



ARCHDIOCESE OF MIAMI
BUILDING & PROPERTY OFFICE

—

CARNIVALS SMALL EVENT

—

by Tania RD

STANDARDS PROCEDURES & DAILY BASIS DUTIES

The ADOM aims to establish a robust event risk management strategy, adhering to this strategy can yield substantial advantages, including diminishing the unpredictability linked to events and fostering better communication and collaboration among stakeholders.

BELOW WE EXPLAIN HOW TO GET READY FOR YOUR EVENT:

If your Church or School is hosting an event and you decide to participate in a carnival, party, or other entertainment service, it is essential that you comply with the ADOM contract guidelines and that you have received the necessary ADOM approvals for your service provider. Compliance with these guidelines will safeguard your premises and protect you in the event of any issues.

Below, please find the guidelines and requirements that your organization should adhere to in such instances.

1. Agreement.

CARNIVAL:

Complete the **"ADOM Carnival Agreement COVID-19"** ⁽¹⁾ for multi-day carnival.

ONE DAY EVENT

Complete the **"ADOM Small Event Agreement (Revised 9-23-22)"** ⁽²⁾ for a one-day event.

Once the ADOM agreement is filled out and signed by the parish/school and the vendor, please, also attach the following documents to the agreement:

- a. Exhibit A - The vendor's proposal, which should contain a comprehensive itemization of the equipment and associated costs, if relevant.
- b. Exhibit B - A copy of the Seller's Insurance Certificate(s) that includes all the coverages outlined in the Agreement and incorporates the precise wording as indicated in the attachment **"Certificate of Insurance"** or COI. *Read the section COI - Certificate of Liability Insurance*

Once the **signed** agreement with exhibits is completed and consolidated, please forward them to the B&P Office Coordinator for review and the owner's signature processing.

Note:


The vendors/carnival operator is prohibited from altering or omitting any terms in the ADOM contract, do not 'strike' any provisions in the ADOM agreement, and the ADOM organization must refrain from endorsing or signing **any** agreements provided by the vendors/carnival operator.

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2. Authorization Letter

If your event requires an Owner's Authorization Letter, send the letter to the B&P Office Coordinator to get the Owner's signature processed, we will provide notarization services at no charge.

AUTHORIZATION LETTER SAMPLE BELOW:

	ARCHDIOCESE OF MIAMI <i>Building and Property Office</i>
July 26 th , 2023	
City of Hialeah	
To Whom It May Concern:	
The Archdiocese of Miami, as the owner of Santa Barbara Catholic Church, located at 6801 W 30 th Ave, Hialeah, FL 33018, do hereby grant permission for the parish to hold a carnival on-site beginning October 19 th , 2023 through October 22 nd , 2023.	
Sincerely yours in Christ,	
Sister Elizabeth Worley, SSJ Chancellor of Administration & COO Archdiocese of Miami	
FLORIDA NOTARY ACKNOWLEDGMENT	
STATE OF FLORIDA	
COUNTY OF MIAMI-DADE	
The foregoing instrument was acknowledged before me by the physical presence this ____ day of ____, 202__	
By _____, as _____	
Who is personally known to or has produced _____	
as identification.	
[Seal]	Notary Public _____
9401 Biscayne Boulevard, Miami Shores, FL 33138 Phone: 305-762- 1032 / Fax: 305-754-6792	

3. Permits

If your event requires a City Permit with the owner's signature, send us the completed form application to the B&P Office Coordinator for signature processing, and notarization services included at no charge. Remember, we don't fill out this form, do not submit a blank form, that is the responsibility of the church, parish, or school.

The City Building Department may require a Certificate of Liability Insurance as holder; see the COI section for more detailed specifications.

Note:

At least one month before the start of the carnival/event, mail or email a copy of the permit issued by the city to the ADOM B&P office.

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4. COI - Certificate of Liability Insurance

VENDORS - Certificate of Liability Insurance

Any event with **bounce houses** or **inflatables** will require the vendor to submit their insurance policy and certificate for review by the ADOM insurance carriers. Please, ensure the vendor insurance policy does not exclude insurance coverage for inflatables, and that all inflatable rides are staffed by the vendor during the event.

