

RESOLUTION No. 23-193

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING A SPECIAL EVENT PERMIT REQUESTED BY MONICA VIVAS ON BEHALF OF 724 EXPERIENCE, LLC, TO HOST THE “MERRY CHRISTMAS ROUTE” AT DOWNTOWN DORAL PARK LOCATED AT 8395 NW 53 STREET, DORAL ON DECEMBER 16, 2023, FROM 11:00 A.M. TO 7:00 P.M.; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Monica Vivas on behalf of 724 Experience, LLC (the “Applicant”) seeks approval from the City of Doral (“City”) to host the “Merry Christmas Route” special event on Saturday, December 16, 2023, at the Downtown Doral Park, located at 8395 NW 53 Street, Doral, FL 33166, from 11:00 a.m. to 7:00 p.m., as more particularly set forth in their application, attached hereto as Exhibit “A”; and

WHEREAS, the purpose of the “Merry Christmas Route” is to create a family event to celebrate Christmas with a variety of activities designed for children; and

WHEREAS, City staff has reviewed the application, and recommends that the Mayor and City Council approve the proposed special event permit application to host the “Merry Christmas Route,” subject to the conditions set forth herein.

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

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

Section 2. Approval. The special event permit for the “Merry Christmas Route” is hereby approved subject to the following conditions:

1. The Applicant shall secure all necessary and required building, electrical, plumbing, or other permits, and shall immediately furnish proof of such permits upon request from the City.

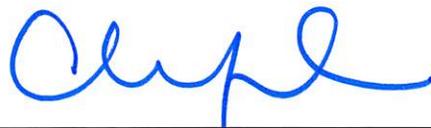
2. The Applicant shall be required to have all inspections and approvals prior to the event date.
3. Sanitary facilities shall be provided by the Applicant and shall be of the type and in a sufficient number as to meet the requirements established by the Building Department.
4. The Applicant is responsible for providing adequate security at the special event. The police department may require the Applicant to provide and pay for security personnel for crowd control and traffic direction purposes. The county fire rescue department may require the Applicant to provide and pay for fire watch personnel.
5. The Applicant shall comply with the comments made by the City of Doral Police Department and pay all applicable fees no later than 14 days in advance of the event.
6. The Applicant shall comply with the comments made by the City of Doral Parks and Recreation Department and pay all applicable fees no later than 14 days in advance of the event.
7. The Applicant shall provide to the City of Doral an acceptable certificate of insurance naming the city as an additional insured four weeks prior to the event date.
8. If applicable, the Applicant shall secure a maintenance of traffic (MOT) permit from the City of Doral Public Works Department and/or Miami-Dade County Department of Transportation and Public Works prior to event start date.
9. The Applicant shall provide adequate parking arrangements.

Section 3. Effective Date. This Resolution shall become effective immediately upon its adoption.

The foregoing Resolution was offered by Vice Mayor Puig-Corve who moved its adoption. The motion was seconded by Councilmember Porras and upon being put to a vote, the vote was as follows:

| | |
|-----------------------------|-----|
| Mayor Christi Fraga | Yes |
| Vice Mayor Oscar Puig-Corve | Yes |
| Councilwoman Digna Cabral | Yes |
| Councilman Rafael Pineyro | Yes |
| Councilwoman Maureen Porras | Yes |

PASSED AND ADOPTED this 8 day of November, 2023.



CHRISTI FRAGA, MAYOR

ATTEST:



CONNIE DIAZ, MMC
CITY CLERK

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



VALERIE VICENTE, ESQ. for
NABORS, GIBLIN & NICKERSON, P.A.
CITY ATTORNEY

EXHIBIT “A”



RECEIVED 10/6/2023

City of Doral Special Event Permit Application Packet

What is considered a special event?

Special events are concerts, festivals, races, walks, circuses, carnivals, shows, exhibitions, grand opening promotions, concerts and other similar activities or gatherings taking place in city venues or privately owned property, whether operated partially or totally outdoors on stage, under tents or with the use of temporary buildings or structures, to which members of the public are invited as participants or spectators. Special events shall not be permitted to be located or operated in the city except as provided in this article.

For demonstrations and assemblies, please contact the Police Department at 305-593-6699.

