



## CITY OF SWEETWATER SPECIAL EVENT PERMIT

Thank you for your interest in presenting your event in the City of Sweetwater. In order to assist you with obtaining the necessary permits and services, it is essential that you complete the Special Events Form and the Special Event Permit entirely prior to submitting to our office.

A **\$500** non-refundable application fee, but shall be credited toward final special event permit fee. The application fee may be paid by check, cashier's check or money order payable to the City of Sweetwater. The application package shall be submitted to the Building and Zoning Department located at **1701 NW 112 Ave. Sweetwater FL, 33172**. Applications for all events held within the City of Sweetwater should be submitted to our office at least thirty (45) days prior to your event. Please be as specific as possible when filling out this form. Explain items in sufficient detail or the application may be delayed until the required information is provided.

Applications are reviewed on a first-come, first-serve basis. Applicants will then be invited to a special events meeting (if needed) to review your application with City of Sweetwater staff and discuss further details and needs of your event. Please be as specific as possible when filling out this form. Explain items in sufficient detail or the application may be delayed until the required information is provided.

Please verify that all of the information entered is correct before submitting the application package, including but not limited to site plans, building plans, safety plans, etc.

Thank you.



**City of Sweetwater**  
500 SW 109 Ave.  
Sweetwater, FL. 33174

# Special Event Form

## APPLICATION INFORMATION

ORGANIZATION NAME : \_\_\_\_\_

EVENT OWNER: \_\_\_\_\_

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

PHONE NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

## EVENT ORGANIZER(S)

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

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

PHONE NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

PRIMARY CONTACT \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

WILL MORE THAN ONE LOCATION BE USED? YES \_\_\_\_ NO \_\_\_\_

ENTER OTHER ADDRESS OTHER LOCATION \_\_\_\_\_

HOW MANY DAYS FOR EVENT? \_\_\_\_\_

SCHEDULED SETUP/BREAKDOWN DATE AND TIME:

DATE TIME (AM/PM)

EVENT SETUP: \_\_\_\_\_

EVENT BREAKDOWN: \_\_\_\_\_

WILL YOUR EVENT REQUIRE STREET CLOSURES? YES \_\_\_\_ NO \_\_\_\_

**PLEASE NOTE\*\*\*\***

You are required to secure barricades and/or directional traffic signs for road closings. Please attach a layout of your traffic plan, including the placement and number of barricades, signs, directional arrows, cones, and message boards, as well as the name of the company you will be using. Your traffic plan must be approved by the police department, who may terminate any event occurring without the proper use of barricades.

**ABOUT THE EVENT**

IS YOUR EVENT A NONPROFIT ORGANIZATION? YES \_\_\_\_\_ NO \_\_\_\_\_

TYPE OF MUSIC IF APPLICABLE: \_\_\_\_\_

NAME OF PERFORMER(S)/BANDS: \_\_\_\_\_

BRIEFLY DESCRIBE THE EVENT: \_\_\_\_\_

PLEASE ATTACH THE SITE PLAN FOR YOUR EVENT:

ESTIMATED ATTENDANCE: \_\_\_\_\_ PRIOR YEAR'S ATTENDANCE: (IF ANY) \_\_\_\_\_

HOW IS YOUR EVENT BEING PROMOTED? \_\_\_\_\_

IS THIS EVENT FREE TO THE PUBLIC: YES \_\_\_\_ NO \_\_\_\_

ADMISSION/ENTRY FEES OR SCALED ADMISSION FEES: \_\_\_\_\_

ARE YOU REQUESTING TO FENCE THE EVENT: YES \_\_\_\_\_ NO \_\_\_\_\_

WILL FOOD/ NON ALCOHOLIC BEVERAGE BE SERVED DURING YOUR EVENT? YES \_\_\_\_\_ NO \_\_\_\_\_

PLEASE LIST THE TOTAL NUMBER OF VENDORS YOU WILL BE USING: (IF ANY) \_\_\_\_\_

WILL ALCOHOL (INCLUDING BEER/WINE) BE SERVED AT YOUR EVENT? YES \_\_\_\_\_ NO \_\_\_\_\_

WILL THERE BE A CHARGE FOR THE ALCOHOL? YES \_\_\_\_\_ NO \_\_\_\_\_

WILL FOOD TRUCKS BE USED DURING YOUR EVENT? YES \_\_\_\_ NO \_\_\_\_

PLEASE LIST THE TOTAL NUMBER OF FOOD TRUCK VENDORS YOU WILL BE USING: (IF ANY) \_\_\_\_\_

PLEASE PROVIDE INFORMATION ON THE TYPE OF APPLIANCE THAT BE USED FOR COOKING OR HEATING FOOD? \_\_\_\_\_

WILL STAGING EVENT ITEMS BE USED FOR YOUR EVENT? YES \_\_\_\_\_ NO \_\_\_\_\_

PLEASE INDICATE THE NUMBER \_\_\_\_\_

PLEASE CHECK THE FOLLOWING:

NAME IF YOU WILL NEED ANYTHING FROM THE PARKS AND RECREATION DEPARTMENT: IF APPLICABLE \_\_\_\_\_

PLEASE NOTE\*\*There will be a charge for using equipment from the Parks and Recreation Department.

