



CITY OF MIRAMAR
DEVELOPMENT AND COMMUNITY SERVICES
PARKS AND RECREATION DEPARTMENT

VENDOR APPLICATION

APPLICATIONS ARE DUE NOW and no later than Thursday, January 25, 2024, at 5:00pm

Event: Afro-Carib Fest

Date: Saturday, February 17, 2024

Time: Event Time: 6:00pm – 11:00pm (Gates open at 5pm)

Set-up Time: 2:00pm – 4:00pm

Break-down: 10:30pm

Location: Miramar Regional Park Amphitheater

Address: 16801 Miramar Parkway
Miramar, Florida 33027

Vendor: _____

Address: _____ City: _____

E-mail: _____ Zip: _____

Contact person: _____

Telephone: (H) _____ (W) _____ (Other) _____

_____ Tented Food Vendor (\$400)**

_____ Food Truck (\$300)

_____ Tented Merchandise Vendor (\$250)**

_____ Tented Dessert Vendor (\$250)

_____ Dessert Truck (\$200)

* Must be self-contained

* **Electric Not available**

* Must provide own set-up & cleanup

* **EVENT WILL TAKE PLACE RAIN OR SHINE**

Self-Contained Vehicle Size: _____

**Tented Food and Merchandise Vendors are each provided with one (1) 10 x 10 tent, two (2) 8ft. tables & two (2) chairs.

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.

***ALL VENDORS MUST BE COMPLETELY SET UP NO LATER THAN 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 COMPLETED, VENDOR MUST LEAVE. A REFUND WILL BE ISSUED ACCORDINGLY.**

Please provide a list of items for sale and suggested prices. We request food vendors to itemize.

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

If you are interested in becoming a vendor, please contact the Special Events Team at 954-602-3178. Upon receiving a verbal approval, you may deliver the Application in person to the Special Events Office located at the Miramar Town Center, 2200 Civic Center Place, 2ND Floor, Miramar, Florida 33025. Please issue a check or money order payable to: **City of Miramar**. All major Credit Cards are accepted. Note: An applicable 1.85% surcharge will be added for all debit/credit card transactions.

Food vendors must submit a copy of their non-profit certificate or restaurant license. If you have any questions or concerns, please do not hesitate to contact our offices.

FOR OFFICE USE ONLY:

DATE RECEIVED: _____

RECEIVED BY: _____

AMOUNT RECEIVED: _____

PAYMENT TYPE: _____

APPROVED: _____

DENIED: _____



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 exists, 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.**