



Special Event and Film Permit Application

Form must be completed and submitted to the Planning and Zoning Department.

APPLICANT INFORMATION

PRIMARY CONTACT:

PHONE:

EMAIL:

EMAIL ADDRESS(ES):

PROPERTY INFORMATION

EVENT ADDRESS(ES)/LOCATION(S):

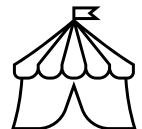
FOLIO NUMBER(S):

Checklist

Please include any supporting plans, forms, or other documents with the request. A completed application with fee paid shall be required no less than 30 calendar days prior to the first day of the event.

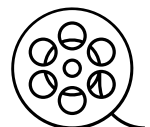
Special Events

- **Site Plan** (if applicable) depicting event activities, road closures, exit lighting if a valance is used, fencing, fire extinguishers, fire lanes, flame certification for tent materials, generators, and the size of tents.
- **Request for Off-Duty Offices** (if applicable)
- **Notification** (if applicable) to be provided to each merchant or neighbor who is directly affected by the event.
- **Building Permit** (if applicable) for tents larger than 10' x 10' and membrane structures



Film Permit

- **Site Plan** depicting location(s) where Filming is conducted.
- **Request for Off-Duty Offices** (if applicable)
- **Warranty Deed** if applicant is the owner of the property where Filming is going to be conducted.
- **Owner's Consent** if applicant is not the owner, accompanied by proof of ownership.
- **Public liability insurance** in the minimum amount of \$1,000,000.00. All insurance policies shall name the City as additional insured.
- **Parking Plan** for automobiles, trucks and other vehicles connected with the Filming.
- **Cash Bond** in the amount of \$5,000.00 to be held by the City to be used, if necessary, to repair damage to public property caused by the Filming.
- **Notification** 48 hours prior to commencing any permitted filming, the permit holder shall notify in writing all property owners within 300 feet of the filming location. The notice to the owners shall include but not be limited to the location, date, hours, and subject matter of the filming.
- **Building Permit** (if applicable) for tents larger than 10' x 10' and membrane structures
- **Miami-Dade Film Permit**
- **Application Fee:** \$300





EVENT INFORMATION

TITLE OF EVENT:

TYPE OF EVENT:

- FESTIVAL / CELEBRATION
- FILM OR TV SHOOT
- GROUNDBREAKING
- ATHLETIC / RECREATION
- EXHIBIT / MISCELLANEOUS

- PARADE / PROCESSION
- CONCERT / PERFORMANCE FARMER / OUTDOOR MARKET
- CIRCUS / CARNIVAL
- DEMONSTRATION (1ST AMENDMENT RIGHT)
- OTHER

EVENT DESCRIPTION:

DATE(S) OF EVENT:

TIME(S) OF EVENT:

SET UP / TAKE UP TIME(S):

ANTICIPATED NUMBER IN ATTENDANCE AT EVENT:

WILL YOU BE USING A CITY FACILITY, PROPERTY OR CITY RIGHT OF WAY? IF YES, PLEASE INDICATE NAME OR LOCATION:

LIST THE ACTIVITIES YOUR EVENT WILL INCLUDE (FOOD BOOTHS, RIDES, LIVE MUSIC, ETC.):



