

RESOLUTION No. 17-201

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING AN OUTDOOR EVENT PERMIT FOR THE DOWNTOWN DORAL CHARTER ELEMENTARY SCHOOL TO HOST THE “WINTER WONDERLAND FAMILY DAY” AT DOWNTOWN DORAL CHARTER ELEMENTARY SCHOOL, LOCATED AT 8390 NW 53 STREET, DORAL, FLORIDA ON SATURDAY, DECEMBER 9, 2017 FROM 11:00AM TO 5:00PM; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Downtown Doral Charter Elementary School (“Applicant”) seeks approval from the City of Doral for an Outdoor Event Permit, via the Applications attached hereto as Exhibit “A”; and

WHEREAS, staff has recommended that Council approve the Applicant’s proposed Outdoor Event Permit to host the “Winter Wonderland Family Day” event on Saturday, December 9th, 2017 from 11:00am to 5:00pm at Downtown Doral Charter Elementary School located at 8390 NW 53rd Street, Doral, Florida 33178.

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

Section 1. Recitals. The above recitals are true and correct and incorporated herein.

Section 2. Approval. The outdoor event permit for the “Winter Wonderland Family Day” event is hereby approved subject to the following conditions:

1. Applicant shall comply with the comments made by the City of Doral Police Department.
2. Applicant shall comply with acquiring all required permits and performing the necessary inspections prior to event start, provided by the City of Doral Building Department.

3. Applicant shall secure a MOT permit for road closures from the Public Works Department.

Section 3. Implementation. The City Manager and the City Attorney are hereby authorized to take such further action as may be necessary to implement the purpose and provisions of this Resolution.

Section 4. Effective Date. This Resolution shall take effect immediately upon adoption.

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

Mayor Juan Carlos Bermudez	Yes
Vice Mayor Ana Maria Rodriguez	Yes
Councilman Pete Cabrera	Yes
Councilwoman Christi Fraga	Yes
Councilwoman Claudia Mariaca	Yes

PASSED AND ADOPTED this 8 day of November, 2017.



JUAN CARLOS BERMUDEZ, MAYOR

ATTEST:


CONNIE DIAZ, CMC
CITY CLERK

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



WEISS, SEROTA, HELFMAN, COLE & BIERMAN, P.L.
CITY ATTORNEY

EXHIBIT “A”

- Public Property Event Permit
- Special Private Property Event Permit



CITY OF DORAL
PLANNING & ZONING DEPARTMENT
OUTDOOR EVENT PERMIT

Special Event Winter Wonderland Family Day Class _____
 Promoter/Organization Downtown Doral Charter Elementary /DDCES PTO
 Facility Address 8390 NW 53rd ST Doral, FL 33166 Dates 12/09/17 to _____
 Hours of Operation 12:00 pm to 5:00 pm Estimated Attendance/Day 200-300
 * Road Closure 11 AM to 5:00 PM *

TYPE OF EVENT:

Music
 Parade
 Art Show
 TV Commercial
 Movie Filming
 Athletic
 Other (specify) _____

EXTRAORDINARY USES:

Animals
 Firearms
 Explosives/Fireworks
 Road Closures
 Cooking
 Alcoholic Beverages served*
 Tents/temp structures
 Aircraft
 Other (specify) TENT 10 X 10

* For events where alcoholic beverages will be served, page three of this application must be filled out.

Approved: (Initials & Date)

City Manager _____

Planning & Zoning Director _____

Building Official MA Received _____

Permit(s) Required? Yes No _____ Type(s) BEPP _____

Parks & Recreation Director _____

Police Department _____

Fire Department _____

Please be advised that a Building permit and fee may be required.

OUTDOOR EVENT APPLICATION

Date of Application

Name of Person or Organization (Permittee) Downtown Doral Charter Elementary

Mailing Address ddcespto@gmail.com

Represented By Maria Alejandra Hinojosa Title PTO President

Phone (305) 569-2223 Fax _____

Is your organization For-profit _____ Non-Profit _____

Location or Park Area requested Downtown Doral Charter Elementary School
8390 NW 53rd ST Doral FL 33166

Describe fully the space required for your event, and how your event will contribute to the benefit of the community

DDCES PTO organizes the winter Wonderland with the purpose of bringing together the school families and the community for a safe day of winter fun. This promotes community engage and partnership with the school. The event also raises funds that are used to assist the school with the Educational Program.

