



## 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](mailto: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.



February 29, 2024 \_\_\_\_\_ Applicant's Signature Date



8401 NW 53<sup>rd</sup> Terr, 2<sup>nd</sup> Floor, Doral, Florida 33166 Tel.: (305) 593-6630 Website: www.cityofdoral.com

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: \_\_\_\_\_ **Mother's Day Concert** \_\_\_\_\_

Event Organizer: **Doral Symphony Orchestra INC** \_\_\_\_\_

Event Address: **Doral Cultural Arts Center, 8363 NW 53rd St. Doral, FL. 33166**

Dates: From: **Saturday May 11, 2024** To: N/A \_\_\_\_\_

Event Hours: From: **4:00 pm** (am/pm) To: **8:00 pm** (am/pm)

Estimated Attendance: 200

### Applicant Information

Applicant's Name: Carolina De Leon Title: President

Applicant's Address: 9852 NW 52ND Ln

City: Doral State: FI Zip Code: 33178

Phone: 7863381188 Email: carolinad@doralsymphonyorchestra.org

### Promoter/Company Information

Organizer's Name: Doral Symphony Orchestra

Organizer's Address: 9852 NW 52ND Lane City: Doral State: FI

Telephone 7863381188 Email: Carolinad@doralsymphonyorchestra.org

8401 NW 53<sup>rd</sup> Terr, 2<sup>nd</sup> Floor, Doral, Florida 33166 Tel.: (305) 593-6630 Website: www.cityofdoral.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): Concert

#### SPECIAL CONSIDERATIONS:

Animals  Cooking  Alcoholic Beverages  Road Closures  Firework

Food Trucks

Other (specify): \_\_\_\_\_

**EVENT DESCRIPTION:**The concert is planned for May 11 in the occasion of Mother's Day, where many families and people from Doral will attend. That day we must do a general soundcheck rehearsal between 4:00 and 5:30, and then the concert between 6:00 and 8:00 pm. During the intermission, we will have snacks and drinks for sale. Online tickets will be charged at \$20 per ticket, and we expect to have 200 people in the audience. We are

planning to apply for the Special Event system of the City of Doral.

The concert program is thoughtfully curated to showcase a selection of 3 classical masterpieces and 4 traditional Latin American melodies:

"The Barber of Seville Overture" by Gioachino Rossini, "Hungarian Rhapsody No. 2" by Franz Liszt, and "Slavonic Dance No. 2" by Antonín Dvořák.

Traditional Latinoamerican: "Por una Cabeza" by Carlos Gardel, "Ipanema Girl" by Antônio Carlos Jobim, "Amor Eterno" by Juan Gabriel, and "Caballo Viejo" by Simón Díaz.

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**PURPOSE OF EVENT:** Mother's Day is a special occasion to celebrate and recognize the love, sacrifice and dedication of the mothers in our lives. The purpose of this event is to honor their fundamental role in the family and in our community and to enjoy an emotionally enriching experience that can help strengthen family and community bonds. In addition, organizing a concert for Mother's Day can become a deep-rooted tradition in the Doral community, enriching its cultural heritage and providing an annual event anticipated by all.

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

From: 4:00 pm To: 8:00 pm

Yes No

**Yes**  Is this event open to the general public?

**Yes**  Will there be an admission fee? If yes, please provide amount(s): \$20

**No**  Will alcoholic beverages be served? Type \_\_\_\_\_ Price \_\_\_\_\_

**Yes**  Will you have music? Live **X**  Recorded:

**No**  Will there be on-site registration?

**Yes**  Will there be sponsors or vendors on-site? If yes, please list the below: We don't know yet

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### Special Event Budget

#### Detailed Revenue

Source	Price	Total Amount of Income
Admission fee	\$20	\$4,000
Sponsors	\$3,000	\$3,000

<b>Donations</b>	<b>\$1000</b>	<b>\$1000</b>
Total Revenue		

Detailed Expenditures

Item	Total Amount of Expense
<b>Musicians</b>	<b>\$5,500</b>
<b>Marketing</b>	<b>\$1,082</b>
<b>Insurance</b>	<b>\$67.20</b>
<b>Space Rental for performance</b>	<b>\$1,000</b>
<b>Special Event permit</b>	<b>\$350</b>
Total Expenses	\$7,999.2
Net Income Expected	\$8,000

### 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. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

Will your event require tents? **NO**  Size: \_\_\_\_\_ Quantity: \_\_\_\_\_

Will your event require a stage, or platform? **No** Size: \_\_\_\_\_ Quantity: \_\_\_\_\_ Other temporary   
structure(s)? Please, explain:

\_\_We need 37 chairs for the musicians and 200 for the audience \_\_\_\_\_

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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

Please, explain: \_\_\_\_\_

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### Plumbing Trade

What type of restroom facilities will be provided? Existing Building **YES** Portable Toilets  What

is the distance of the path to the restrooms nearest the main event? \_\_\_\_\_(ft.)

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.***



\_\_\_\_\_

\_\_\_\_ February 29, 2024 \_\_\_\_\_ Applicant's Signature Date



9852 NW 52nd Ln  
Doral, Fl. 33178  
Ph.n. 7863381188  
[carolinad@doralsymphonyorchestra.org](mailto:carolinad@doralsymphonyorchestra.org)

### Hold Harmless Lettter

I 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.

A photograph of a handwritten signature in black ink on a light-colored surface. The signature is cursive and appears to read "Carolina De Leon".