City of North Miami Beach, Florida

Community Development Department

17050 NE 19TH AVENUE
 1ST FLOOR
 NORTH MIAMI BEACH, FLORIDA 33162
 PLANNING & ZONING DIVISION: (305) 354-4456

| | | | |
|--|---|---|--|
| WILL ALCOHOL BE SERVED? <input type="checkbox"/> YES <input type="checkbox"/> NO | WILL FOOD BE SERVED? <input type="checkbox"/> YES <input type="checkbox"/> NO | IS EVENT OPEN TO THE PUBLIC? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| WILL ALCOHOL BE SOLD? <input type="checkbox"/> YES <input type="checkbox"/> NO | WILL FOOD BE SOLD? <input type="checkbox"/> YES <input type="checkbox"/> NO | ARE THERE FEES FOR THIS EVENT? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| DO YOU ANTICIPATE THE NEED FOR CITY PERSONNEL, INCLUDING OFF-DUTY POLICE OFFICERS, EQUIPMENT? IF SO, PLEASE PROVIDE DETAILS: <div style="border: 1px solid black; height: 40px;"></div> | | | |
| HAVE YOU HIRED A SECURITY COMPANY TO MANAGE YOUR EVENT? IF YES, NAME OF SECURITY COMPANY AND CONTACT INFORMATION: <div style="border: 1px solid black; height: 40px;"></div> | | | |
| DESCRIBE ANY AREAS IN WHICH PUBLIC ACCESS WILL BE RESTRICTED? IF SO, PLEASE DESCRIBE: <div style="border: 1px solid black; height: 40px;"></div> | | | |
| DESCRIBE ANY ALTERATIONS TO ANY PROPERTY: <div style="border: 1px solid black; height: 40px;"></div> | | | |
| NUMBER OF TENTS AND SIZES: | NUMBER OF TEMPORARY GENERATORS: | NUMBER OF PORTABLE TOILETS: | WILL THERE BE TEMPORARY ELECTRIC? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| EXHIBITS OR PLANS ATTACHED: <div style="border: 1px solid black; height: 20px;"></div> | | | |
| SIGNATURE: | | | DATE: |



PROPERTY OWNERS INFORMATION

| | |
|----------------------------------|-------------------------------|
| PROJECT ADDRESS(ES)/LOCATION(S): | FOLIO NUMBER(S): |
| PROPERTY OWNER(S) SIGNATURE(S): | PROPERTY OWNER(S) PRINT NAME: |
| ADDRESS(ES): | |
| TELEPHONE(S): | EMAIL(S): |

Approval Termination or the Closing Down of the Event

The City of North Miami Beach or authorized representative may terminate any applicant's activity when it is necessary for the safety and security of the public, for the protection of city resources, for violations of the approval rules or regulations/codes, or for not obtaining the required approval.

Note

Please call regarding events that involve a political march or rally, or other exercise of the rights guaranteed by the First Amendment of the United States Constitution.

Limitation on Film Permits

- Permit shall not be issued more than two times per year for each filming location. In no event may filming exceed three consecutive days or six days in any calendar year.
- No filming shall be permitted from 11:00 pm to 7:00 am.
- Any other limitations imposed by the City Manager or designee to protect the general welfare of the residents.
- Limitation on Location. No filming shall be conducted at a particular location if either the City Manager or designee determines that a film production at that location would in any way adversely affect the public health, safety or general welfare of the community or environment of the City. There shall be a minimum period of 30 calendar days of filming inactivity following the expiration of a permit for a particular location.



INDEMNIFICATION

By signing this application the applicant agrees to indemnify and hold harmless the City of North Miami Beach, its officials, officers, directors, agents, contractors and employees from and against any and all claims, losses, expenses (including reasonable attorney's fees) or liabilities (collectively, "Claims") of any kind arising from or in any way related to the special event detailed in this application, the applicant's or the applicant's employees, agents, and contractors negligent or willful acts or omissions, or a breach of any term, condition, covenant, representation or warranty contained in this application.

Under penalty of perjury, I swear or affirm that the information contained in the application is true and correct.

Applicant or Representative's Signature

NOTARIZATION

STATE OF FLORIDA/COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____ 20__ by _____

(Signature of Notary Public - State of Florida)

(Print, Type or Stamp Commissioned Name of Notary Public)

Personally Known OR Produced Identification; Type of Identification Produced

Staff Use Only

Request Submitted on _____ via ___ Mail ___ Email ___ Office Drop Off

Fee(s) Received ___ Yes ___ No Amount: \$ _____

Check No. _____ Account No. _____

Received by: _____ Reviewed by: _____

Attach copy of letter and scan and insert all documents into Department computer file director.

| Initial | Special Event Permit Sign Off |
|---------|-------------------------------|
| | Community Development |
| | Police /CPTED |
| | Other(s): _____ |