The most sensitive aspect of the procedure involves the Certificate of Liability Insurance document ⁽³⁾. With this method, we clarify those sections that need to meet specific requirements. ADOM will require a Certificate of Insurance (COI) with the coverage and wording as outlined and with coverage effective dates covering the event date.

The COI received must meet the ADOM's requirements for the following sections:

1. GENERAL AGGREGATE:

According to the ADOM contract, we can't accept less than **\$3,000.00.00** for the General Aggregate Limit, this is the amount required by the ADOM agreement Section - INSURANCE, see below:

CARNIVAL AGREEMENT - Please, refer to agreement Section 27 for details.

Section 27. Insurance. The Carnival Operator, at its cost, shall provide the following forms of insurance: Commercial General Liability including coverage for Bodily Injury; Property Damage; Contractual Liability; and Personal Injury - encompassing libel, slander, false arrest, malicious prosecution, wrongful entry or eviction, advertiser's liability, including violation of Trademark or copyright and discrimination.

In the event that any liquor is being sold, the policy shall include liquor liability coverage. If liquor is provided at no charge, the policy shall include host liquor liability coverage.

Such policy will contain the provision that the Parish is an additional insured and that coverage provided herewith shall be primary over any other insurance or self-insurance program available to the Parish for any liabilities arising in connection with the Agreement.

The minimum limits acceptable for General liability are \$1,000,000 per occurrence and \$3,000,000 annual aggregate.

SMALL EVENT AGREEMENT - Please, refer to agreement Section 9 for details.

Section 9. Insurance. Vendor, at its cost, shall provide the following forms of insurance: Commercial General Liability including coverage for Bodily Injury; Property Damage; Contractual Liability; and Personal Injury-encompassing libel, slander, false arrest, malicious prosecution, wrongful entry or eviction, advertiser's liability, including violation of Trademark or copyright and discrimination. In the event that any liquor is being sold, the policy shall include liquor liability coverage. If liquor is provided at no charge, the policy shall include host liquor liability coverage. Such policy will contain the provision that Parish is an additional insured and that coverage provided herewith shall be primary over any other insurance or self-insurance program available to Parish for any liabilities arising in connection with the Agreement. The minimum limits acceptable for General liability are: One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate. In addition, Vendor shall have an Automobile Insurance policy providing coverage of not less than One Million Dollars (\$1,000,000) combined single limit for bodily injury and property damage for at least all owned, non-owned and hired vehicles. Vendor shall also have Statutory Worker's Compensation

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2. WORKERS COMP:

This is mandatory for insured companies with 4 or more employees, please request these sections if you are sure this is the case. ADOM will accept the COI with a **minimum of \$500,000.00** liability for Workers Comp.

[illegible]

Companies with less than 3 associates/employees or freelancers (NEC-1099) should provide full proof of insurance contract and coverage.

3. DESCRIPTION OF OPERATIONS:

The vocabulary should be included in the certificate you obtain from the insured **exactly** as described below:

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
<p>St NAME Catholic Church; The Archdiocese of Miami, Inc. and Archbishop Thomas Wenski and his Successor in office are named as additional insured as to the General Liability as per form CG2010 & CG2037. Insurance is primary and Non-Contributory to the insurance of the additional insured as per corresponding ISO form.</p> <p>Name of the Event: St NAME Catholic Church Carnival</p> <p>Event Dates: MM/DD/YY (includes set up and tear down) to MM/DD/YY</p>

4. CERTIFICATE HOLDER:

INSURED should always use the address **exactly** as shown below:

CERTIFICATE HOLDER

Archdiocese of Miami, Inc.
and Archbishop Thomas Wenski
9401 Biscayne Blvd.
Miami, FL 33138

Note:

ADOM will not accept certificates of liability insurance that do not meet the requirements described. Please, once receive the document, review it, and ask them to update this information as soon as possible so the Chancellor's Office representative can sign the agreement upon receipt.


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ADOM - Certificate of Liability Insurance

HOW DO YOU REQUEST PROOF OF ADOM INSURANCE?

The Certificate of Insurance needs to be requested from **AON**, please, fill out the form and send it to: adomcertificaterequest@aon.com

Below is an example of the only fields you must complete.