**WILL FIREWORKS BE USED DURING THE EVENT? YES \_\_\_\_\_ NO \_\_\_\_\_**

**If fireworks are being used, a Fireworks Permit is required to be completed through the Miami-Dade Fire Department.**

Be sure that the Certificate of Insurance states the exact wording in the "Description of Operations" listed below:

**City of Sweetwater is listed as Additional Insured with respect to claims arising out of the operations of the named Insured. Coverage is Primary & Non-Contributory basis.**

## **CITY OF SWEETWATER INDEMNITY/USER AGREEMENT**

### **INDEMNIFICATION/RISK OF LOSS**

INDEMNITOR/USER further agrees to indemnify, defend, and save harmless the City of Sweetwater and if applicable, it's instrumentalities, including, but not limited to its officials, employees, agents, and volunteers, and each of them from, and against all loss, cost, penalties, fines damages, claims of any nature, including expenses and attorney's fees, and any all liabilities by reason of injury to, or death of any person, or damage to, or destruction, or loss to any property including the City and if applicable, it's instrumentalities, including, but not limited to, and arising out of, or in connection with the performance, or non-performance of the services contemplated by this permit/agreement which is directly or indirectly caused, in whole, or in part, by any act, omission, default, liability, or negligence whether active, or passive of the INDEMNITOR/USER, its employees, agents, servants, volunteers, or contractors, unless such act or omission is solely caused by the City of Sweetwater and if applicable, it's instrumentalities, including, but not limited to and The INDEMNITOR/USER further agrees to indemnify defend, and hold the city and if applicable, it's instrumentalities, including, but not limited to employees, agents, and volunteers against all liabilities which may be asserted by an employee, or former employee of the INDEMNITOR/USER, or any of its contractors as provided above, for which the INDEMNITOR/USER's liability to such employee or former employee would otherwise be limited to payments under workers' compensation or similar laws. In addition, the INDEMNITOR/USER understands, and agrees that except where caused by the negligence or misconduct of the City and if applicable, it's instrumentalities, including, but not limited to, and shall not be liable for any loss, injury, or damage to any personal property, or equipment of the INDEMNITOR/USER, its employees, agents, contractors, volunteers, or business invitees placed on City property and if applicable, it's instrumentalities, including, but not limited to and shall be at the risk of the INDEMNITOR/USER thereof. The indemnification shall survive termination of this permit/agreement.

**Responsible for Damage:** If the Premises or any portion thereof, or any structure attached thereto, or any equipment, fixture, or other item contained therein shall be destroyed, damaged, marred, altered, or physically changed during the Term in any manner whatsoever, then Indemnitor/user during the Term in any manner whatsoever, then Indemnitor/user shall be responsible. Indemnitor/user is to property care for all equipment entrusted to Indemnitor/user during the term of this Agreement and all such equipment so entrusted which is lost, stolen, or disappeared shall be the sole responsibility of Indemnitor/user.

**Ordinances and Regulations:** Indemnitor/User shall comply with all applicable laws, statutes and ordinances and al rules and requirements of the City of Sweetwater and if applicable, Miami-Dade County, State of Florida and the United States government, as applicable, including, without limitation the City of Sweetwater Guidelines and if applicable, as same may be amended from time to time. Indemnitor/user shall not admit to the Premises a larger number of persons than the total number designated by the appropriated City Department and if applicable the number that can safely and freely move about.

**Insurance:** Indemnitor/user shall, as a condition precedent to being allowed to conduct the Film/Shoot and Special Events hereunder, deliver to the City of Miami Sweetwater, located 500 SW 109 Av, Sweetwater, FL, 33174 a certificate of insurance in accordance to the insurance requirements described in Exhibit A. It is understood and agreed that all coverage provided by the Indemnitor/User is primary to any insurance or self-insurance program the city has and the Indemnitor/User, and its insurance shall have no right of recovery or subrogation against the City and if applicable, it's instrumentalities, including, but not limited to . The City reserves the right to request copies of all insurance policies, including all applicable endorsements in connection with this agreement.

