



POLICY FOR RENTAL OF CIVIC CENTER

Section 1 – Room Descriptions

Banquet Room: The banquet room is available for reservations perfect for wedding receptions, reunions, small trade shows, etc. The room provides seating for 500 with a maximum of 63 tables. The dimension of the room is 78' x 84' totaling 6,552 sq. ft. A 32'x8'x1' stage sits in the north end of the room. The room is available Sunday through Saturday excluding City recognized holidays.

Dining Room: The dining room is 40' x 55' totaling 2,200 sq. ft. The room provides seating for 250 and a maximum of 35 tables. The room is available Sunday through Saturday excluding City recognized holidays.

Kitchen: Our facility also provides a kitchen to be used for events serving food and/or beverages within the banquet or dining rooms. The room is available Sunday through Saturday excluding City recognized holidays.

Gym: The gym is a full-size basketball court with an area for concessions. The gym floor is 96' x 74' totaling 7,100 sq. ft. The seating includes bleachers for approximately 1,550 spectators and the floor space is capable of accommodating approximately 600 chairs. The room is available Sunday through Saturday excluding City recognized holidays.

Section 2 – Rental Rates

All events in the civic center require a certificate of liability. The certificate must reflect current coverage in the amount of \$1,000,000.00 for liability and property damage and name the City of Miami as an additional insured.

Banquet and Dining Room and Gym Rental Rates
\$75/hr City employee will only be present during normal business hours

Any booking which requires special electrical hook-ups for lighting and/or sound equipment shall cause the renting party to seek services of a licensed electrician and incur the cost of said services.

All pre-event and post-event activities have to be included in the reserved times. If a Renter finishes before scheduled reservation, no adjustment will apply. If any event goes beyond the time reserved, the renter will be assessed for any time over and charged by the hour.

Rental fees that have not been paid by the specified date will result in forfeiture of rental time and all future rentals.

No bookings will be allowed on a City recognized holiday.

Section 3 – Deposits/Payments

Deposit: Non-negotiable for fee waivers

Covers key return

Any physical changes to a room must be pre-approved by the City of Miami Facilities

Manager/Designee any unauthorized adjustments will result in forfeiture of any future rentals

A damage/cleanup deposit of \$500.00 is required before event. Deposit will be refunded following a satisfactory inspection by the City.

Deposit must be paid to secure date. **The remaining balance is due fourteen (14) days before event floor plan, insurance, and signed contracts must be submitted.** Failure to pay the remainder of any balance 7 days prior will result in a rental cancellation. Special payment options must be approved by Council/Miami Special Utilities Authority.

If seven (7) days are not given in writing by the Renter of a cancellation, deposits will be forfeited. Any damage to the building will result in rental privileges being revoked.

Section – 4 General Policies

The City of Miami is not responsible for accidents. If there is excessive damage, rental privileges will be revoked.

All reservations must be made through the Facilities Manager/Designee.

City of Miami Civic Center staff will provide, during normal business hours, the initial room set-up.

Any physical changes to a room must be pre-approved by the Facilities Manager/Designee. Any unauthorized adjustments will result in forfeiture of any future rentals.

City of Miami staff will not be responsible for the removal of any decorations or props after the event; any exceptions must be pre-approved by staff.

Furnishings and equipment belonging to the Civic Center will not be permitted to leave the premises for any reason.

Renters are responsible for any damages to the facility or property due to negligence or vandalism.

Any damages that are incurred during the event will be charged to the renter.

No pets/animals are permitted inside the Civic Center with the exception of service animals.

Smoking and gambling is not permitted inside the Civic Center.

The Civic Center will not be responsible for any lost articles. Renters will not be permitted to solicit funds or sell goods in or around the Civic Center without authorization from the City Manager.

ALL trash items (consumable, paper, glass, etc.) must be bagged and taken to the available dumpsters located outside by the elevator doors at street level. Failure to remove trash will result in deposit forfeiture.

Section – 5 Refunds and Cancellation Policy

All deposits/fees are subject to the cancellation policy. **The Renter must notify the staff of cancellation in writing seven (7) days prior to event date or the deposits will be forfeited.**

Section – 6 Decoration Policies

All decorations must be pre-approved by the Facilities Manager/Designee.

A room layout is provided and must be completed and supplied 14 days prior to event or setup will be the responsibility of the renter.

- No holes of any kind may be made in wall, trim, or divider doors.
- No tape or double sided tape of any kind is to be used on walls, floor, or divider doors.
- You may use painters tape on brick only. Any painters tape used to hang decorations must be removed.
- Spray glue and spray paint is not allowed in the building, or on any paved or concrete surface. If necessary, it is to be done outside in the gravel on the back lot.
- Anything placed on the floor or stage must not scratch the surface.
- Tables must be covered. (Cloth, paper, or plastic)
- Tables are not to be used as ladders.
- Do not drag table or chairs across floor.
- Do not hang objects from ceiling,

Please note, adhering to these rules will be confirmed prior to the return of deposits.

The City of Miami is not responsible for any accidents occurring while an individual or group is decorating.

ANY DAMAGE IS THE RESPONSIBILITY OF THE RENTER.