What type of entertainment is planned, include performer(s) name(s) and/or group(s) name(s)

Zumba - physical activity by Vanessa De Agrela
Performance musical, School chorus. Artist talent Cuero tran cao

Dates of Event Saturday, December 9, 2017

Rain Date (if any) N/A

Period of Requested Use (Including Set-up / Tear-down and Clean-up time):

From Set up 8:00am To 5:00 pm

Hours of Operations 9 hours

Estimated Size of Crowd: Participants 30-70 Spectators 150-300

Who is the contact person for your event?

Name Maria Alejandra Hinojosa

Address 10424 NW 61st Ln Doral, FL 33178

Agency _____ ddcespto@gmail.com

Telephone (786) 953-3701 mpuriaman@gmail.com

OUTDOOR EVENT HISTORY

List the five (5) last events sponsored by your organization and where they were held. Please include the event name, date, total attendance, problems (if any), location of event, phone number of event location, and contact name for reference.

1. Winter Wonderland, December 12, 2015.

12:00 pm - 5:00 pm - Downtown Doral Charter Elementary

8390 NW 53rd St Doral, FL 33166

Ana Frost (SIPA) 732-770-7935 (transmittion)

2. Winter Wonderland, December 10, 2016

8390 NW 53rd St Doral, FL 33166

12:00 pm - 5:00 pm Downtown Doral Charter Elementary

Susan Montoya (USA Signature Events) 305-310-1241 (transmittion)

3. _____

4. _____

5. _____

Do you owe anyone money for expenses incurred or revenue promised from prior events?

Date	Event	Person	Amount Owed
December 12, 2015	Winter Wonderland	Ana Frost	
		SIPA, DDCES	
December 10, 2016	Winter Wonderland	Susan Montoya ^{USA} Signature.	

OUTDOOR EVENT BUDGET

Detail fully the intended use, type of business and scope of operation

DETAILED REVENUE

Source	Price	Total Amount of Income
School venue		
	/	
Total Revenue		

DETAILED EXPENDITURES

Item	Total Amount of Expense
Decor Balloons	
Rental tents 10x10	
" table & chairs	
Photo booth / Santa	
Bounce house	
Portable Restrooms	
Total Expenses	
Net Income Expected	

DETAILED IN KIND SERVICES

Item	Value of Contribution
Total Value	

Describe the intended use of net income generated from this special event

OUTDOOR EVENT ACTIVITIES/ELEMENTS

List all Co-Sponsors

Name	Address	City, State Zip	Phone Number
N/A			

What is the principal business activity of these co-sponsors?

Name	Activity
N/A	

Will alcoholic beverages be served at your event? Yes _____ No _____

Beer N/A Price _____

Wine _____ Price _____

Describe who, where and what time the alcoholic beverages will be served

N/A

Will your special event require tents? (Requires a permit if greater than 10' x 10' or if cooking under any size tent)

Yes No _____

Indicate size and number of tents 10x10 5 feet distance between each one.

What are the electrical requirements of the Event?

Generator(s) - Size in Watts 4000 OR Fed from Building Electrical _____

Number of lights and outlets to be used N/A

What type of restroom facilities will be provided? _____

Number of toilets _____ (must show location and distance of the restroom facilities on the Site Plan)

Will your special event have live or taped music?