What you should know:

Please contact the planning and zoning department at pzspecialevents@cityofdoral.com for a brief pre-application meeting.

Special events that require city council approval:

- Events expecting 400 or more participants
- Three (3) consecutive days
- Events held on City property
- Events with significant impact on city services, impact on traffic, parking, noise, etc.
- Event application submitted less than 45 days prior to the event.

Fees

- \$350.00 plus \$15.00 technology fee
- Between 89 days - 60 days additional \$200.00
- Between 59 days - 45 days additional \$400.00
- Less than 45 days prior to the event \$1,000.00 fee and requires City Council approval.

Please contact the **Building Department at 305-593-6700** for information about required building permits.

Permits Required for:

- Tents larger than 10 x 10
- Generators larger than 10 kw
- Stage
- Portable toilets

Exceptions to the special events regulations:

- A minor outdoor activity, on private property which is defined as an outdoor event and is self-contained that has a total attendance of less than 100 persons, has a limited impact on traffic, parking, and noise in surrounding neighborhoods, and does not exceed the capacity of the facility to other property proposed to be used.
- Corporate parties/gatherings located on business premises that do not require any city services. The sponsor of the proposed outdoor activity shall submit all details of such proposed activity to the planning and zoning department at least 30 days in advance of the event.
- Events by a self-insured governmental entity.
- Outdoor retail events in which the owner or lessee of the property used for a retail use is selling his/her/its merchandise on site may be exempt from the provisions of this article, provided that: such an outdoor retail event is contained wholly on the retail property (shall not occupy public sidewalks, rights-of-way, or property or other private property); event areas may not occupy any required parking spaces; four feet of clear passage is maintained in any occupied private sidewalks; adequate sanitary facilities are available in the subject retail business to accommodate patrons.

Submittal Requirements

- Special event permit application
- Fee (please see above fees information)
- Hold harmless letter.
- Site plan with details required by section 35-48(7) of the city's code.
- Owner's letter of approval, if applicable.
- Certificate of Insurance (the applicant shall provide a certificate of insurance satisfactory to the city manager or designee, such insurance to be comprehensive general liability insurance in a minimum amount as may be determined by the city's risk management division, naming the city as an additional insured)
- Copy of State of Florida Division of Alcoholic Beverages & Tobacco permit or copy of current DBPR license, if selling alcoholic beverages.
- Parking plan identifying the location of vendor parking, volunteer parking, and guest parking (traffic circulation plan).
- Details regarding whether a road closure will be requested including, the proposed road area, proposed use of closure area, and proposed closure hours.

I hereby acknowledge that all required permits should be approved before to the opening of this event and fees due should be paid no later than fourteen (14) days prior to this event.



Applicant's Signature

October 4 -2023

Date



City of Doral
Planning & Zoning Department
8401 NW 53 Terrace
Doral, FL 33166
Phone: (305) 593-6630

Location Type
Public Property Private Property

Special Event Permit Application

Special Event Name: Merry Christmas Route

Event Organizer: 724 EXPERIENCE LLC

Event Address: 8395 NW 53rd St, Doral, FL 33166 Downtown Doral Park

Dates: From: 12 /16/2023 To: 12/16/2023

Event Hours: From: 11AM (am/pm) To: 7:00pm(am/pm)

Estimated Attendance: 1000

Applicant Information

Applicant's Name: M o n i c a V i v a s Title: Purchasing Officer

Applicant's Address: 825 Brickell Bay Dr 246-5

City: Miami State: Florida Zip Code: 33131

Phone: 786 8679202

Email: purchasing@724experience.com

Promoter/Company Information

Organizer's Name: 724 Experience LLC_

Organizer's Address: 825 Brickell Bay Dr 246-05_City: Miami State: Florida

Telephone: 786 8679202 Email: purchasing@724experience.com

General Event Information

TYPE OF EVENT:

Grand Opening Parade 5K Run/Walk Corporate/Business

Groundbreaking/New Project Athletic/Sports Holiday Themed

Store Anniversary

Other (specify): _____

SPECIAL CONSIDERATIONS:

Animals Cooking Alcoholic Beverages Road Closures Firework

Food Trucks

Other (specify): _____

EVENT DESCRIPTION:

This event pretends to involve the family in the Christmas celebration by activities designed for kids. There are two types of tickets to participate in the activities completely or partially. There are 4 activities in total for a 1- 2 hours journey. By 50 to 80 groups.

