



## 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](mailto: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

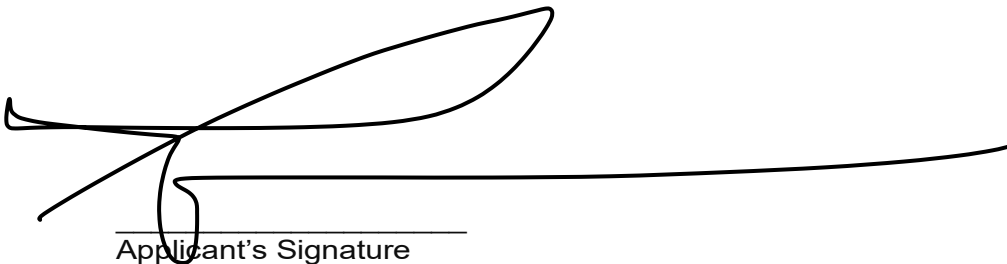
Exceptions to the special events regulations:

- 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 does 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

August 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 Fashion Week

Event Organizer: Doral Fashion Week Event Address: 8363 Nw 53 St Doral 33166

Dates: From: December 12 2024 To: December 13 2024

Event Hours: From: 1pm (am/pm) To: 11 pm (am/pm) Estimated Attendance: 200

## Applicant Information

Applicant's Name: Idolfredo Hernandez Title: Doral Fashion Wekk

Applicant's Address: 4805 Nw 79 Ave suite 03

City: Doral State: FL Zip Code: 33166

Phone: 7866475982 Email: idoljosegroup@gmail.com

## Promoter/Company Information

Organizer's Name: Idoljose Group LLC

Organizer's Address: 4805 Nw 79 Ave suite 03 City: Doral State: FL

Telephone: 7866475982 Email: idoljose@gmail.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): Fashion Runway Models

### SPECIAL CONSIDERATIONS:

Animals  Cooking  Alcoholic Beverages  Road Closures  Firework

Food Trucks

Other (specify): MULTICULTURAL SOCIAL FASHION EVENT

### EVENT DESCRIPTION:

MULTICULTURAL SOCIAL FASHION EVENT

### PURPOSE OF EVENT:

Brings Fashion Culture To The City as well as tourism such as Designers who come from different countries from Latin America and their attendees Doral Awards academic participation awards ceremony with exhibition of Doral Fashion Magazine

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

From: December 12

To: December 13

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 Price Free

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
SPONSOR	50.000.00	50.000.00
Total Revenue		50.000.00

### Detailed Expenditures

Item	Total Amount of Expense
Production	50.000.00
Total Expenses	
Net Income Expected	50.000.00

## 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 FASHION WEEK AT DORAL CULTURAL ARTS CENTER, DECEMBER 2022  

200 ATTENDEES

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2. DORAL FASHION WEEK AT DORAL CULTURAL ARTS CENTER, JULY 2023  

200 ATTENDEES

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3. DORAL FASHION WEEK AT DORAL CULTURAL ARTS CENTER, DECEMBER 2023  

200 ATTENDEES

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## Building Department

Will your event require tents? Yes  No  Size: \_\_\_\_\_ Quantity: \_\_\_\_\_

Will your event require a stage, or platform? Yes  No  Size: \_\_\_\_\_ Quantity: \_\_\_\_\_<sup>□</sup>

Other temporary structure(s)? Please, explain:

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## 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: \_\_\_\_\_

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## 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: \_\_\_\_\_

2<sup>nd</sup> Street name \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Time: \_\_\_\_\_

Ending Date: \_\_\_\_\_ Time: \_\_\_\_\_

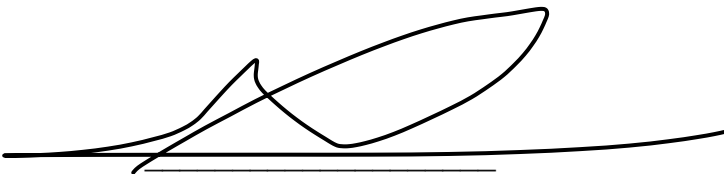
3<sup>rd</sup> Street name \_\_\_\_\_

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

August 21 2024

Date



**From:** [Idol Jose](#)  
**To:** [Seida Feliu \(PZ\)](#)  
**Subject:** Re: Doral Fashion Week event Use of the City Logo  
**Date:** Thursday, September 19, 2024 10:55:55 AM

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**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, we are formally requesting through this means the requirement to be able to place the logo of the Mayor's Office of the city of Doral at the Doral Fashion Week event, which has already been held for six uninterrupted editions in the city. For us it is a great honor and above all to respectfully carry your name at this great fashion event in our city of Doral. Thank you for your attention, grateful in advance.