 CLIENT REQUEST FOR CERTIFICATES OF INSURANCE ARCHDIOCESE OF MIAMI 570000065443			
Email To: ADOMcertificaterequest@aon.com			
Fax To: 847.953.1637			
Standard <input type="checkbox"/> End-of-Day <input type="checkbox"/> Rush <input type="checkbox"/>			
Requestor Information			
Named Insured:			
Address:			
City, State, Zip Code:			
Attention:			
Telephone Number:		Fax Number:	
Certificate Holder Information			
Certificate Holder:			
Address:			
City, State, Zip Code:			
Attention:			
Note: Please attach a copy of the request from your customer, vendor, supplier, or other (if available).			

Note:

If this COI is a RUSH, please check off the corresponding box on the form, if not, the processing time can be 2-3 business days.

5. Associates Companies/Vendors

The following is the contact information for the vendors that are approved and in compliance with the ADOM requirements.

CARNIVAL OPERATOR CONTACTS:



MODERN MIDWAYS

<https://modernmidways.com>

905 JOLIET ST. STE. 102
DYER, IN 46411
(305) 234-7776



AMUSEMENTS OF AMERICA dba AWESOME AMUSEMENT

<https://amusementsofamerica.com>

666 PLAINSBORO ROAD, SUITE 1271
PLAINSBORO, NJ 08536
(732) 446-7144



HILDEBRAND AMUSEMENT RIDES

<https://hildebrandamusementrides.com>

(954) 304 - 3959
(229) 921 - 6181 Kyle Wagner

ICE EVENT CONTACTS:



FLORIDA ICE MANUFACTURING

<https://floridasnow.net/>

500 NE 185TH ST
NORTH MIAMI BEACH, FL 33179
marty@floridasnow.net
(978) 479 - 2392

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BOUNCE HOUSE CONTACTS:



EVENT DEPOT

<https://theeventdepot.com/>

6001 NW 153RD ST #141
MIAMI LAKES, FL 33014
info@theeventdepot.com
(305) 234-4555



EVENT MAX

<https://theeventmax.com>

6001 NW 153RD ST #141
MIAMI LAKES, FL 33014
info@theeventmax.com
954.391.5217
954.799.3100 (text line)



MEGA PARTY EVENTS INC

PO BOX 651351
or
22840 S DIXIE HWY
MIAMI, FL 33170
rentals@megapartyevents.com
(305) 224 - 1318



ALL-STAR EVENTS MIAMI

<https://allstareventsmiami.com>
DADE (305) 623-0058
BROWARD (954) 921-6605

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Summary information:

We encourage you to submit your event agreements early enough to allow for a minimum of 60 business days of review and signature processing at the ADOM Chancellor's offices.

The following documents are required, and the forms are attached:

- Event authorization letter
- Agreement signed by the parties.
- A Certificate of Liability Insurance [COI] from the vendor.
- City Permit issue [city may ask for the authorization letter and an additional COI under his name***]

1. Church, Parish, or School must send ADOM a permit request letter for a carnival or any small event.
2. Church, Parish, or School must email/send you a copy of the "Carnival Agreement":

Small events - 2023 ADOM Small Event Agreement (Revised 9-23-22)

Carnivals - 2023 ADOM Carnival Agreement COVID-19 for carnivals.

3. Church, Parish, or School must email/send to ADOM a copy of the "Certificate of Liability Insurance - COI". The document must reflect the following requirements:

Commercial Liability: Must be between \$1,000,000.00 – \$3,000,000.00.

Automobile Liability: Min. \$1,000,000.00.

Umbrella Liability: Not mandatory - Amount: \$ VARIES.

Workers Compensation Liability: **MANDATORY** for a Min. of \$500,000.00.

DESCRIPTION OF OPERATIONS must match this description:

The Archdiocese of Miami, Inc. and Archbishop Thomas Wenski and his Successor in office are named as additional insured as to the General Liability as per form CG2010 & CG2037. Insurance is primary and Non-Contributory to the insurance of the additional insured as per the corresponding ISO form.

CERTIFICATE HOLDER must match this description:

Archdiocese of Miami, Inc. - Archbishop Thomas Wenski
9401 Biscayne Blvd. Miami, FL 33138

4. Upon completion, ask if they need the originals to be mailed or picked up.
5. Church, Parish, or School must email/send to ADOM a copy of the permits granted by the city at least a month before the carnival/event starts.

Please call me at 305-762-1032 with any additional questions or comments you may have.

Sincerely, Tania RD