Yes No _____ Type of music playlist to Zumba

Describe who, where and what music will be presented

#100 Move Activity physical by Vanessa de Agrela



Downtown Doral
CHARTER ELEMENTARY

8390 NW 53rd ST Doral FL 33166

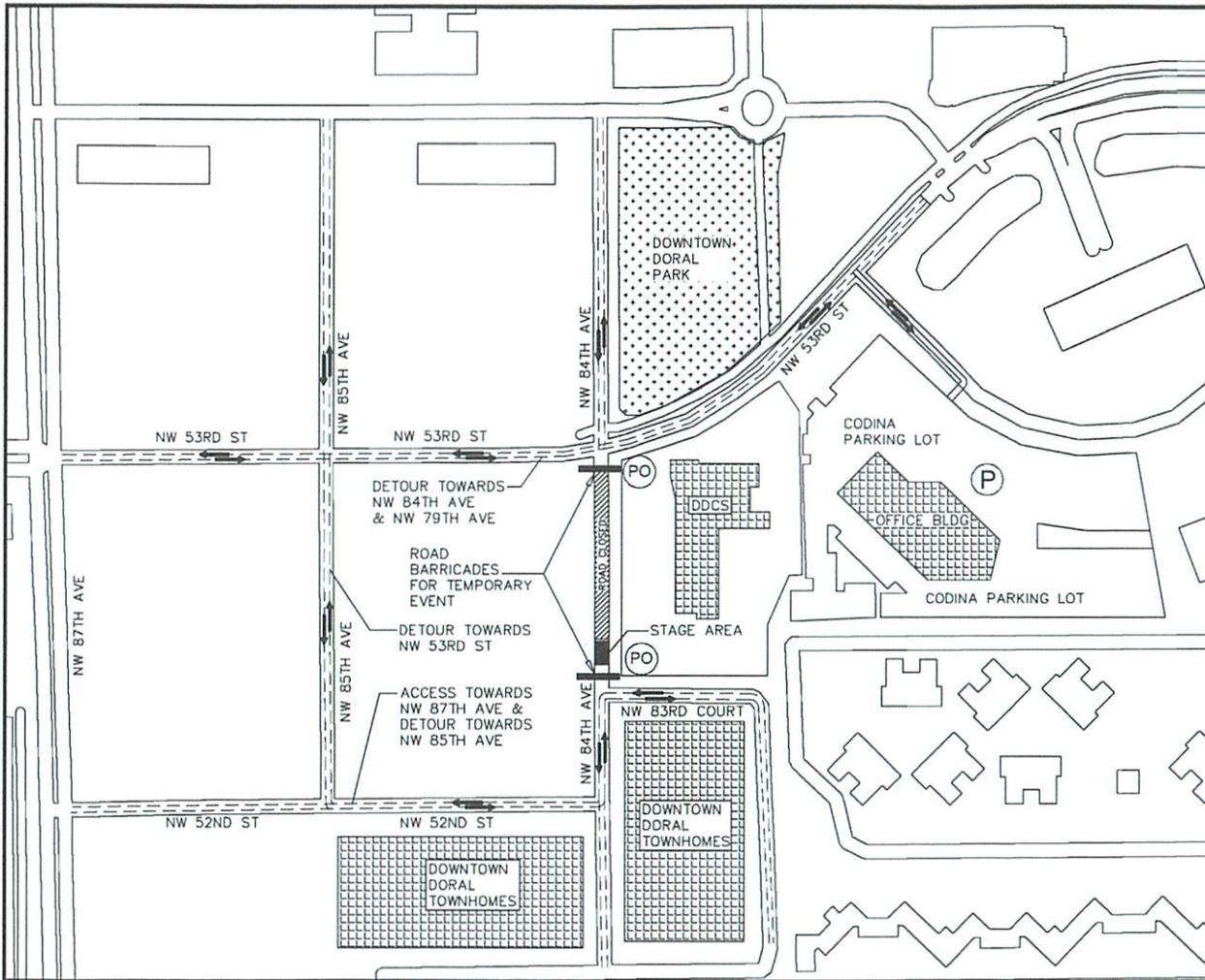
October 17, 2017

To Whom It May Concern:

Regarding the event named: "Winter Wonderland Family Day" to take place at **Downtown Doral Charter Elementary School Inc.**, on **Saturday, December 9, 2017**. Downtown Doral Charter Elementary School Inc. agrees to hold the City of Doral, its agent and authorized personal harmless and relieve them from any responsibility or liability for any legal action or damage, cost or expense including attorney's fee resulting from damage and or personal injury that should occur on the premise.

A handwritten signature in blue ink, appearing to read 'Jeannette Acevedo-Isenberg', is written over a horizontal line. The signature is highly stylized with large loops and flourishes.