Idolfredo Hernández  
Juan Fco Cabello  
Doral Fashion Week  
Idoljosegroup LLC

On Sep 19, 2024, at 10:29 AM, Seida Feliu (PZ) <Seida.Feliu@cityofdoral.com> wrote:

Good morning,

I hope all is well with you. Your request for this special event permit is scheduled for the October 9 council meeting, we need to confirm that you are requesting the use of the city logo. Please send an email with this request as soon as possible. This is time sensitive .

If you have any question, please do not hesitate to contact us.

Thank you.  
Best 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](mailto:Seida.feliu@cityofdoral.com)

[www.cityofdoral.com](http://www.cityofdoral.com)

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

<image001.png>

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\*\*\*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.\*\*\*

**\*\*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.

Idolfredo Hernandez

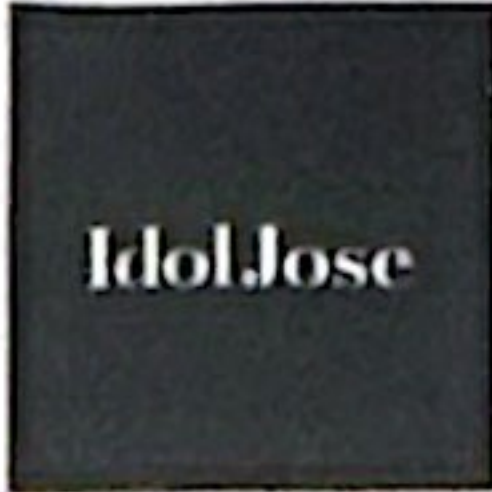
\_\_\_\_\_  
(Authorized personnel printed name)

  
\_\_\_\_\_  
(Authorized personnel signature)

August 21 2024

\_\_\_\_\_  
Date

IdolJose



IdolJose

Hold Harmless Letter Template

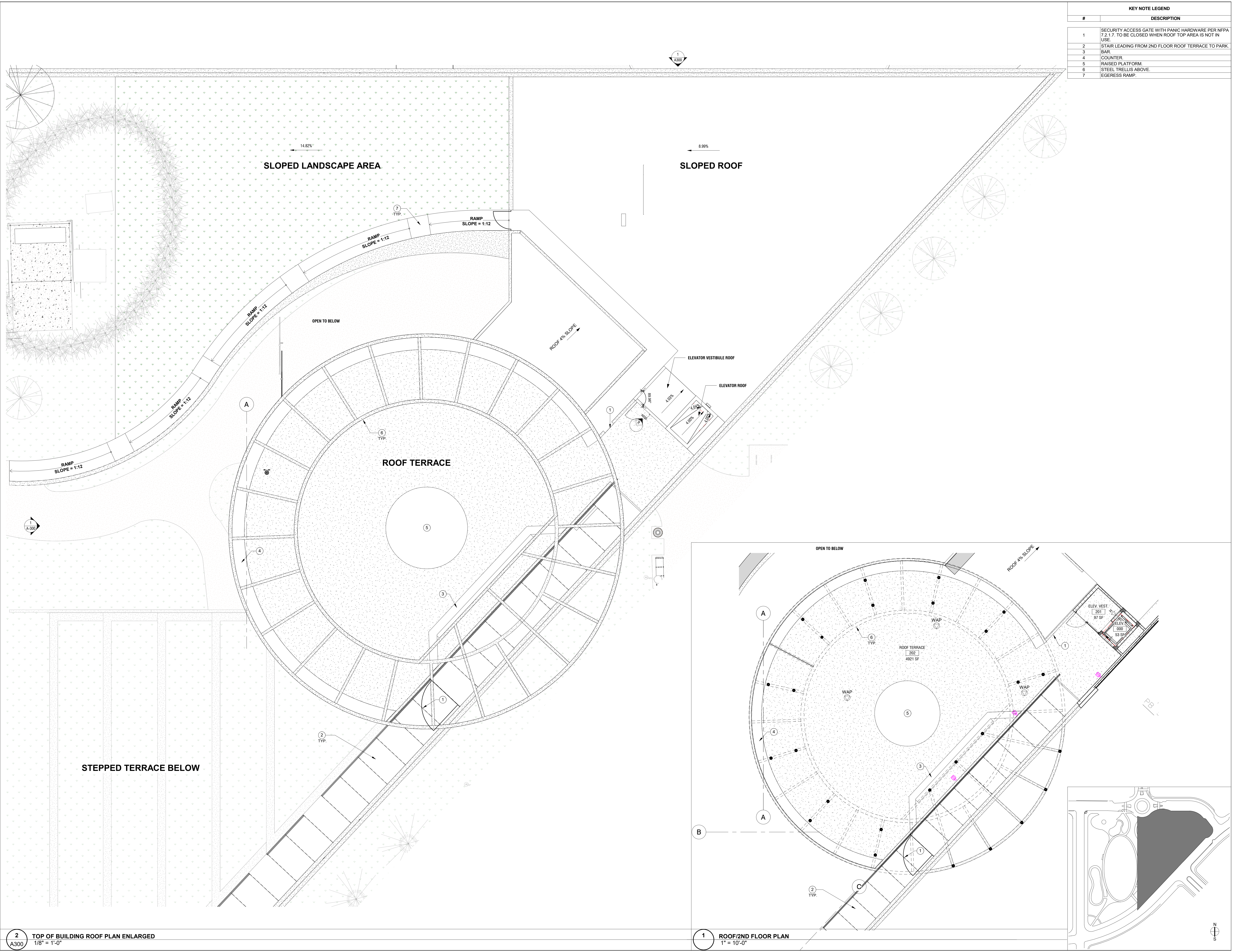
I (We) agree to hold The City of Doral, its agent and authorized personnel harmless and relieve them from any responsibility or liability for any legal action or damage, cost or expense (including attorney's fees) resulting from damage and/or personal injury that should occur on the premises.