It's a tour of 4 stations to write a letter to Santa, design your own Christmas hat, face painting and frost tattoos and it finished with an Instagram zone (Christmas box) where children and family can take their photo as a souvenir.

We included a refreshing zone, so guests can purchase water or refreshing drinks

PURPOSE OF EVENT:

An enjoyable experience for the family to celebrate, share and have fun by get closer to Christmas celebrations.

Period of requested use (including set-up/ tear-down and clean-up time):

From: 12/15/2023

To: 12/16/2023

Yes No

Is this event open to the general public?

Will there be an admission fee? If yes, please provide amount(s):

Standard ticket: \$10 kit + adult

Premium ticket: \$20 kit + adult

Will alcoholic beverages be served? Type _____ Price _____

- Will you have music? Live Recorded:
- Will there be on-site registration?
- Will there be sponsors or vendors on-site? If yes, please list the below:

Special Event Budget

Detailed Revenue

| Source | Price | Total Amount of Income |
|--------------------------|-------|------------------------|
| Standard ticket: 400unit | 10 | 4.000.00 |
| Premium ticket: 600unit | 20 | 12.000.00 |
| | | |
| | | |
| Total Revenue | | 16,000. 00 |

Detailed Expenditures

| Item | Total Amount of Expense |
|---|-------------------------|
| Labor staff | 2.520.00 |
| Tents and stage | 3.570.00 |
| Materials Activity | 2.550.00 |
| Insurance (Liability / Venue / permits) | 2.500.00 |
| Miscellaneous | 2.600.00 |
| Total Expenses | 13.740.00 |
| Net Income Expected | 2.260.00 |

Outdoor Event History

List any events sponsored by your organization and where they were held. Please include the event name, date, total attendance, and any incidents during the event (if any).

1. Segway Across America - Final stage July 30 - Kimoa Wynwood store - 2500 N Miami Ave., Miami FL. 33127
2. Personal mauro _____
3. Artist Performance Agosto 13 Bogotá Colombia _____

Building Department

Will your event require tents? Yes No Size: 10X20 and 10x10

Quantity:
10x10 7 unit

Will your event require a stage, or platform? Yes No Size: 16x16 ft Quantity: 1

Other temporary structure(s)? Please, explain: NA

Electrical Trade

Will a generator be used? Yes No Size (Watts): 20 Quantity: 1

Will light towers be used? Yes No Quantity: _____

Any other electrical need(s) not specified? Yes No

Please, explain: Dual Electrical outlet 110v for each tent

Plumbing Trade

What type of restroom facilities will be provided? Existing Building Portable Toilets

What is the distance of the path to the restrooms nearest the main event? _____(ft.)

Public Works Department
Traffic Impact Initial Review

Will your event involve any partial or complete road/lane closures? Yes No
if yes, please provide additional information below.

Will your event involve any partial or complete sidewalk closures? Yes No

Proposed event will occupy: One lane Two Lanes Half Street Full Street

Street name _____

From _____ To _____

Beginning Date: _____ Time: _____

Ending Date: _____ Time: _____

2nd Street name _____

From _____ To _____

Beginning Date: _____ Time: _____

Ending Date: _____ Time: _____

3rd Street name _____

From _____ To _____

Beginning Date: _____ Time: _____

Ending Date: _____ Time: _____

You may be required to hire off-duty police officers for traffic control and ensure the safety of participants and/or spectators. Emergency vehicles must have access without delay.



Applicant's Signature

October 4 2023_
Date

****THIS IS ONLY A TEMPLATE. MUST PREPARE DOCUMENT ON COMPANY LETTERHEAD****

(COMPANY/FOUNDATION LETTERHEAD HERE)

Hold Harmless Letter Template

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.



(Authorized personnel printed name)

(Authorized personnel signature)

____ October 4 -2023____
Date

Hi Lee,

Thank You so much for the information.