Jeannette Acevedo-Isenberg
Head of School



MAINTENANCE OF TRAFFIC LAYOUT



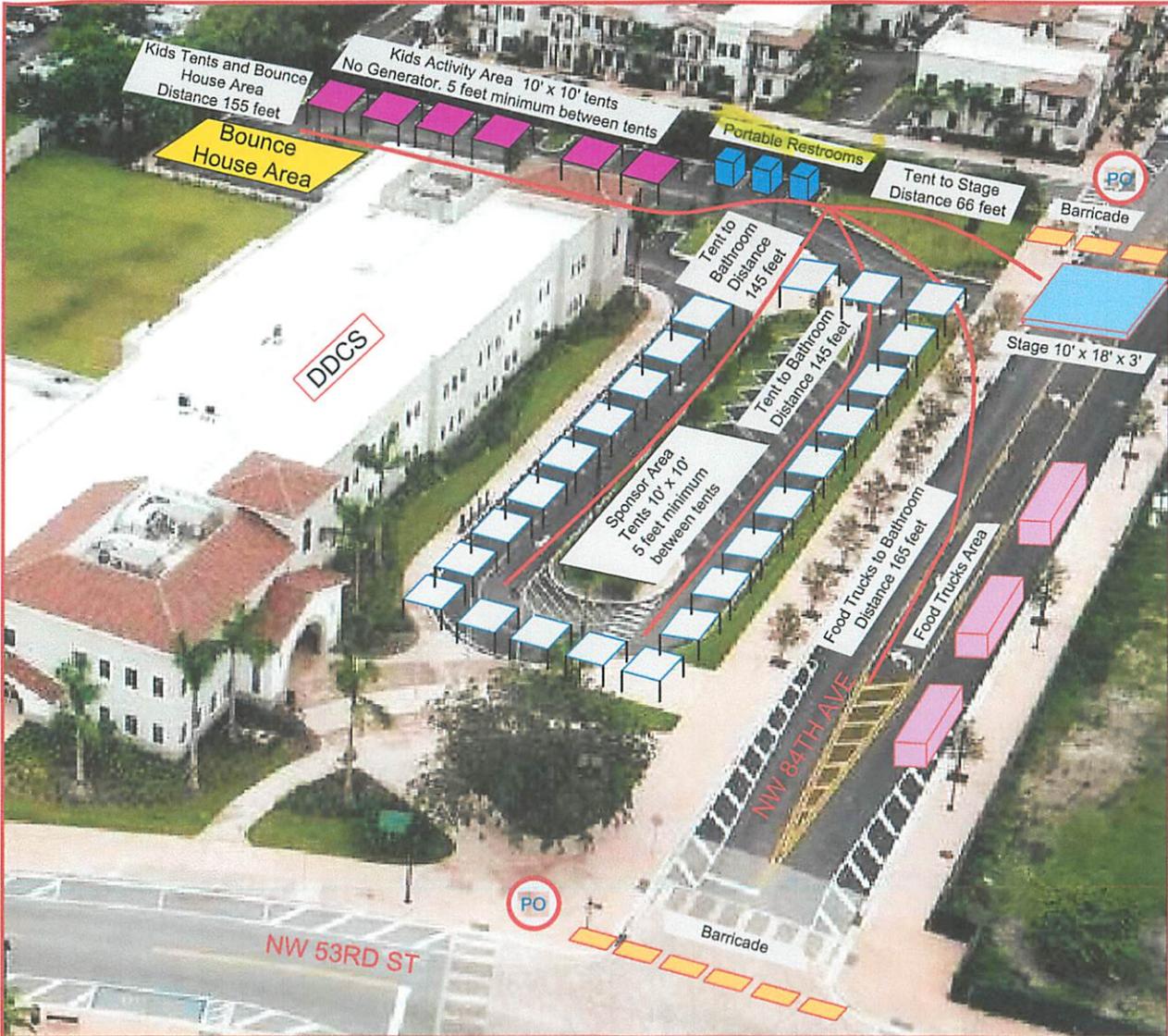
Saturday, December 9, 2017
 12:00 a.m. - 5:00 p.m.
 Contact Information
 Maria Alejandra Hinojosa
 ddcespto@gmail.com
 Phone: 786-953-3701

LAYOUT NOTES:

- DDCS DOWNTOWN DORAL CHARTER SCHOOL
- DENOTES BARRICADES ON NW 84TH AVE
- DENOTES ROAD CLOSED NW 84TH AVE
- DENOTES ROAD PATH / DETOUR / ACCESS
- DENOTES ROAD LANE DIRECTIONS
- P PARKING LOT AVAILABILITY AT CODINA PARKING LOT
- PO STATIONED POLICE OFFICER SPOT

WINTER WONDERLAND FAMILY DAY TRAFFIC LAYOUT FOR:
 DOWNTOWN DORAL CHARTER ELEMENTARY SCHOOL
 8390 NW 53rd St, Doral, FL 33166