Idelfredo Hernandez  
(Authorized personnel printed name)

[Signature]  
(Authorized personnel signature)

07/24/2024  
Date





KEY NOTE LEGEND	
#	DESCRIPTION
1	SECURITY ACCESS GATE WITH PANIC HARDWARE PER NFPA 7.2.1.7. TO BE CLOSED WHEN ROOF TOP AREA IS NOT IN USE.
2	STAIR LEADING FROM 2ND FLOOR ROOF TERRACE TO PARK.
3	BAR.
4	COUNTER.
5	RAISED PLATFORM.
6	STEEL TRELLIS ABOVE.
7	EGRESS RAMP.

ARCHITECT, INTERIOR DESIGN, LANDSCAPE ARCHITECT & CIVIL ENGINEER:



Bermello Ajamil & Partners, Inc.  
 Architecture Engineering Planning  
 Interior Design Landscape Architecture  
 2601 South Bayshore Drive, 10th Floor  
 Miami, Florida 33133  
 T: (305) 859-2050 F: (305) 860-3700

STRUCTURAL ENGINEER:



MECHANICAL ELECTRICAL PLUMBING & FIRE PROTECTION ENGINEER:



SECURITY/IT:



IAN G. DIXON, R.A.  
 AR898666

SUBMITTALS:	
PHASE	DATE

Revision Schedule		
Revision #	Revision Description	Revision Date

PROJECT NAME:  
 DORAL CULTURAL ARTS CENTER  
 PROJECT ADDRESS:  
 8395 NW 53rd Street  
 Doral, Florida 33166  
 CITY PROJECT #:  
 2019-18  
 B&A PROJECT #:  
 19065.00