**Other Terms and conditions:** The Indemnitor/User shall provide, at Indemnitor/ User's sole cost and expense, off-duty City of Sweetwater Police Officers and off-duty Miami-Dade Firefighters as required by the City of Sweetwater Police and Miami-Dade

## **EXHIBIT A INDEMNITY/USER AGREEMENT INSURANCE REQUIREMENTS**

### **I Commercial General Liability**

#### **A- Limits of Liability**

Bodily Injury and Property Damage Liability  
Each Occurrence \$ 1,000,000  
General Aggregate Limit \$ 2,000,000  
Personal and Adv. Injury \$ 1,000,000  
Products/Completed Operations \$ 1,000,000

#### **B- Endorsements Required**

City of Sweetwater included, and if applicable, it's instrumentalities, including, but not limited to , and as an additional insured with respect to general liability and liquor liability Contingent and Contractual liability Premises and Operations Liability Primary Insurance Clause Endorsement Host Liquor Liability/Liquor Liability Additional Insured Endorsement must be provide.

### **II. Business Automobile Liability (If Applicable)**

C- Limits of Liability Bodily Injury and Property Damage Liability Combined Single Limit Any Auto Including Hired, Borrowed or Non-Owned Autos Any One Accident \$ 300,000

D- Endorsements Required City of Sweetwater and if applicable, it's instrumentalities, including, but not limited to and included as an Additional Insured.

### **III. Worker's Compensation (If Applicable)**

Limits of Liability Statutory-State of Florida Employer's Liability

#### **E- Limits of Liability**

\$100,000 for bodily injury caused by an accident, each accident  
\$100,000 for bodily injury caused by disease, each employee  
\$500,000 for bodily injury caused by disease, policy limit

### **IV. Umbrella Liability (Excess Follow Form including liquor)**

**Note: The City and if applicable, reserves the right to require umbrella liability with limits acceptable to the City. User shall comply with this requirement when applicable, and further agrees list the City, and if applicable, it's instrumentalities, including, but not limited to , and as an additional insured on this coverage. The User also agrees to furnish the City with copies of all applicable policies and endorsements relative to the event in question within (10) days of such request. The above policies shall provide the City of Sweetwater with written notice of cancellation or material change from the insurer in accordance with policy provisions.**

Companies authorized to do business in the State of Florida, with the following qualifications, shall issue all insurance policies required above:

The company must be rated no less than "A-" as to management, and no less than "Class V" a to Financial Strength, by the latest edition of Best's Insurance Guide, published by A.M. Best Company, Old wick, New Jersey, or its equivalent. All policies and /or certificates of insurance are subject to review and verification by Risk Management Department prior to insurance approval.

**IN WITNESS WHEREOF, the Indemnitor/User by and through its authorized representative, has executed this agreements** The undersigned hereby warrants, represents and certifies to the City of Sweetwater that he/she is the lawful representative of Indemnitor and that he/she has the authority to execute this Agreement by and on behalf of the Indemnitor / User to the terms and conditions herein .

(Print name of Legal entity/Indemnitor/User) should mirror legal name exactly as it appears on the Certificate of Insurance.

PLEASE NOTE: FAILURE TO SIGN THE APPLICATION WILL RESULT IN A DELAY OF PROCESSING FOR YOUR EVENT.

**SIGNATURE OF INDEMNITOR  
/USER AND/OR ITS AUTHORIZED  
REPRESENTATIVE:**

\_\_\_\_\_

\_\_\_\_\_

**Print Name**

**IN WITNESS WHEREOF, the  
Indemnitor/User by and through  
its authorized representative,  
has executed this agreements  
INDEMNITOR/USER:**

\_\_\_\_\_

## PLEASE NOTE

Your application will be delayed until the application fee has been received

**Completion of this application does not mean that the event being applied for has been approved. It merely is a request that must be reviewed and processed by City of Sweetwater staff before a permit will be issued. If approved, the event permit must be posted in a visible location throughout the entire event.**

## DEPARTMENTS APPROVALS

**Special Events Endorsement Consent:**

Approved

Denied

City of Sweetwater Building and Zoning:

\_\_\_\_\_

\_\_\_\_\_

City of Sweetwater Code Enforcement:

\_\_\_\_\_

\_\_\_\_\_

Miami-Dade Fire Department:

\_\_\_\_\_

\_\_\_\_\_

City of Sweetwater Clerk Office:

\_\_\_\_\_

\_\_\_\_\_

City of Sweetwater Police Department:

\_\_\_\_\_

\_\_\_\_\_

City of Sweetwater Mayor or Designee:

\_\_\_\_\_

\_\_\_\_\_