



CITY OF MIRAMAR  
DEVELOPMENT AND COMMUNITY SERVICES  
PARKS AND RECREATION DEPARTMENT

**VENDOR APPLICATION**

***APPLICATION DUE by Monday, February 7, 2022***

**Event:** Afro-Carib Festival  
**Date:** Saturday, February 26, 2022  
**Time:** 7:00pm – 11:00pm  
**Set up Time:** 3:00pm – 5:00pm

**INITIAL** \*VENDORS MUST BE COMPLETELY SET UP ONE (1) HOUR PRIOR TO THE START OF THE EVENT.. VENDORS WILL NOT BE ALLOWED TO SET UP AFTER THE ALLOTTED TIME FRAME. IF SET UP IS NOT COMPLETE, VENDOR WILL FORFEIT PARTICIPATION IN THE EVENT AND NO REFUND WILL BE ISSUED. .

**Location:** Miramar Regional Park Amphitheater  
**Address:** 16801 Miramar Parkway

If you are interested in being a vendor for this event, please contact Lolita Dunn at 954-602-3325. Upon receiving a verbal approval, you may deliver the Application to the Special Events Office located at the Miramar Town Center, 2200 Civic Center Place, 2<sup>ND</sup> Floor, Miramar, Florida 33025. Application must be accompanied by a check or money order payable to: **City of Miramar** for the applicable amount. Payment can also be made by Credit Card or Debit Card, however an additional 1.85% surcharge will be charged.

Food vendors must submit a copy of their food/beverage license or non-profit certificate. Merchant Vendors must submit photos of their items for sale. If you have any questions or concerns, please do not hesitate to contact our offices.

**Organization/Business Name:**

**Organization/Business Type:** For Profit Nonprofit

**Vendor License #:** \_\_\_\_\_ (Required for Food Vendors) {Provide a copy for our records}

**Address:**

Street/PO Box City State Zip Code

**Primary Contact:**

**Contact Telephone:** Cell/Alternate Number:

**Email:**

\_\_\_\_\_ Food Tent Vendor (\$400)

**\* No Electric Available**

\_\_\_\_\_ Food Truck (\$300)

\* Must be self-contained

\_\_\_\_\_ Dessert Vendor (\$250)

\* Responsible for set-up & clean-up

\_\_\_\_\_ Dessert Truck (\$200)

\_\_\_\_\_ Merchant (\$250)

**Self-Contained Vehicle Size:** \_\_\_\_\_

Food and Novelty Vendors will be provided with a one (1) 10 x 10 tent, two (2) 8ft. tables and two (2) chairs

**INITIAL** By initialing here, applicant understands that this application is not considered complete unless all applicable questions have been answered, payment is included and all attachments and any other documentation required by the Special Events Division is included. Submission of a Vendor Application does not guarantee event participation approval. Final approval will be issued in writing/email.

Food vendors, must have a restaurant / food and beverage license, or be a non-profit organization. All vendors must be in possession of a fire extinguisher. Grills must be set up on plywood and free from debris. Booth size may not exceed a 10' x 10' space or you will be required to purchase two sites.

Please provide a listing of items to be sold:

<u>Item</u>	<u>Cost</u>	<u>Item</u>	<u>Cost</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please check off Attachments included:

Check / Money Order / Credit Card

Copy of License

Signature:	Date:
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## CITY OF MIRAMAR FIRE DEPARTMENT SPECIAL EVENTS, TENTS, OUTDOOR EVENTS AND CARNIVAL GUIDELINES

In reference to a request for SPECIAL events: the City of Miramar Fire Life Safety Bureau requirements are as follows:

**1. A Life Safety Evaluation performed to provide an assessment of the conditions as listed per The Florida Fire Prevention Code Sec 12-4.**

**Prior to event approval for the following shall be required:**

- **Fire Life Safety Permit fully executed**
- **Proof of event coverage by City of Miramar Fire Rescue Special Event unit**

(The minimum number of units required is ONE (1), comprised of three (3) fire rescue personnel. Additional units may be required dependent on type, size and hazards of the event).

**2. Provide a clear and understandable “Site Plan Drawing” of the area to be used for the event:**

**Plans must show:**

- Area, Fence, and or Tent dimensions if one is used, door width and details.
- Show main entrance/exit
- Show tent location or location of Concessions on the Site Plan
- If seating is provided seat separation of 16in where fourteen (14) or more seats are in one (1) row
- Show 44in. Aisle width
- Show source of power and location
- Show hour of operation
- Show adjacent structures
- Show access routes and streets
- Street closures must show adjacent buildings, entry ways, parking lot locations and any possible impact expected to traffic flow

### **GENERAL CONDITIONS FOR EVENT**

All promoters, event coordinators, etc., shall adhere to the Fire Life Safety Bureau’s conditions outlined below:

1. Provide and maintain proper lanes for emergency vehicle access to event area. Keep all automotive equipment and combustion engines 100 feet from any tent. Automotive equipment that is necessary for the event shall not be parked closer than twenty (20) feet from the tent.
2. All fire exits, fire escapes, exit ways must be kept open, unblocked, and unobstructed. An unobstructed passageway of not less than twelve (12) feet in width and free from guy ropes and other obstructions shall be maintained on all sides of any tent.
3. **Provide and coordinate off-street parking that should minimize traffic flow and obstruction of responding emergency vehicles.**

## Initial

- Restaurant / Food & Beverage License
- Fire Extinguisher
- Plywood for Grills (which must be free from debris)
- No cooking under canopies
- Two (2) fire extinguishers: Class A,B,C and Class K