REVISED	DATE
DRAWN BY	SCALE
CHECKED BY	DATE
PROJECT NO.	MOT-1



Downtown Doral
CHARTER ELEMENTARY



Saturday, December 9, 2017
12:00 a.m. - 5:00 p.m.
Contact Information
Maria Alejandra Hinojosa
ddcespto@gmail.com
Phone: 786-953-3701

LAYOUT NOTES:

- DDCS** DOWNTOWN DORAL CHARTER SCHOOL
- PO** STATIONED POLICE OFFICER SPOT
- 10' X 10' SPONSOR TENT
- 10' X 10' KIDS ACTIVITY AREA TENT
- BARRICADES
- PORTABLE BATHROOMS
- FOOD TRUCKS
- BOUNCY HOUSE AREA

WINTER WONDERLAND FAMILY DAY TRAFFIC LAYOUT FOR:
DOWNTOWN DORAL CHARTER ELEMENTARY SCHOOL
8390 NW 53rd St, Doral, FL 33166

Reviewed by: **SITE PLAN**

A. Priory
10/19/17
Street Permit Req.

NOTE: ALL DISTANCES BETWEEN BATHROOM TO ALL TENTS, STAGE, FOOD TRUCK AND BOUNCY HOUSE ARE LESS THAN 500 FEET.

Plumbing Reviewed by:
Jose Gutierrez
10/19/17
Permit required

Electrical Reviewed by:
Paul Hansen
N/A
10/19/17



About Stage Event



Features

2.3m handrails from modular stage stairs
Made from lightweight aluminum
Ensure safety of accessing a stage deck
Great for exhibition stages, event staging,
Theatre/ runners and band stages
Easy to assemble with no tools needed
Attaches to steps using clamps (available
separately)

High quality handrail

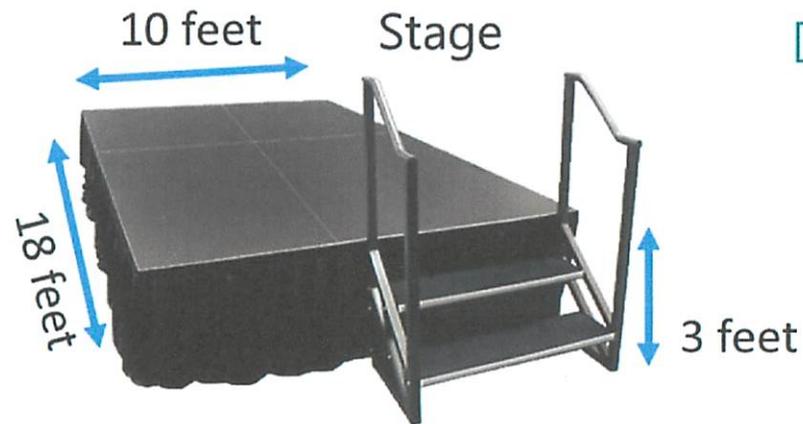
Specifications

Material: Aluminum

Dimensions (H30" x W 90" x L2")

