



MIAMI BEACH

PARKS & RECREATION DEPARTMENT

FACILITY RENTAL REQUEST

Application Date: _____

Facility Name: _____ Location: _____

Date of Rental: _____ Hours of Rental: from _____ to _____

Renter Name: _____

Address: _____

Contact Person: _____ Phone: _____

Activity: _____

Set-Up Requirements: _____

Will there be Entertainment? _____ If yes; What Company? _____

..... RENTAL FEES

Rental Fee: _____ Tax*: _____ *Please write Tax Exemption Number, if applicable: _____

Security: _____ Staffing: _____ Janitorial: _____

Other: _____ Clean-Up Fee***: _____ **Refunded if Facility is Left Clean and No Damages.

Admission Charged: Yes No Expected Number of Participants: _____

Total Rental Fee: _____

CANCELLATION OF A RENTAL MUST BE MADE 7-DAYS IN ADVANCE TO RECEIVE A FULL REFUND MINUS THE \$25 ADMINISTRATIVE REFUND FEE. NO REFUNDS THEREAFTER.

I HAVE READ THE REVERSE SIDE OF THIS PAGE & WILL ABIDE BY THE RULES & REGULATIONS OUTLINED.

Signature

Date

Staff Initial

..... FOR OFFICE USE ONLY

Amount Paid: _____ Receipt #: _____ Permit #: _____

Clean Up Fee: *Paid* Yes No *Refunded* Yes No Insurance: *Received* Yes No *Approved* Yes No

Reservation Taken By / Assigned To Work: _____ / _____

Updated Recreation Software: _____ By Whom: _____
(Date)

PARKS & RECREATION DEPARTMENT RULES AND REGULATIONS

The City of Miami Beach has established policies and procedures concerning the rental of City owned facilities. Please be advised of the following rules and regulations, which apply to all rental agreements:

All vendors must submit the following insurance (at least two weeks in advance):

1. All vendors must have one million dollars liability insurance & workers' compensation.
2. If they do not have workers' compensation vendor must write a letter, on company letterhead, stating they are not required to have it because they have less than three employees (including the owner).
3. Vendors must provide an insurance certificate with the following statement on it: "The City of Miami Beach" is an additional insured for this event only.
4. In the box labeled certificate holder, the following information must appear: City of Miami Beach, c/o Risk Management, 1700 Convention Drive, Miami Beach, FL. 33139

**** NO PARTY WILL BE APPROVED WITHOUT PROPER INSURANCE. IT IS THE RESPONSIBILITY OF THE RENTER TO ENSURE PROPER INSURANCE 2-WEEKS PRIOR TO RENTAL. ****

Rules and Regulations:

5. Staff will be designated during the rental hours only; Rental is valid only for date(s) issued.
6. Setup and cleanup times are only permissible during the hours of the rental. This includes set up and breakdown of all vendors. Rides will not be permitted to set up before ½ hour of scheduled party.
7. A \$50 separate clean up deposit is due at the day of the rental. This fee will be returned if all areas are clean; Staff will determine the cleanliness of the area. Clean-up fee must be paid in cash.
8. Occupancy of location may not exceed limits as posted. The City of Miami Beach retains the authority to determine the number of employees required for each event/rental.
9. Renter is provided a designated area; however, the facility is always open to the general public.
10. No water slides or any type of water activities (except water balloons) permitted.
11. Inflatables/Rides are not permitted at Flamingo Park.
12. Caterers must bring in pre-cooked food; cooking food is not allowed on premises.
13. No barbecues, open fires or sternos except for North Shore Open Space Park.
14. No drinking of alcoholic beverages or glass containers permitted or allowed on premises.
15. It is the responsibility of renter to supervise guests, presents and party supplies.
16. No animals permitted.
17. Vehicles are allowed in parks only where roadways are provided; Vehicles can park in areas designated for vehicle parking only.
18. Cancellation due to inclement weather ONLY (*must cancel two hours prior to party*). To cancel, please call rental site at one of the numbers listed below.
19. Renter agrees to abide by all city, county, and state laws during use of City of Miami Beach facilities including Chapter 46, Article IV. Noise. Violations may result in fines and penalties.
20. Please contact the City's Special Events Production Liaison to determine if your event qualifies for a Special Events Permit at the Tourism & Cultural Development Department (Ph: 305-673-7577). Please be advised that the Special Events Office requires a sixty (60) day notice prior to the event start date in order to process an application.
21. Staff reserves the right to remove any patron not following above rules.

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IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CALL:

• All Other Rec. Facilities • Flamingo • North Shore Park Y. C. • Scott Rakow Youth Center
305-993-2021 305-673-7766 305-861-3616 305-673-7767

To request this material in accessible format, sign language interpreters, information on access for persons with disabilities, and/or any accommodations to review any document or participate in any city-sponsored proceeding, please contact 305-604-2489 (voice) or 305-673-7218 (TTY) five days in advance to initiate your request. TTY users may also call 711 (Florida Relay Services).