DD Set  
 SHEET NAME  
**ROOF & 2ND FLOOR PLAN**

SHEET NO.  
**A102**

2 TOP OF BUILDING ROOF PLAN ENLARGED  
 1/8" = 1'-0"

1 ROOF/2ND FLOOR PLAN  
 1" = 10'-0"



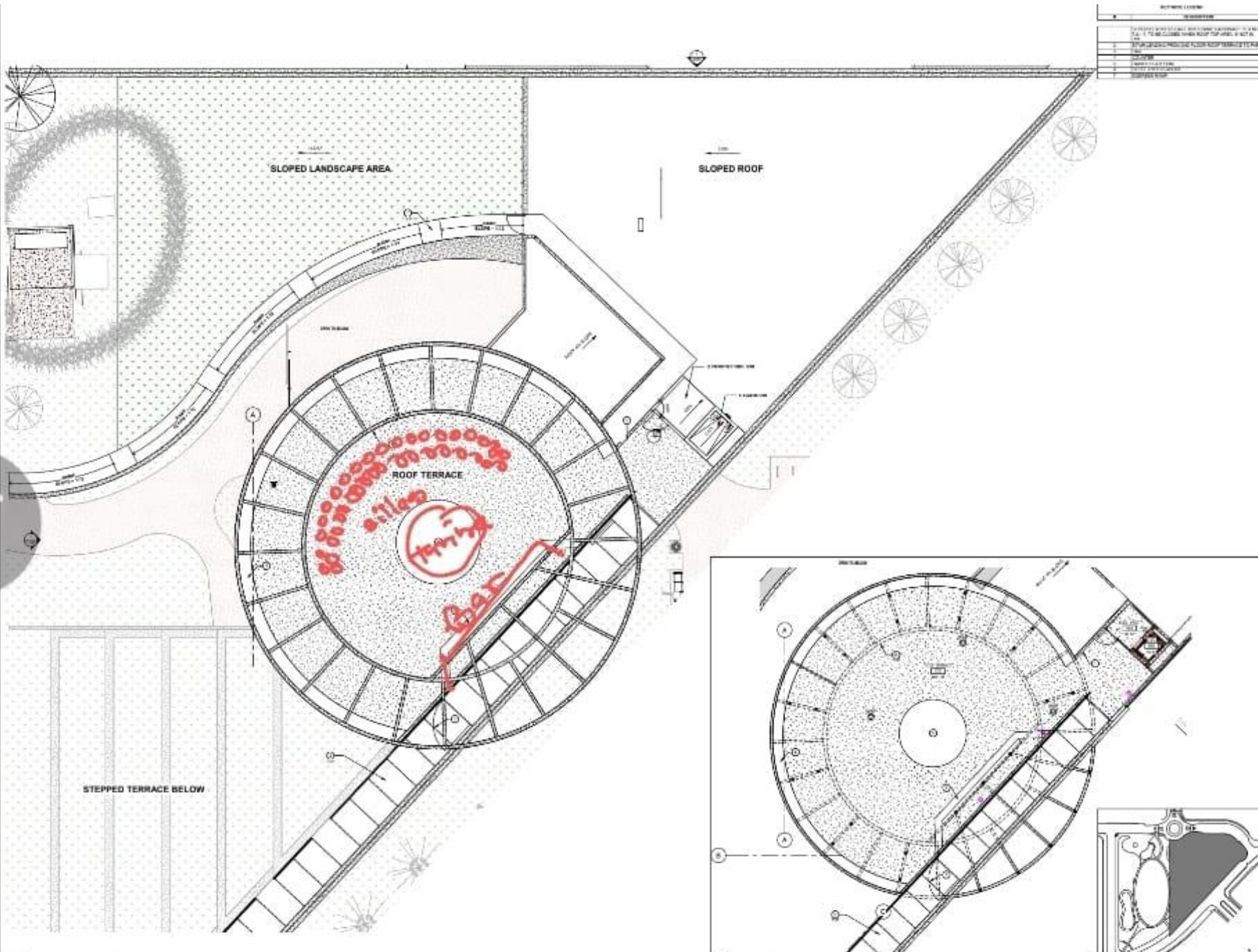
REVISIONS	
NO.	DESCRIPTION
1	ISSUED FOR PERMITS AND CONSTRUCTION
2	FOR RECORD
3	FOR RECORD
4	FOR RECORD
5	FOR RECORD
6	FOR RECORD
7	FOR RECORD
8	FOR RECORD
9	FOR RECORD
10	FOR RECORD

**ARCHITECTURE & CIVIL**  
**BA**  
 Architects & Engineers Inc.  
 400 South Douglas Street, 10th Floor  
 Chicago, Illinois 60606  
 Tel: 312.467.1000 Fax: 312.467.1001

**STRUCTURAL ENGINEER**  
**DDA**  
 DESIGN DEVELOPMENT ARCHITECTS  
 1000 North Dearborn Street, Suite 1000  
 Chicago, Illinois 60610  
 Tel: 312.467.1000 Fax: 312.467.1001

**M.E. BOONER**  
 MECHANICAL ELECTRICAL PLUMBING  
 1000 North Dearborn Street, Suite 1000  
 Chicago, Illinois 60610  
 Tel: 312.467.1000 Fax: 312.467.1001

REVISIONS	
NO.	DESCRIPTION



1 TOP OF BUILDING ROOF PLAN ENLARGED

1 ROOF PLAN

PROJECT NAME:  
 JOURNAL OF UNPLANNED  
 CHICAGO  
 PROJECT ADDRESS:  
 1000 North Dearborn Street  
 Chicago, Illinois 60610  
 CITY: CHICAGO, IL  
 DATE: 08/25/10

**DD Set**  
**ROOF & 2ND FLOOR PLAN**  
**A102**