

Quick Guide to Planning a Successful, Village-Approved Special Event



Village requires an application to be completed and submitted two weeks prior to an event

Special Events are activities typically held by businesses to promote products, attract clientele, and increase sales. In most instances, special event activities attract larger than usual groups of people at once. Events such as Cinco de Mayo, grand openings, promotions, Black Friday sales, and autograph signings and contests are all considered “special events.”

The Village of Palmetto Bay is a strong supporter of local businesses and understands the financial and community benefits derived from having a successful special event. The Village’s special event guidelines ensure the safety and welfare of all participants including adjacent businesses. In order to ensure a secure and safe event it is necessary that business owners and managers work directly with the Village so that all necessary permits, including a special event permit, are secured prior to the event. These guidelines are enforced by the Division of Code Compliance and Palmetto Bay Policing Unit of the Miami-Dade Police Department.

Currently, the Village requires an application to be completed and submitted for approval at least two weeks prior to an event. We highly recommend that Village noise and sign ordinance be read and understood prior to the initialization of any event. Rules and regulations apply to the appearance, duration, location, and size of a special event banner. Tents and stages may require a building permit in addition to the special event permit. Food preparation and alcoholic beverages require additional documentation to be attached with the special event permit application.

In conclusion, each venue is unique and will have different requirements. We urge that you contact the Village Hall at 305-259-1234 for guidance to a safe, pleasant, successful, and Village-approved event.

See the following resources/links:

- [Noise Ordinance](#)
- [Amended Noise Ordinance](#)
- [Sign Ordinance](#)
- [Amended Sign Ordinance](#)
- [Special Event Banner/Sign Application](#)
- [Special Event Application](#)