We already reviewed it and have some questions,

1. Capacity of each lote

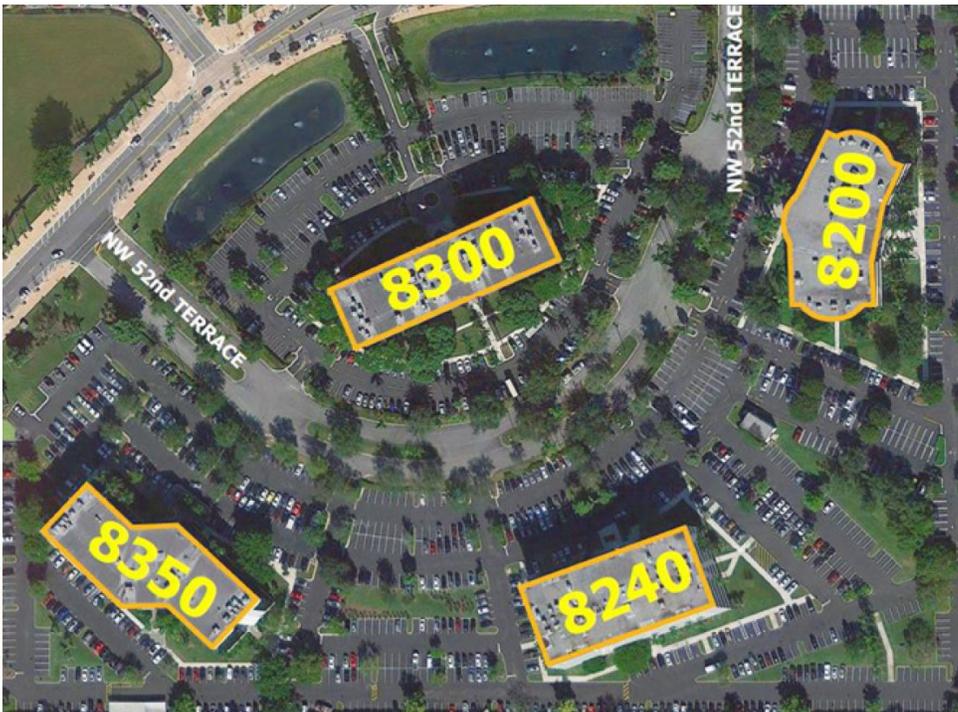
Thank you for your support.

Happy Friday.

On Tue, Oct 10, 2023 at 4:30 PM Lee Casey <lcasey@codina.com> wrote:

Hi Monica,

It was great speaking with you a moment ago. As we discussed attached is a copy of the Parking Pre-Requisites Sheet that the City of Doral should have provided to you. This includes terms that are non-negotiable for the usage of the parking lots. If your event allows for sponsorships, we could negotiate that in lieu of the cash fee to use the lots. However, if your organization/event does not have sponsorships, then the cash fee applies. Below is a map of the lots:



If you are ok with the terms outlined, then all I will need to start the agreement is the name of the legal entity putting on the event. If you have any questions, please let me know.

Regards,

Lee Casey, MBA

Vice President, Marketing

O: [305.529.1300](tel:305.529.1300) | **D:** [305.529.1314](tel:305.529.1314) | lcasey@codina.com
2020 Salzedo Street, 5th Floor, Coral Gables, Florida 33134



CodinaPartners

Leaving Communities Better Than We Found Them.

From: Adrian J. Morales <amorales@codina.com>

Sent: Tuesday, October 10, 2023 1:34 PM

To: Monica Vivas <purchasing@724experience.com>; Michelle Alonso <Malonso@codina.com>; Carolina Gomez Buitrago <cgomez@logistica911.com>

Cc: Lee Casey <lcasey@codina.com>

Subject: RE: Private parking services DEC 16 Downtown Doral Park

Lee,

724 Experience reached out asking for parking for an event on 12/16. Please discuss licensing agreement for the use of the lot if we have availability.

Thank you,

Adrian J. Morales

Director, Asset & Property Management

O: [305.592.0681](tel:305.592.0681) | **D:** [305.569.2207](tel:305.569.2207) | amorales@codina.com
8350 NW 52nd Terrace, Suite 204, Doral, Florida 33166



CodinaPartners

Leaving Communities Better Than We Found Them.

THE SPACE



PARK MAP

1. Start Of Christmas Route
2. The Christmas Wish Box
3. Funny Christmas Makeup
4. Happy Christmas Crafts
5. Smiles Booth
6. Tell Me A Christmas Story
7. Hydration Point