



9293 Harding Avenue, Surfside, FL 33154  
Phone: (305) 993 – 1052 | Fax: (305) 993 – 5052

**SPECIAL EVENTS PERMIT APPLICATION**

**This application must be submitted to [creyes@townofsurfsidefl.gov](mailto:creyes@townofsurfsidefl.gov) at least fifteen (15) calendar days prior to the date of the planned Special Event. Additional paper can be used as needed to answer all questions.**

**Special Note: Film Production Events and Commercial Events are prohibited from taking place in the single-family residences in the Town (per Town Code Sections 11-1 and 90-41d(1)(b)).**

**Special Events Permit Application Fee is \$80.00.**

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- Application Type:  Print Production Event (no filming) in the H-30A, H-30B and H-30 C west of  
(Check one)                      Harding Avenue
- Print and Film Production Event in any other District
- Commercial Event (allowed only in the SD-B40 & MU Districts)
- Use of Public Facility (CF District) / Surfside Beach

Applicant Name: \_\_\_\_\_

Applicant's Permanent Address: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Applicant's Daytime Phone Number: \_\_\_\_\_

Applicant's E-mail: \_\_\_\_\_

Name of Event Planner/Promoter: \_\_\_\_\_

Event Planner/Promoter Daytime Phone Number: \_\_\_\_\_

Event Planner/Promoter E-mail: \_\_\_\_\_

Address/Location of Event:  
\_\_\_\_\_

Name of Property Owner for Address of Event: \_\_\_\_\_

Date(s) of Event: From \_\_\_\_\_ To \_\_\_\_\_

Event Hours (including set up/tear down time): From \_\_\_\_\_ a.m./p.m. To \_\_\_\_\_ a.m./p.m.

Type of Event (Describe in detail; use additional paper if necessary):  
\_\_\_\_\_

Description of event items being used (i.e., tables, chairs, tents, exhibits, etc.) \_\_\_\_\_

Description of electronic/power equipment being used (i.e., generators, sound equipment, lights, etc.) \_\_\_\_\_

Anticipated number of persons that are attending this event: \_\_\_\_\_

Anticipated number of participant vehicles (if known): \_\_\_\_\_  
(*Note: All event and guest vehicles must be legally parked on Town roadways, in Town parking lots, in on-street metered parking spaces, or by valet parking at hotels; no parking allowed on the grass.*)

Description of Recycling Plan (if applicable) \_\_\_\_\_

Special Assistance Requested (if addition Town services are required and approved, additional fees for services may be charged)

Other Information regarding this Event: \_\_\_\_\_

**Acknowledgment of Town of Surfside Special Event Regulations and Guidelines:**

I, \_\_\_\_\_, (Permittee), hereby acknowledge and agree to abide by all of the Town of Surfside special events rules and code of conduct regulations as printed and distributed to me with this application. I further understand that I may be required to pay for the attendance of Town staff, including but not limited to off-duty police officers, and any costs that may be associated with property damage and/or post-event cleaning. I further understand that I may be required to post a security performance bond with the Town of Surfside prior to the planned event date.

I understand that I may not use any of the Town of Surfside seals or logos in any advertising for my event without the expressed permission and written consent of the Town of Surfside.

I hereby acknowledge, understand and agree that if any unforeseen circumstances occur and/or Permittee fails to meet the requirements the Town of Surfside has set forth, the Town of Surfside shall have the right to control, cancel or stop the event in progress. The Permittee agrees to indemnify and hold harmless the Town of Surfside, its officers, employees, and agents from against all loss, costs, expenses, including attorney's fees, claims, suits and judgments, whatsoever, in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by the sponsor, its officers, employees, and agents under any of the terms of this special event permit.

\_\_\_\_\_  
Signature of Permittee

\_\_\_\_\_  
Date



## **RULES AND CODE OF CONDUCT FOR SPECIAL EVENTS PERMITS** **(Special Events, Film, and/or Print Production Permits)**

The following Rules and Code of Conduct must be strictly adhered to by all Special Event Permittees when conducting and/or participating in any Special Event, Film and/or Print Production Event activities within the Town of Surfside:

### **General Rules**

- All Special Events, Film and/or Print Production Events, unless otherwise specified herein or in a specific permit, are allowed between the hours of 8:00 a.m. to 6:00 p.m., Monday through Friday (weekends and legal holidays are prohibited except as specifically permitted pursuant to the permit and these rules). If the Town Manager determines the event provides a public benefit available to all residents and does not interfere with any other Town operations or events, then the event may be permitted on weekends, holidays and at other times. The Special Event Permit shall specify the approved dates and times of the event. The Special Event Permit shall be kept available by the permittee at the event site at all times during the event, and shall be displayed upon request to Town Officials.
- Strict adherence to all sections of the Town of Surfside Noise Ordinance (Town Code Section 54-78).
- The use of off-duty Surfside Police Officers may be required for traffic and/or crowd control. The Police Department has sole discretion as to the implementation of this requirement, and the prevailing off-duty pay rate per officer will apply, and must be paid in advance.
- Written approval of the Miami-Dade County Fire Department will be required for all stunts, fire and pyro involved events, and for any event where smoke detectors and/or fire alarms are to be temporarily disabled.
- The use of any Town buildings, Parks & Recreational facilities, or the Town Community Center shall be governed by rules and regulations established as needed for the event by the Town Manager, the Town's Parks and Recreation Director, or any other Town Officials.
- Generators, motors or other noise producing devices are permitted only with the approval of the Town Manager, and must operate at sound levels consistent with the limits of the Town Noise Ordinance.
- Special Events cannot block pedestrian or vehicular traffic or impact private businesses without prior permission.

- In the event of a declared emergency or by determination of the Town Manager of a conflict with Town events or activities, or that the permitted activity creates a risk to public health and/or safety & welfare, the Special Event Permit may be re-scheduled, suspended or revoked at the discretion of the Town of Surfside.

#### Film and/or Print Production Events

- For Film and/or Print Production events that take place on public property, the Permittee must submit with the Special Events Permit application a valid Certificate of Commercial Liability Insurance for a minimum of one million (\$1,000,000.00) U.S. dollars for general liability coverage, naming the Town of Surfside as an additional insured and certificate holder for the dates and times of the event.
- The use of drones aka unmanned aerial systems is regulated by the FAA UAS Rule, and may only take place between sunrise to sunset, or between 8:00 a.m. and 6:00 p.m., whichever is more restrictive.
- Signage to direct film cast and crew or any other production element is permitted if approved by the Town Manager as part of the application and permit, and must be removed by the Permittee immediately after the end of the event.
- In addition to any parking restrictions specifically applied by the Police Department or Fire Department as part of the Special Event Permit, no parking is allowed on Biscaya Drive. Parking of vehicles is allowed in Town parking lots, on-street parking spaces, and other legal parking spaces. Parking fees apply in all metered parking spaces.
- Parking is allowed on the location of the event in driveways and garages only, and no parking is allowed on the lawn (grassy areas).
- If filming or shooting photos on the public beach, additional Beach Event Rules and Regulations will apply (see below).

#### Beach Event Rules & Regulations

- This is a public beach and no area or section of the beach may be reserved or restricted solely for event; avoid using any area where sea turtle nests are found.
- Beachfront events are permitted from sunrise to sunset.
- Beachfront events are not allowed behind any portion of the Surfside Community Center property (located at 9301 Collins Avenue) unless specifically allowed in the permit.
- The beach is unpatrolled, and use of the beach and ocean is at user's own risk.
- Use of the beach hard-pack service road (located immediately west of the dune) is limited to the deliveries of event materials. Hard pack access must be pre-arranged with the Surfside Police Department, and additional fees may apply.

- No motorized vehicles of any kind are allowed on the beach, on the walking path or on the hard-pack areas unless specifically pre-arranged with the Surfside Police Department, and additional fees may apply.
- Use of small tables or chairs is allowed, but the delivery and pick-up of these items shall be restricted to access points at the end of existing roads that terminate at the beach, or via the hard-pack service road by pre-arrangement with the Surfside Police Department, and additional fees may apply.
- Aisle runners are not approved or permitted for use due to the safety hazard they present on beach sand.
- No commercial/rental tents will be permitted on the beach unless specifically allowed in the permit; ceremonial arches are permitted.
- No electrical generators, public address systems, or live music (amplified or unamplified) are allowed on the beach unless specifically approved in the permit and subject to all Noise Ordinance restrictions; use of a portable radio is acceptable.
- Nothing may be set-up on the beach within 12 feet of the eastern edge of the dune vegetation as this area is an emergency and maintenance lane.
- Trespassing on the dune is prohibited.
- Flowers may not be in glass or ceramic vases.
- Glass, plastic straws or Styrofoam (polystyrene) containers are not permitted on the beach. Permittees are required to recycle materials whenever possible.
- No flames, fires or barbeques are permitted on the beach.
- No food or beverage service may take place on the beach unless specifically approved in the permit
- No dogs, except service dogs as defined under ADA, are allowed on the beach.
- All items must be removed from the beach at the end of the event.
- The beach area used by the permittee will be inspected by the Town at the conclusion of the event, and if additional beach cleaning is required, then the permittee may be charged for the costs of such cleaning.

**Failure to follow all of these Rules and Code of Conduct, or to follow instructions from Town of Surfside employees and officials, may result in the immediate revocation and termination of the Special Event Permit.**