\_\_\_\_\_  
\_February 29, 2024\_\_\_\_\_

**Carolina De Leon**  
(Authorized personnel printed name)



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\_\_\_\_\_  
\_February 29, 2024\_\_\_\_\_

**Carolina De Leon**  
(Authorized personnel printed name)



Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201

DORAL SYMPHONY ORCHESTRA INC  
C/O CAROLINA DE LEON  
9852 NW 52 LN  
DORAL, FL 33178

Date: 05/31/2023  
Employer ID number: 93-1342189  
Person to contact: Name: Customer Service  
ID number: 31954  
Telephone: 877-829-5500  
Accounting period ending: December 31  
Form 990-PF required: Yes  
Effective date of exemption: May 12, 2023  
Addendum applies: No  
DLN: 26053543002303

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a private foundation within the meaning of Section 509(a).

You're required to file Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation, annually, whether or not you have income or activity during the year. If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PF" in the search bar to view Publication 4221-PF, Compliance Guide for 501(c)(3) Private Foundations, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements



## Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14  
R. 01/18

85-8019300936C-2	12/11/2023	12/31/2028	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

DORAL SYMPHONY ORCHESTRA INC  
9852 NW 52ND LN  
DORAL FL 33178-2602

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



## Important Information for Exempt Organizations

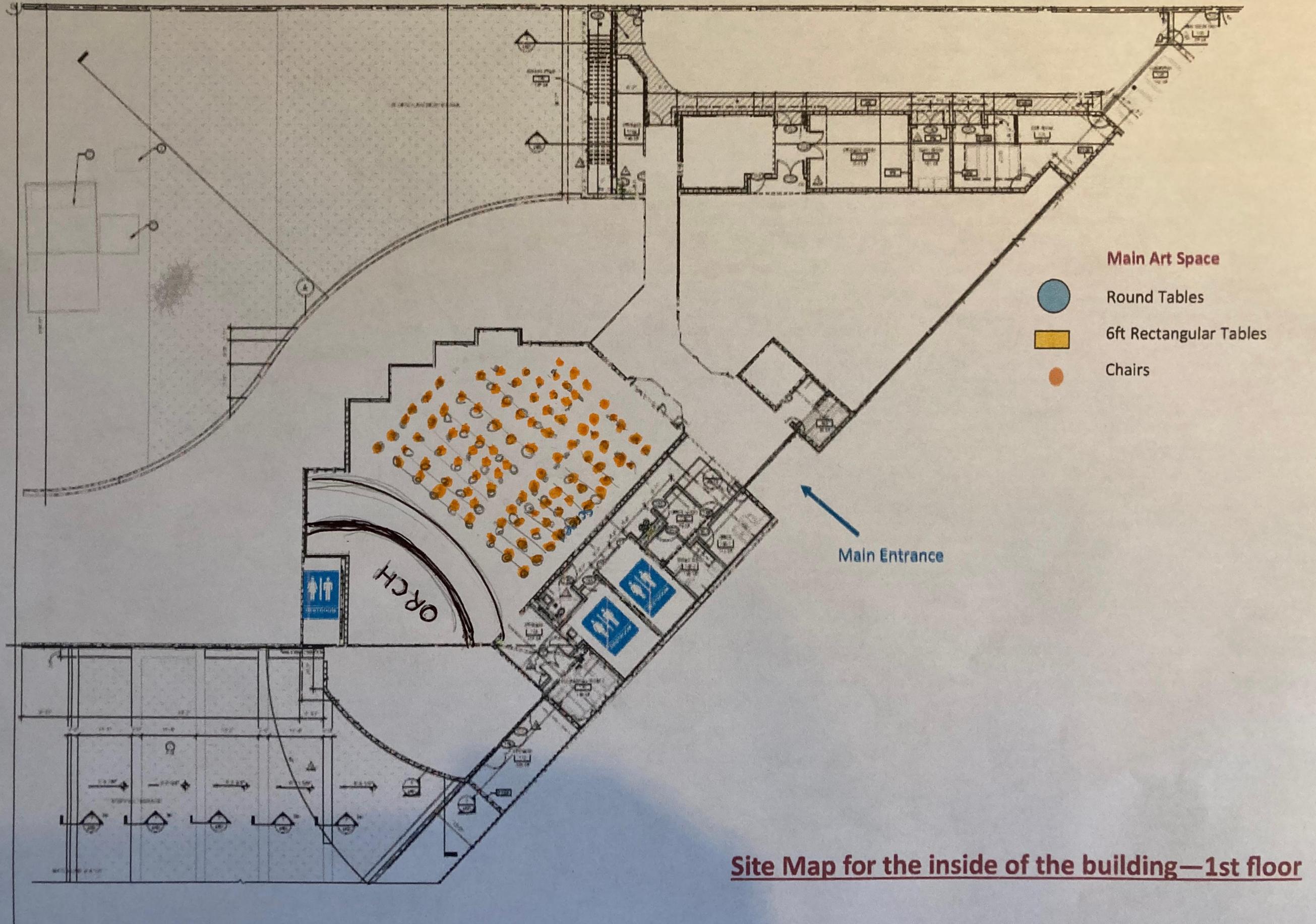
DR-14  
R. 01/18

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

DORAL SYMPHONY ORCHESTRA INC  
9852 NW 52ND LN  
DORAL FL 33178-2602

# Mother's Day Concert

Thursday, May 11, 2024 | 5:00 PM - 10:00 PM



Site Map for the inside of the building—1st floor