

# Special Events Handbook



## PARKS & RECREATION



CITY OF HOMESTEAD

Updated July 2022

## **WHAT IS A SPECIAL EVENT?**

In the City of Homestead, any event or activity that temporarily occurs in a public park that is open to the general public is considered a Special Event.

The application process can begin twelve (12) months in advance with a minimum of twenty-one (21) days prior to the event date depending on the type of event that you are hosting. Please be aware that all applications submitted with less than twenty-one (21) days prior to a requested event date may not receive the necessary approvals from the required City Departments and may be rejected.

Events such as art festivals, fairs, farmers market, filming, concerts, and races require considerable advance planning by more than one City department, sometimes in conjunction with other governmental agencies. Adequate time and planning for these events are necessary in order to protect public safety and to reduce adverse impacts on the public park and upon neighbors and other users of our public parks.

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# SECTION 1



## STEPS TO PROCESS YOUR SPECIAL EVENT APPLICATION

1. Review the entire Special Events Handbook as event guidelines and policies may change year to year.
2. Check for desired facility/location availability by calling the Parks Office at (305) 224-4570, or via email at [ParkEvents@cityofhomestead.com](mailto:ParkEvents@cityofhomestead.com)

### **Please Note:**

- An inquiry of availability does not guarantee that the date is reserved for your event.
  - Past events do not determine automatic reoccurrence or reservation of dates for future events.
  - All special event requests are on a first come, first served basis.
3. Complete the Special Event Application once you have confirmed your desired facility/location is available.

### **Please Note:**

- The application form is designed to cover a wide variety of special events. Please review all sections, but keep in mind that some sections or individual questions may not apply to your particular event. You may skip any sections/questions that do not apply to your event when filling out the form.
4. Submit the completed Special Event Application with all required documentation including payment of the application fee, event map/layout, and any other applicable forms to the City of Homestead Special Events Coordinator. Applications may be mailed, emailed, or hand-delivered between 8:00 AM - 5:00 PM, Monday through Friday, excluding official City of Homestead holidays.

### **Mailing / Drop-Off Location**

Attn: Special Events Coordinator  
City of Homestead Parks and Recreation Department  
350 SE 6 Avenue  
Homestead, FL 33030

Or Email us at [ParkEvents@cityofhomestead.com](mailto:ParkEvents@cityofhomestead.com)

**PLEASE NOTE: ACCEPTANCE OF YOUR APPLICATION FOR REVIEW SHALL NOT BE CONSTRUED AS FINAL APPROVAL OF YOUR REQUEST. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

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Once the Special Events Coordinator receives the application and application fee, the date requested will tentatively be held for your event until final approval. The applicant will receive either a phone call or email on the status of the application when it is being reviewed or if a meeting is required for further information.

Once your application has been approved, insurance and all event fees, including the security deposit, must be turned in ten (10) days prior to the event date. Everything must be turned in to be processed before receiving the final special event permit. Permits must be displayed at the event site and readily accessible for review if asked to be seen by a City of Homestead official employee. If there is no damage to City property, the refundable security deposit will be refunded back to the applicant 2-4 weeks after the event date.

### **Application Fees, Due Date, & Security Deposit**

- 1 Day Event up to 500 attendees
  - \$25 Application Fee (Non-Refundable)
  - Application due minimum 21 days prior to event
  - \$500 Security Deposit
- 1-3 Day Event up to 2,000 attendees
  - \$50 Application Fee (Non-Refundable)
  - Application due minimum 45 days prior to event
  - \$1500 Security Deposit
- 1-6 Day Event up to 5,000 attendees
  - \$100 Application Fee (Non-Refundable)
  - Application due minimum 60 days prior to event
  - \$3000 Security Deposit
- Major Event more than 5,000 attendees (includes over 7-day events)
  - \$250 Application Fee (Non-Refundable)
  - Application due minimum 120 days prior to event
  - \$5000 Security Deposit

The application fee will be applied towards your facility fee upon approval of special event permit.

