



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

08/21/2024

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 CUP

Event Organizer: WORLD SOCCER EVENT Event Address: 8634 nw 103 ave Doral, fl 33178

Dates: From: 03/15/2025 To: 03/16/2025

Event Hours: From: 8:00 (am/pm) To: 8:00 (am/pm) Estimated Attendance: 4500

Applicant Information

Applicant's Name: JEAN PAUL GINESTRA Title: _____

Applicant's Address: 8634 nw 103 ave

City: doral State: florida Zip Code: 33178

Phone: 7863283077 Email: info@doralcup.com

Promoter/Company Information

Organizer's Name: WORLD SOCCER EVENT

Organizer's Address: 10893 NW 17TH ST UNIT 128 City: MIAMI State: FL

Telephone: 7863283077 Email: info@doralcup.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): TENT TO SELL WATER

EVENT DESCRIPTION: CHILDREN'S SOCCER EVENT,
INCLUDING BOYS AND GIRLS BETWEEN
AGES 8 AND 18 YEARS OLD , We estimate that 120 teams will come by 2025

PURPOSE OF EVENT: THAT THE CITY OF DORAL OFFER ONE OF
THE MOST POPULAR EVENT IN SOUTH OF FLORIDA AND
BELONG TO THE CYCLE OF THE SOCCER EVENT OF THE YEAR

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

From: 8:00 AM To: 8:00 PM

- | Yes | No | |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Is this event open to the general public? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will there be an admission fee? If yes, please provide amount(s): |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will alcoholic beverages be served? Type _____ Price _____ |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will you have music? Live <input type="checkbox"/> Recorded: <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will there be on-site registration? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 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
INCOME FROM FEE REGISTRATION	800	96.000
SPONSORS		50.000
Total Revenue		146.000

Detailed Expenditures

Item	Total Amount of Expense
REFEREE AND FIELD RENT	53.800
MARKETING AND AWARDS	27.000
OTHER EXPENSES	12.000
Total Expenses	92.000
Net Income Expected	54.000

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 CUP 2024, ALL THE SPORT FIELD IN THE PARKS OF DORAL, AND SOME SCHOOLS. MARCH 20204, TOTAL PEOPLE CAME 3500 PEOPLES
2. VACACIONAL OF MIAMI, MEADOWS PARK, LAS 6 YEARS ON SUMMER BETWEEN JUNE AND AUGUST, 200 PEOPLE, ANY INCIDENT
3. _____

Building Department

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

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

Other temporary structure(s)? Please, explain:

THE STAGE THAT WE USE IS THE SAME THAT WE USED IN 2024, WITH A 12
SQFT AND A HEIGHT OF 2 FEET

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? 10 (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

08/21/2024
Date



WORLD SOCCER EVENT

8634 NW 103 AVE DORAL, FL 33178

INFO@DORALCUP.COM

WWW.DORALCUP.COM

Dear CITY OF DORAL,

HOLD HARMLESS LETTER

I Jean Paul Ginestra Director of Doral Cup and representative of the company world soccer event agree to hold The City of Doral, its agent and authorized personnel harmless and relieve them from ant responsibility of liability for any legal action or damage, cost or expense (including attorneys' fee) resulting from damage and/o personal injury that should occur on the premises.

Your Title

**JEAN PAUL GINESTRA
DIRECTOR**

**WORLD SOCCER EVENT
7863283077**

From: [JP Ginestra](#)
To: [Seida Feliu \(PZ\)](#)
Subject: Re: Use of City Logo
Date: Monday, August 26, 2024 10:08:51 AM
Attachments: [image001.png](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning Seida, yes the idea is to use The Dora City logo to promote Doral Cup;'s event, 2025.

Regards

El lun, 26 ago 2024 a las 9:41, Seida Feliu (PZ) (<Seida.Feliu@cityofdoral.com>) escribió:

Good morning, Jean Paul,

I noticed that last year's event the use of the city logo was requested by you and approved by council; are you planning to use the logo this year? If yes, please send me an email with the request so I can include it in the staff report and resolution to council.

Thank you, kind regards,

Seida Feliu

Administrative Assistant &

Outdoor Events Coordinator

Planning and Zoning Department

City of Doral

8401 NW 53 Terrace

Doral, FL 33166

T (305) 593-6630 ext. 3001

Seida.feliu@cityofdoral.com

www.cityofdoral.com

Connect with us on [X](#), [Facebook](#) and [Instagram](#) !



Please note that the State of Florida's Public Records Laws provide that most written communications to or from the City of Doral regarding government business are public records available to the public upon request. This e-mail communication may therefore be subject to public disclosure.

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Jean Paul Ginestra
786-3283077

PARKING PLAN TO EACH FIELD AND ESTIMATE PEOPLE PER HOUR & DAY

Meadows Park will be the Main field

FIELD	PARKING SPOT AVAILABLE	ESTIMATE PEOPLE PER HOUR AND PER DAY	ESTIMATE CARS PER HOURS	ALTERNATIVE PARKING AVAILABLE	STREE
MEADOWS PARK	113	150 HOURS 1500 PER DAY	200	Parking SCHOOL EBT 70 SPOT AVAILABLE	IF WE CAN USE EBT SCHOOL IT IS NOT NECESSARY
MORGAN LEVY	175	70 PER HOUR 700 PER DAY	120	PARKING SCHOOL JON SMITH	NOT NECESSARY
LEGACY PARK	190	100 PER HOUR 1000 PER DAY	120	NA	NOT NECESSARY

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MORGAN LEVY	175	70 PER HOUR 700 PER DAY	120	PARKING SCHOOL JON SMITH	NOT NECESSARY
LEGACY PARK	190	100 PER HOUR 1000 PER DAY	120	NA	NOT NECESSARY
JC BERMUDEZ	109	40 PER HOUR 400 PER DAY	40	NA	NOT NECESSARY
DORAL ACADEMY	120	40 PER HOUR 400 PER DAY	40	NA	NOT NECESSARY





MORGAN LEVY

PARENT AREA

6

REFEREE AREA

TENT

TENT

TENT

Trophy area

TENT

5

PARENT AREA

bathroom



LEGACY PARK

DORAL

DORAL



7

∞

PARENT AREA

PARENT AREA

PARENT AREA

TENT

REFEREE AREA

TENT

TENT

TENT

PARENT AREA

PARENT AREA

Trophy area

bathroom



STAGE THAT WE USED IN DORAL CUP 2024