MIAMIBEACH

PARKING SPACE RENTAL FORM

Send request to: **Pkg_Meter_Rentals@miamibeachfl.gov**

Rental Receipt #

City of Miami Beach, PARKING DEPARTMENT
1755 Meridian Avenue, Suite 200/Miami Beach, FL 33139/Ph: (305) 673-7505 or (305) 673-7000 ext. 6200

- Hours of operations: Monday-Friday from 8:30 a.m. to 3:00 p.m.
- Space rentals must be requested three (3) business days in advance, non-metered/residential areas required five (5) business days notice; any exceptions require approval and will be assessed an additional $20.00 processing fee.
- Payment must be received in advance at least 48 hours or two (2) business days, whichever is greater, of the rental date.
- Cancellations require 24 hour notice to qualify for a refund.
- Any damage which may occur to the sign, post or both during the rental period will be charged accordingly.
- The City will "secure" the parking space(s) rented with no parking signs, but will not "reserve" the parking space by ticketing or towing. You are solely responsible for the use of the parking spaces during the rental period.

ANY MISSING OR INACCURATE INFORMATION MAY DELAY OR COMPROMISE THE SPACE RENTAL

Date:	Contact Name:
Company Name:	Phone No.:
Company Address:	Fax No:
	Email:

The following is a list of the required information

Purpose (please note that rentals for the purpose of parking personal vehicles are **NOT** allowed).

Type of Rental

☐ Construction	☐ Special Event	☐ Production & Film	☐ Other (complete below)
Other:			

Parking space number – located on the sidewalk engraved on a metal circular plate or inside the single space meter head. Please list **ALL** parking space number you are requesting:

Location/Address	Space Number(s)	Start Date/Time	End Date/Time

Copy of Permit (if applicable): Construction (Building Department), Right of Way (Public Works Department) or Special Event (Tourism, Culture, Economic Development Department).

Permit #:	Type of Permit:

Roll Offs/dumpster company name (if applicable)

Company Name:	Contact Info:

FEES *(note: rental of parking lot spaces are subject to tax).* We accept: cash, check & credit card (MC, Visa and AMEX)

Administration Fees: 0-5 spaces $20 6-10 spaces $25 11 or more spaces $30	Construction: Mon-Fri 6:00a to 6:00p Requires City-issued permit $25/space/day	Special Event: Requires City-issued special event permit $25/space/day	Production and Film: Requires city-issued production/film permit $10/space/day

In the event the parking meter has to be temporarily removed for any length of time, a $100.00 (per meter) fee for the removal and reinstallation will be assessed and paid in full prior to removal of the meter. Daily rental fees are applicable until the meter is reinstalled; a two (2) week advance written notification is required.

Returned checks: pursuant to Florida law, you have 15 days to tender payment of the full amount of such check or electronic funds transfer plus a service charge of $25, if the face value does not exceed $50; $30, if the face value exceeds $50 but does not exceed $300; $40, if the face value exceeds $300; or an amount of up to 5 percent of the face amount of the check, whichever is greater. As a result, all future payments will only be accepted in the form of cash, cashier's check or money order for a period of one (1) year.

ORDERS SHALL NOT BE PROCESSED WITHOUT SIGNATURE AND COMPLETE INFORMATION

Signature	✍	Date:	
Print Name		Phone No.	

P MIAMIBEACH PARKING

THE ABOVE IS FOR INFORMATIONAL PURPOSES ONLY AND IS SUBJECT TO CHANGE WITHOUT NOTICE.

Miami Beach City Code
Section 106-55.- Parking rates, fees, and penalties; exceptions.
(g) Metered parking space rentals.

(1) ***Administrative fees:*** The parking department shall charge an administrative service fee for all space rental requests. The fee schedule is as follows:

a. $20.00 administrative fee assessed for any space rental of five spaces or less.
b. $25.00 administrative fee assessed for any space rental of from six to 10 spaces.
c. $30.00 administrative fee assessed for any space rental of 11 spaces or more.

