



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 indoors, outdoors, on stage, under tents or with the use of temporary buildings or structures, to which members of the general 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
- Events longer than 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 special activity, on private property which is defined as special 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 alter the use, occupancy, occupant load, or facility count of the facility proposed to be used.
- Corporate events located on business premises that does not require any city services. The sponsor of the proposed special 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

January 22th, 2025

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: Doral International Art Fair

Event Organizer: Doral International Art Fair, Inc. Event Address: 8363 NW 53rd Terrace, Doral, Florida 33166

Dates: From: November 6, 2025 To: November 9, 2025

Event Hours: From: 12:00 m (am/pm) To: 08:00 pm (am/pm) Estimated Attendance: 50 per hour

Applicant Information

Applicant's Name: Dr. Jesus Alberto Fuenmayor Title: Chief Executive Officer

Applicant's Address: 2656 NW 97th Ave

City: Doral State: Florida Zip Code: 33172

Phone: (786) 208-9104 Email: jesusalbertofuenmayor@gmail.com

Promoter/Company Information

Organizer's Name: Doral International Art Fair, Inc.

Organizer's Address: 2656 NW 97th Ave City: Doral State: Florida

Telephone: (305) 209-5101 Email: info@artdoral.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): Art Fair / Expositions

SPECIAL CONSIDERATIONS:

Animals Cooking Alcoholic Beverages Road Closures Firework

Food Trucks

Other (specify): Support is required from the police, maintenance personnel for the Doral Cultural Arts Center and technological support.

EVENT DESCRIPTION:

The Doral International Art Fair will provide a quality artistic offer since it will bring together artist, growers, critics, collectors and art lovers, with

the purpose of exalting multiculturalism and promoting art as a culture of peace, dialogue and social coexistence. The DIAF has held two editions,

in 2023 and 2024, at the Doral Cultural Arts Center.

PURPOSE OF EVENT: Cultural purpose

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

From: Oct28, 2025 To: Nov12, 2025

Yes No

- Is this event open to the general public?
- Will there be an admission fee? If yes, please provide amount(s):
- Will alcoholic beverages be served? Type Wine and whiskey 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
2 category 4 sponsors	\$30,000 each	60,000.00
3 category 3 sponsors	\$15,000 each	45,000.00
7 category 2 sponsors	\$10,000 each	70,000.00
10 category 1 sponsors	\$5,000 each	50,000.00
Sales revenue	\$36,000	36,000.00
Total Revenue		261,000.00

Detailed Expenditures

Item	Total Amount of Expense
General production	80,000.00
Services contracts	30,000.00
website, marketing, digital promotion and publicity material.	20,000.00
Operating expenses	70,000.00
Insurance, reserve and risk	60,000.00
Total Expenses	260,000.00
Net Income Expected	261,000.00

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. Doral International Art Fair, first edition, November 3 to November 5, 2023, at Doral Cultural Arts Center. Attendance: 1500 people approx.
2. Doral International Art Fair, second edition, November 7 to November 10, 2024, at Doral Cultural Arts Center. Attendance: 1500 people approx.
3. _____

Building Department

Will your event require tents? Yes No Size: _____ Quantity: _____

Will your event require a stage, or platform? Yes No Size: _____ Quantity: _____[□]

Other temporary structure(s)? Please, explain:

None

Electrical Trade

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

Will light towers be used? Yes No Quantity: _____

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

Please, explain: _____

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 None

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

January 22, 2025

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)

Date