City of Miami**City of Miami Civic Center Facility Rental Application**

Date ____/____/____

Contact Person _____ Phone # _____

Email _____

Address _____ City _____ State _____ Zip _____

Organization _____ Estimated # _____

Date of Reservation ____/____/____ Actual Event Time _____am/pm to _____ am/pm

Purpose of Reservation (Please give detailed description of your event)

Please Circle room reserving:

Room Reserving	Day	Price per Hour	Room Measurements
Banquet Room*	M T W Th F S Su	\$75	78' x 58'
Dining Room*	M T W Th F S Su	\$75	40' x 58'
Gym	M T W Th F S Su	\$75	96' x 74'

*Note: Reserving the banquet room or dining room includes use of the Kitchen

All events in the civic center require a certificate of liability. The certificate must reflect current coverage in the amount of \$1,000,000.00 for liability and property damage and name the City of Miami as an additional insured.

Rental fee must be paid in full fourteen (14) days prior to the event.

Failure to clean up after event will result in a forfeiture of deposit.

All cancellations must be in writing seven (7) days prior to the event from the renter. Failure to give a seven (7) day written notice will result in complete deposit forfeiture.

AGREEMENT FOR RENTAL AND USE OF CITY OF MIAMI CIVIC CENTER FACILITY

This agreement is hereby entered into between the City of Miami and _____

(Renter), this _____ day of _____, 20____, for the rental and use of that portion of the City of Miami Civic Center designated as _____ (Facility), subject to the terms and conditions stated herein.

WHEREFORE, in consideration of these premises of the mutual covenants contained in this Agreement, the parties here by agree as follows:

1-TERM

The term of this Agreement shall be from _____ am/**pm** until _____ am/**pm** on _____, 20____.

2 – PURPOSES

The purpose of the use/rental shall be for _____ (e.g. wedding reception, seminar, family reunion, convention, etc.) at which the attendance is expected to be approximately _____ (e.g. 50, 50-100, 100-200, etc.),

3 – COSTS

Cost for use and rental of the Facility for the time and dates set forth herein shall be \$ _____ which must be paid in full to the City of Miami at least fourteen (14) days prior to the event. Failure to make such payment may, at the City's sole discretion, render this Agreement null and void.

4 – STORAGE AND SECURITY

Storage and security of the Renter's goods and property are the sole responsibility of the Renter, and the City of Miami assumes no responsibility or liability for loss, theft, or damage for any reason.

5 – CLEANING, DAMAGE TO PROPERTY, AND DEPOSIT

It shall be the responsibility of the Renter to clean and restore the Facility to its condition prior to the event which cleaning and restoration shall be accomplished and completed prior to vacation of the Facility by Renter. Renter also agrees to promptly reimburse the City for any damage to the Facility caused by the Renter, Renter's employees, agents, representatives, guests, or attendees.

6 – PERSONAL CONDUCT

It is understood and agreed that any the following conduct by Renters, Renter's Guests, or Attendees shall constitute grounds for immediate revocation of the Agreements by the City or for ejection from the premises of the person or persons committing the act by the Renter, the Police Officer performing security, any law enforcement officer, or the Facilities Manager/Designee.

- Carrying anything that could be considered a dangerous weapon
- Possession or use of any illegal drug or substance
- Threatening, yelling, coercing, intimidation of anyone, fighting, or use of offensive language
- Theft, willful destruction of City Property

- Knowingly entering an unauthorized area

7 – AGREEMENT

The parties agree and understand that nothing in this Agreement is intended to create any partnerships, joint ventures, or associations between the City of Miami and Renter, or in any way to make any party a co-principal with the other with respect to the business conducted by the parties or with respect to the event or use of Facility, and Renter at all times shall be considered and Independent Contractor. Additionally and specifically, nothing in this Agreement is intended to or shall be construed to waive or supersede any provisions, position, defense, or limits of liability available to the City through the Government Tort Claims Act (Act), 51 O.S. Sec. 151 et seq., and as it may be amended. Any amendments to the Act shall amend this agreement instantly to conform this contract to those provisions. Each of the parties hereto agrees to be responsible for its own negligence.

8 – ASSIGNMENT

This Agreement may not be assigned without written agreement of the City.

9 – EXECUTION IN COUNTERPARTS

This Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

This Agreement shall become effective upon execution by both parties.

Printed Name of Renter

Signature of Renter / Date

Address of Renter

Phone Number of Renter

Facilities Manager/Designee

Banquet Room

- Power Point**
- Podium**
- Microphone**
- Wireless**
- Lapel**
- Podium Microphone**
- Ice**
- Access to Elevator**

Special Instructions:

A room layout is provided and must be completed and supplied 14 days prior to event or setup will be the responsibility of the renter.

Gym

- Sound**
- Bleachers Out**
- Tarp Down**
- Goals Down**
 - **Main Goals**
 - **Side Goals**
 - **Drop Down Goals**
- Ice**
- Concession Area**

SPECIAL NEEDS OR WAIVERS

Staff Use Only:

Total Rental Cost \$ _____

Deposit Amount \$ _____

Date Rec'd _____

Pymt Method _____