totals	\$521.30	\$0.00	\$0.00

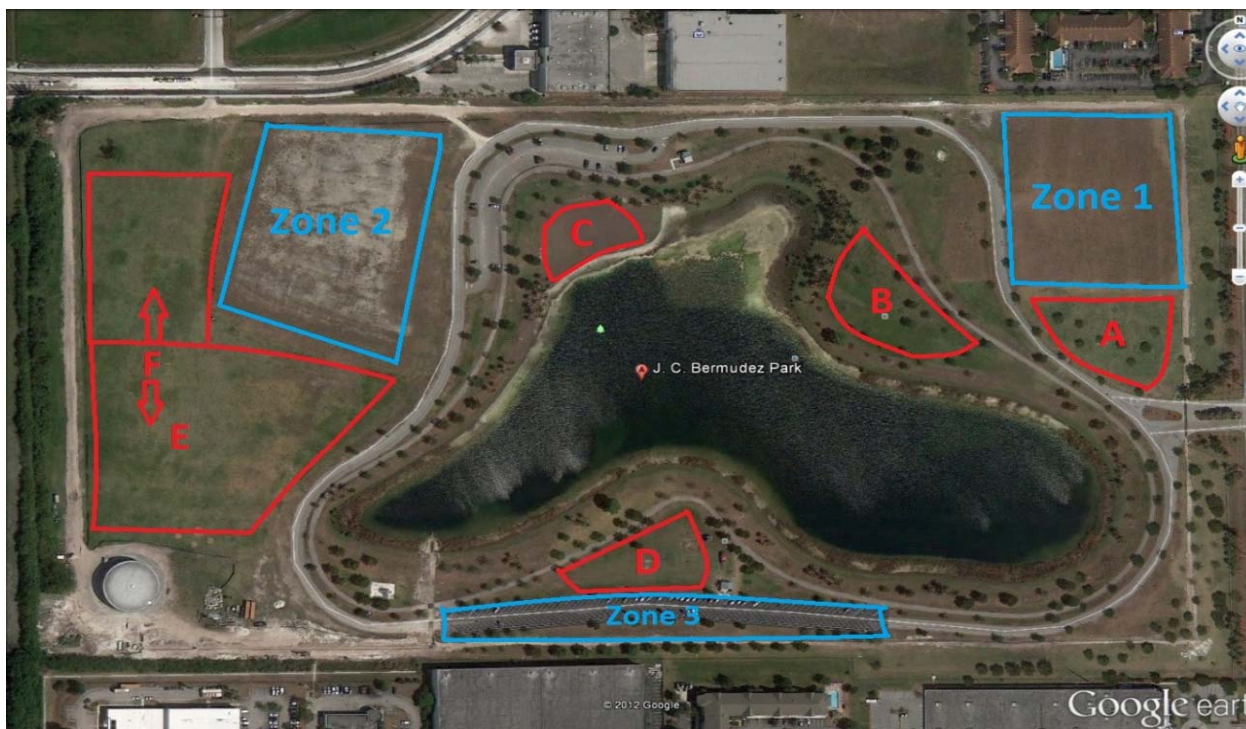
Total Amount Charged	\$521.30
Total Amount Waived	\$0.00
Total Amount Refunded	\$0.00
Grand Total	\$521.30

Amount Paid	
Date Paid	
Check #	

Outdoor Event Park Fees

Comments:

- 1) Applicant is to provide a certificate of liability insurance which includes coverage for event participants. Applicant must provide the City with a certificate of liability insurance matching the insurance requirements provided.
- 2) Applicant will be responsible for ensuring that all third party vendors they are using have adequate liability insurance coverage. The organization will ultimately be responsible for any actions or incidents from any third party vendor.
- 3) Applicant must provide parking management.
- 4) Applicant is to obtain proper permits for all applicable amenities.
- 5) Applicant must provide a set-up, timeline, and breakdown schedule for event.
- 6) Race must take place on inner loop sidewalk. Race shall NOT take place on park roadway.
- 7) Organization must identify: Start/Finish line, location of tents, event amenities, restrooms (if applicable), and light towers on the site plan.
- 8) Applicant must provide lighting plan. **Option 1:** Applicant must provide lighting for course and event area if race is held after sunset. A minimum of ten (10) light towers will be required based on previous events. **Option 2:** If race is held before sunset, applicant would only be required to light event area with one (1) light tower assuming non-race activities occur after sunset.
- 9) Must provide Florida Sales Tax Exemption to waive sales taxes.



- Parking Zones
- Rental Zones

City of Doral - Outdoor Event
Glow in the Dark 5K - Renaissance Charter School
City of Doral Report

No.	Participating City Departments	Required Fees	Notes
1	Police Department	\$ 1,193.65	
2	Parks and Recreation Department	\$ 521.30	
	Grand Total	\$ 1,714.95	