(2) ***Valet ramp space rentals:*** The city may provide on an as-needed basis, the ability for a valet service company to rent public parking spaces for the purpose of creating a valet ramp for the expeditious unloading and loading of passengers. The parking director shall determine the number and location of said spaces, and will provide, if possible, spaces adjacent to the business served by the valet service. A copy the valet occupational license for the location to be served, a notarized letter of authorization from the business owner and a certificate of insurance covering the valet service location must be presented to the parking department when submitting for the first space rental request. Effective October 10, 2015, the fee per space is $25.00 per day; effective April 10, 2016, the fee per space is $31.50 per day, payable two weeks in advance for regular users, and at least 48 hours or two (2) business days, whichever is greater, in advance for special events. Rented spaces shall state, "No Parking/Tow Away" and shall be strictly enforced.

(3) ***Construction space rentals:*** Space rentals for construction purposes shall only be restricted between the hours of 6:00 a.m. and 6:00 p.m., Monday through Friday. Space rental shall end on Friday evenings at 6:00 p.m. to allow for additional parking opportunities for the public on the weekends. Construction space rentals shall state, "No Parking 6am—6pm/Tow Away." A copy of a valid, city issued building permit must accompany each application for space rental. The fee per space is $25.00 per day. Rentals associated with construction projects with valid city issued building permits on or before September 30, 2015, shall be $5.00 per day for the first five spaces, and $10.00 per day for each additional space in excess of five spaces through and including April 10, 2016; effective April 11, 2016, the fee per space rental shall be $25.00. Only essential vehicles shall be parked at rented spaces. No construction crew parking is allowed at spaces rented for construction. Construction rented spaces are payable two weeks in advance. If the rental is to be greater than a two-week period; then payment shall be due one month in advance. Construction rented spaces can be purchased for up to 3 months at a time. At no time shall such permit parking be sold for a period of greater than 3 months unless by action of the mayor and city commission.

(4) ***Production and film space rental:*** The city may provide on an as-needed basis, rented spaces to accommodate production and film needs. A copy of a valid, city issued production/film permit must accompany each application for space rental. The fee per space is $10.00 per day, payable in advance at least 48 hours or two (2) business days, whichever is greater. Only essential vehicles shall be allowed to park at rented spaces, arrangements for crew parking on a first-come, first-served basis can be arranged with the parking department. Rented spaces for production and film use shall state, "No Parking/Tow Away," and shall be strictly enforced.

(5) ***Special events space rental:*** The city may provide on an as-needed basis, parking space rental to accommodate special events. A copy of a valid, city-issued special event permit must accompany each application for space rental. The fee per space is $25.00 per day, payable in advance at least 48 hours or two (2) business days, whichever is greater. The fee per space for not-for-profit organizations is $10.00 per day, payable in advance at least 48 hours or two (2) business days, whichever is greater. Rentals associated with special events applications received on or before September 30, 2015, shall be at $10.00 through and including April 10, 2016; effective April 11, 2016, the fee per space rental shall be $25.00. Only essential vehicles shall be allowed to park at rented spaces arrangements for event staff parking on a first-come, first-served basis can be arranged with the parking department. Rented spaces shall state, "No Parking/Tow Away", and shall be strictly enforced.

(h) ***Parking space removal.***

(1) ***Temporary parking meter removal:*** The city may provide for the temporary removal of parking meters to accommodate construction and other limited needs. The fee for the removal of any post shall be $50.00 per space. The cost for reinstallation of the post shall be $50.00 per space. Space removal and replacement shall be paid to the parking department in advance at a rate of $100.00 per space. Additionally, the applicable bagged space rental rate shall be assessed on a per space, per day basis, payable in advance, until such time as the parking post is reinstalled.

(2) ***Private requests for permanent parking space or loading zone removal prohibited:*** Private requests for permanent parking space or loading zone removal shall only be allowed for the purpose of creating access to an off-street parking facility or other vehicular access to the property. Private requests for the permanent removal of a parking space or loading zone for any other reason shall be prohibited. When permitted, the fee for the private permanent removal of a parking space or loading zone shall be the same rate as the fee in lieu of required parking, or $40,000.00 per space, whichever is greater, except that single family uses seeking to provide access to off-street parking shall be exempt from paying this fee for the removal of one space.