780mm x 2300mm x 60mm

Weight: 4kg



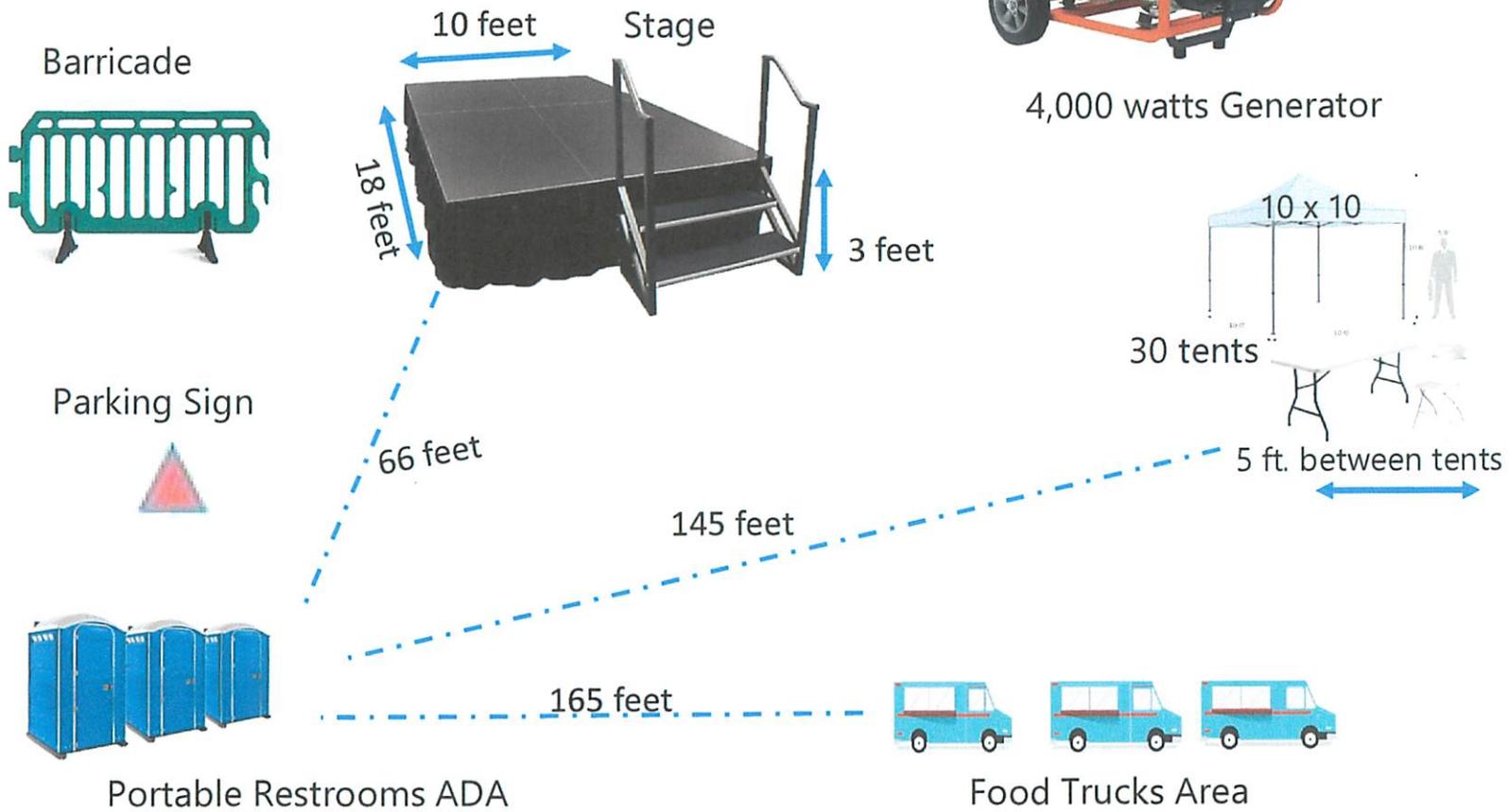
Downtown Doral
CHARTER ELEMENTARY



December 9, 2017
12:00 pm- 5:00 pm

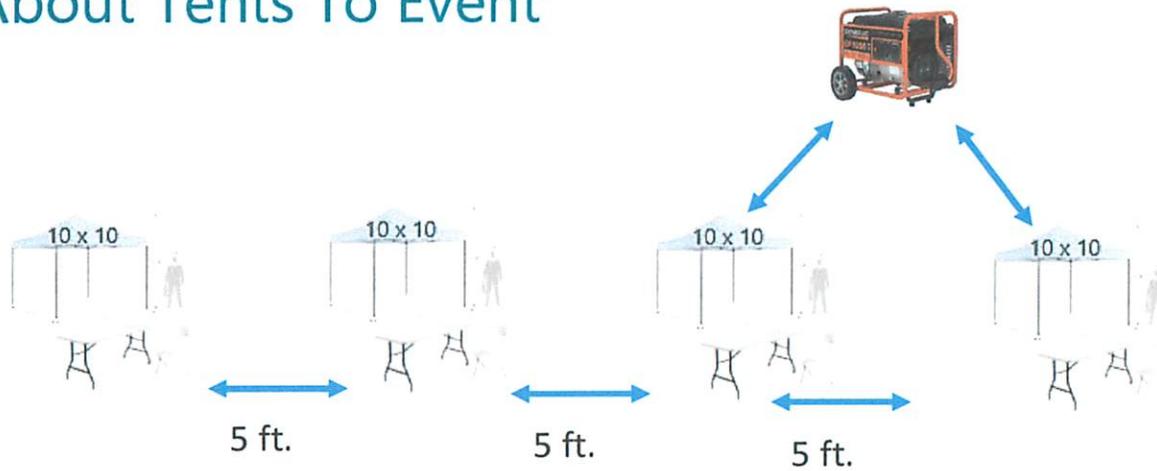
- A. THE RISER HEIGHT, TREAD DEPTH AND OVERALL WIDTH OF STAIRS.
- B. THE STAIR HANDRAIL HEIGHT

