

CITY OF MIAMI
FILM AND ENTERTAINMENT
444 S.W. 2nd Avenue, 2nd Floor, Miami, FL 33130
T e l e p h o n e N o . 305.416.1072

FIRE DEPARTMENT QUESTIONNAIRE

– Please answer all of the questions below so that the Fire Department can review the application.

1. How many people will be attending the event?
2. Is the address of the event shown on all the plans?
3. Is the name and dates of the event shown on all plans?
4. Did you provide a site plan and location sketch for this event?
5. Did you provide detailed dimensioned plans for the event?
6. Do the plans clearly identify the number and arrangement of exits?
7. Do the plans show several remote exits for the event?
8. Do the plans clearly identify the exit discharge path from all exits to a public street?
9. Did you provide flame spread certification for any temporary tents?
10. Are dimensions and words on the plans large enough to read?
11. Are the plans at least 1/8" or 1/4" scale?
12. Have they clearly identified any life safe risks (hazardous materials or processes, cooking, Generators) on the plans?
13. Have they obtained written permission from the Fire Marshal for serious life safety risks (indoor fire works, allowing vehicles inside of buildings, allowing festival seating inside a building) prior to plans approval?
14. Have fire inspectors or paramedics been assigned to the event?
15. Have police officers been assigned to the event?
16. Have you obtained written permission from the police to block any public street?
17. Have they obtained written permission from the Fire Marshal for fireworks after 11 PM?
18. Are there any fire sprinklers on the property?
19. Are there any fire alarms on the property?
20. Does the property have panic hardware?

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INSURANCE REQUIREMENTS FOR TEMPORARY EVENT PERMIT

I. Commercial General Liability

- A. Limits of Liability
Bodily Injury and Property Damage Liability
- | | |
|-------------------------|-------------|
| Each Occurrence | \$1,000,000 |
| General Aggregate Limit | \$2,000,000 |
- Products/Completed Operations \$1,000,000
Personal /Advertising Injury \$1,000,000
- B. Endorsements Required

City of Miami listed as an additional insured
Contingent and Contractual Liability Premises and
Operations Liability Primary Insurance Clause
Endorsement

II. Business Automobile Liability

- A. Limits of Liability
Bodily Injury and Property Damage Liability
Combined Single Limit
Any Auto
Including Hired, Borrowed or Non-
Owned Autos
Any One Accident \$1,000,000
- B. Endorsements Required

City of Miami included as an additional insured

III. Worker's Compensation

- Limits of Liability
Statutory-State of Florida
Waiver of subrogation

IV. Employer's Liability

- A. Limits of Liability
\$1,000,000 for bodily injury caused by
an accident, each accident.
\$1,000,000 for bodily injury caused by
disease, each employee
\$1,000,000 for bodily injury caused by
disease, policy limit

IV. Umbrella Policy (Excess Follow Form)

- A. Limits of Liability
Bodily Injury and Property Damage Liability
- | | |
|-----------------|-------------|
| Each Occurrence | \$1,000,000 |
| Aggregate | \$1,000,000 |

*City of Miami listed as an additional Insured.
Coverage is excess over the general liability including
products and auto policies.

*The City reserves the right to require higher umbrella
limits as warranted in connection with a particular
scope.

**The above policies shall provide the City of Miami
with written notice of cancellation or material
change from the insurer not less than (30) days prior to
any such cancellation or material change, or in
accordance to policy provisions.**

Companies authorized to do business in the State of
Florida, with the following qualifications, shall issue all
insurance policies required above:

The company must be rated no less than "A-" as to
management, and no less than "Class V" as to
Financial Strength, by the latest edition of Best's
Insurance Guide, published by A.M. Best
Company, Oldwick, New Jersey, or its equivalent. All
policies and /or certificates of insurance are subject
to review and verification by Risk
Management prior to insurance approval.

UPDATE 2/2021