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# SECTION 2



## ADDITIONAL PERMITS

The Special Event Permit is designed to incorporate the most common types of permissions required for conducting special events, but certain elements of a particular event may require additional permits for other City of Homestead departments or outside agencies. See below for other permits that may be required:

### ALCOHOLIC BEVERAGES

- When Required: Applicants are intending to sell or distribute alcohol, wine or beer at an event
- Permit: Liquor License
- Department or Agency: City of Homestead Development Services Department Business Licensing Division (305) 224-4504

### FIRE

- When Required: Open flames including cooking, spinning, fire fingers, staff, etc.
- Permit: Open Burn Permit
- Department or Agency: Miami Dade Fire Rescue Department 786-331-4800

### FIREWORKS OR PYROTECHNICS

- When Required: Display of fireworks or other pyrotechnics
- Permit: Display of Fireworks, Pyrotechnics, and/or Flame Effects Permit
- Department or Agency: Miami Dade Fire Rescue Department 786-331-4800

### TENTS/CANOPIES

- When Required: Temporary Structures that cover an area greater than 120 square feet including connecting areas or spaces with a common means of egress or entrance which are used or intended to be use for the gather together of 10 or more persons
- Permit: Building Permit
- Department or Agency: City of Homestead Development Services Department Building Safety Division (305) 224-4500

### GENERATOR

- When Required: Using a generator larger than 10 kw
- Permit: Electrical
- Department or Agency: City of Homestead Development Services Department Building Safety Division (305) 224-4500

### STAGE

- When Required: Using a portable stage taller than 12"
  - Permit: Stage
  - Department or Agency: City of Homestead Development Services Department Building Safety Division (305) 224-4500
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# SECTION 3



## EVENT GUIDELINES

### INSURANCE

The Permittee will provide the City of Homestead with a Certificate of Insurance evidencing the City of Homestead, 100 Civic Court., Homestead, FL 33030 as the Certificate Holder and Additional Insured with respect to Commercial General Liability (“CGL”). The minimum limit shall be \$1,000,000 per occurrence and will identify the date, location and brief description of the use of the premises. Permittee agrees: (1) to waive any and all subrogation rights in event of loss and (2) that coverage provided by their CGL shall be primary and non-contributory with any City insurance. Additional Insurance shall be required if alcohol is being sold, served or otherwise furnished. Unmanned Aerial Vehicle use strictly prohibited unless specific written approval obtained from City Risk Management.”

### ELECTRICAL

The City of Homestead may be able to provide limited electrical services to special events at specific venues. Applicant should consult directly with the Special Events Coordinator to discuss all electrical needs for their event. All cords must be secured to avoid a tripping hazard.

### EVENT NARRATIVE

A detailed written description/summary of your event is required. Please describe all activities, a schedule of activities, inventory of any sold items, giveaway items, list of vendors and any other important information.

### MAINTENANCE/CLEAN-UP

- Applicants must describe their clean-up plan in the Special Events Application. The clean-up plan must include the following information:
  - Show the types and locations of dumpsters and individual trash and recycling receptacles.
  - The names and contact information of individuals and/or groups responsible for cleaning up during and after an event.
  - The location where all waste, including cooking oils and gray water, will be disposed of in an approved manner.
- If applicant fails to clean up a venue adequately or causes damage to City property, the City of Homestead will keep the security deposit and bill the applicant for any additional costs not covered by the deposit to clean and repair the damaged property. If this occurs, the City of Homestead may also deny an application for future special event permits.

### OFF-DUTY POLICE OFFICERS

- The Homestead Police Department shall be the final authority in determining the minimum number of officers required to police a particular event. Contact: 305-753-8042
  - If more than three (3) officers are hired, a supervisor must also be hired.
  - The applicant will be required to compensate the Fraternal Order of Police (“FOP”), as the City’s off- duty Officer program administrator, for the required number of officers needed to conduct a safe event ten (10) days prior to the event.
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- If during a scheduled event, the Permittee or the Officer determines that they need to extend the time worked by 15 minutes or more beyond the scheduled time of the event, the Permittee will need to compensate the FOP for the additional hours worked.
- If the applicant desires to cancel the request of an off-duty Officer, the applicant must notify the Homestead Police Department off-duty coordinator at least twenty-four (24) hours prior to the scheduled date of service. Failure to do so will require the Applicant to compensate the assigned Officer for a minimum of four (4) hours.

## **PARKING**

The applicant shall have an adequate plan for individual parking of vehicles. Neighborhood streets are prohibited from being used for event parking.

## **RECREATIONAL APPARATUS**

The City of Homestead desires to ensure safety at all events and activities including recreational apparatus, such as inflatable rides or bounce houses and other similar apparatus. Location of all recreational apparatus must be included on the site map and insurance must be provided by the company. Applicant must ensure that all required permits are obtained.