Distance Details Event



December 9, 2017
12:00 pm- 5:00 pm

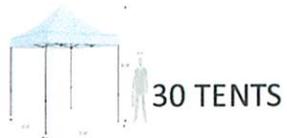
About Tents To Event



5 feet between tents

Safety Info:

- No On-Site Cooking
- All Tents 10'x10'
- 5 feet between tents



Downtown Doral
CHARTER ELEMENTARY



December 9, 2017
12:00 pm- 5:00 pm



City of Doral
8401 NW 53rd Terrace
Doral, FL 33166
305-593-6725

Invoice Receipt

Invoice Date: 10/18/2017

Invoice Number: 20171018143500657178

Invoice Notes: PZ

Register:CR1

Reference Number	Item Description	Amount
20171018143511662403	PZ-001.4000.329400-ZONING PLAN REVIEW FEES [OUTDOOR EVENT PERMIT]	350.00
20171018143530397627	CHECK PAYMENT [DOWNTOWN DORAL CHARTER -159]	-350.00
Total Due		0.00

City of Doral Police Department

For All The Right Reasons!™



INVOICE

Attn: Off-Duty Coordinators
6100 NW 99th Avenue Doral, FL 33178
Phone 305-593-6699
Fax 786-871-1501

Invoice #102
Date: 10/19/2017

Acct# 0016000342100

To:
ATTN: Accounts Payable
Downtown Charter School Elementary
8390 NW 53rd Street
Doral, FL 33178

For:
Off-Duty Police Services
stephanie.bortz@doralpd.com

DESCRIPTION	HOURS	RATE	AMOUNT
Off-Duty Services , (2) OFFICER EVENT 12/9/2017	6.5	\$51.51	\$669.63
Off-Duty Services , (2) OFFICER EVENT 12/9/2017	6	\$51.51	\$618.12
		Total Due:	\$1,287.75

Make all checks payable to City of Doral Police Department

Total due within 15 days of receipt of invoice.

Overdue accounts subject to immediate suspension of Off-Duty services.



Outdoor Events Submittal Checklist

Event Organizer: *Downtown Doral
Charter Elementary*

Event Date: *12/9/17*

- I. Outdoor Event Application
- II. *Fee (350.00)
- III. Hold Harmless Letter
- IV. **Site Plan
- V. Insurance *N/A*
- VI. Owner's Letter of Approval *Pending*
- VII. Event Planning Timeline (set-up, break-down, start of event, end of event, etc.)
- VIII. ***Consumer's Certificate of Exemption OR Letter from Department of Treasury (IRS)

* Note: If application was submitted less than 7 days prior to the event, there is an additional late charge of \$200.00.

** Note: Please attach a diagram of the set-up for the event. Show as much detail as possible. Show crowd flow, controls, seating, and parking. Also show configuration and sizes of stage(s), concession booths, tent(s) location, portable toilets, and fire protection equipment.

*** ONLY FOR NON-PROFIT ORGANIZATIONS



**OUTDOOR EVENT APPLICATION
TRACKING SHEET**

Event Name: Winter Wonderland Family Day
Organization Name: Downtown Doral Charter Elementary
Submitted Date: 10/18/17 Event Date: 12/09/17

BUILDING DEPARTMENT

Date SUBMITTED: 10/18/17
Date RETURNED: 10/19/17

POLICE DEPARTMENT

Date SUBMITTED: 10/18/17
Date RETURNED: 10/19/17

*emailed event organizer regarding police fees & building permits.

PLANNING AND ZONING DEPARTMENT

SUBMITTED: _____
RETURNED: _____

PARKS AND RECREATION DEPARTMENT

Date SUBMITTED: _____
RETURNED: _____

PUBLIC WORKS DEPARTMENT

SUBMITTED: 10/18/17
RETURNED: _____

*Submitted not application
10/19/17