



Special Event Permit application and checklist

Pursuant to City Code §19-27(c)

(Please write the information legible and complete the form to its entirety. If the category is not applicable, then please insert N/A)
application can be submitted via email to businesslicense@homesteadfl.gov or in person 30 days prior to the date of the proposed event.

1. Special event application attached.
2. The issuance of any Special Event Permit for an event to be held on City of Homestead property shall be contingent upon the applicant providing a Certificate of Insurance listing the **City of Homestead as certificate holder and as additional insured** and protecting the applicant and the City from all claims for damages to property and bodily injury, including death, which may arise from operations under or in connection with this permit. Such insurance shall offer protection in an amount not less than one million dollars (\$1,000,000.00) for injury for each occurrence and one hundred thousand (\$100,000.00) per person and shall be issued by an insurance company licensed to do business in the State of Florida.
3. Letter of Intent from the sponsor detailing the event. Letter must include nature of event, description of event (including but not limited to: Number of expected attendees, number of employees or volunteers), a time line of events, please include dates, times including set up to breakdown and Americans with Disabilities (ADA) compliance.
4. A letter from the property owner authorizing the dates of the event (if applicable)
5. If off duty Police officers are required, Please contact Capt. Yanko Rodriguez at (305) 753-8042 o email Yanko.Rodriguez@homesteadpolice.com
6. Site/floor plan of the event and or route. Must show all structures/temp structures (stage, platform, generators, restrooms, parking, portable toilets, trash receptacles, location of all tables and chairs, food-truck, If serving and/or selling alcohol, please identify where) if applicable.
7. Copy of active Liquor License must be provided if serving or selling alcohol.
8. If you plan to erect a tent larger than 10x12, you will have to obtain a Miami Dade Fire permit & Building permit from the City of Homestead.
9. Restroom facilities and drinking water must be provided (2023 FBC, Plumbing Table 403.1)



Special Event Permit Application Form

Pursuant to City Code §19-27(c)

Name of Event _____

Address and folio of Event location _____

Property owner _____

Name of Organization _____

Contact Name and Phone number _____

Email address _____

Mailing Address _____

Full Detailed Nature of Event _____

Date(s) _____ Time(s) _____ Begin _____ End _____

Use of Amplified Sound? Yes _____ No _____

Do the adjoining property owners/residents object? Yes _____ No _____

If no, show proof by gathering signatures and addresses of those within a 100-foot radius and attaching same to this application.

Have you had the same or similar event in the past? _____

If YES, give dates _____

Tax Exempt # Non-Profit Charter #/Corp. Charter # _____

Copy required: Consent of Property Owner _____ Insurance _____

Non-profit Documents _____ Health Inspection _____ Alcoholic Beverage License _____

It is understood that the Applicant shall protect, defend, indemnify, and hold harmless the City of Homestead and its Officials, Officers, Members, Agents Representatives and Employees from any and all claims, liabilities, expenses, or damages of any nature, including attorney fees for the injury to or death of any person, and for injury or damage to any property arising out of or in any way connected with the negligent or unlawful acts of Applicant, its agents, employees, invitees or subcontractors in the organization or operating of the proposed event regardless of City's negligence. Applicant has provided a Certificate of Insurance to the City of Homestead naming them as an additional insured as agreed.

I certify that the information given is complete and accurate. I understand that making false or fraudulent statements may result in denial of permit. I agree to operate within City and State Laws and will notify the City of any change.

Signature and Title

Date