## **SITE PLAN/SKETCH**

- Site Plan must be included within the Special Event Application showing a full layout of the event. The Site Plan must provide as much detail as possible including crowd flow, controls, seating and parking. Specifically, configuration and size of stage(s), bleachers, stands, concession booths, trailers and rides. For tents, be sure to show configuration, size, location and intended use. A building permit is required for some of the items listed above.
- Additionally, all the below features and information shall be listed on the site map, if applicable.
  - All affected streets, alleys and rights-of-way, including those that will be closed.
  - Maintenance of Traffic (MOT) - Alternate routes for traffic and pedestrians for closures.
  - Location of all vendors - fixed and mobile, informational, merchandise and food.
  - All vendors must provide proof of proper licensure.
  - Source of electrical supply and service, including permanent electrical power sources and portable generators.

## **EVENT STAFFING**

The event organizer shall provide staffing for their event. This shall include custodial and grounds staffing as necessary. Park Staff will be on site to address any facility needs such as unlocking gates, restrooms, or turning on lights.

## **DUMPSTERS**

Event dumpsters must be secured through the Solid Waste Department at 305-224-4860.

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## FIRST AID

Applicant must provide a first aid plan. Applicant must check with Miami Dade Fire Rescue to determine if their presence is required for larger attendance events and/or extreme sporting events.

## RESTROOMS/PORTABLE TOILETS

Portable Restrooms-The applicant must supply portable restrooms utilizing a licensed company.

- One (1) portable restroom is required for every 200 people.
- Five percent (5%) of the total amount of restrooms brought must be handicap accessible.
- In the case of only 200 in attendance, at least one (1) of the portable restrooms must be accessible.

### Average Time at Event

Peak Crowd	1 Hour	2 Hours	3 Hours	4 Hours
500	2	4	4	4
1000	4	4	5	6
2000	5	7	8	9
3000	6	9	11	11
4000	7	11	13	14
5000	8	12	15	17



# SECTION 4



## FACILITY FEES

### Baseball Fields

- General Public – Day Use \$17.50 per hour / Night Use \$24.50 per hour / \$40 field prep
- Non-Profit – Day Use \$11.25 per hour / Night Use \$18.25 per hour / \$25 field prep
- Tournament Rates - \$30.00 per day game / \$40.00 per night game / \$100 per field deposit (not to exceed \$500 deposit)
  - Tournaments must cover OT staff cost for tournament staffing
  - Tournaments must be booked with deposit a minimum of two weeks in advance.

### Soccer / Football Fields

- General Public – Day Use \$60.00 per hour / Night Use \$75.00 per hour / \$50 field prep
- Non-Profit – Day Use \$50.00 per hour / Night Use \$65.00 per hour / \$50 field prep

### Mayor Roscoe Warren Park

- Pavilion 1-5, and 7 - \$75.00 rental
- Pavilion 6 - \$135.00 rental

### JD Redd Park

- Pavilion - \$35 for 5 hours / \$70.00 for all day rental

### James Archer Smith Park

- Pavilion - \$75.00 rental

### Angelo Mistretta Park

- Pavilion - \$70.00 rental

### Harris Field Pavilion

- Non-Profit - \$340.00 rental
- Profit - \$488.00 rental

### Roby George Park

- Pavilion - \$35 for 5 hours / \$70.00 for all day rental
- Basketball Pavilion - \$70.00 rental for first two hours, \$20.00 each addt hour
  - Note: Basketball pavilion only rented for basketball events.

### Phichol Williams Community Center

- Main Hall (4 Hours) – Resident \$400.00, Non-Resident \$600.00, Non-Profit \$200.00, For-Profit \$800.00
  - Main Hall – Additional Hours \$100.00 each
  - Single Room - \$25.00 per hour
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## Losner Park

- Non-Profit Free Event - \$750
- Non-Profit Ticketed Event - \$1,500
- General Free Event - \$1,000
- General Ticketed Event - \$2,500

## William F. Dickinson Community Center

- Banquet Hall (4 Hours) – Resident \$600.00, Non-Resident \$700.00, Non-Profit \$500.00, Member \$500.00, For-Profit \$900.00
- Banquet Hall Additional Hour - \$125.00 per hour
- Banquet Hall Early Set-up - \$250.00
- Kitchen Fee - \$250.00 rental
- Small Room - \$50.00 per hour / \$25.00 per hour non-profit

## Harris Field Stadium

- Non-Profit \$1,300.00 / For-Profit \$2,000.00

## Sports Complex

- Event Area \$1,000 daily

## Track and Field Lane Rental

- \$5 per lane per hour
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