



**MIAMI DADE COUNTY DEPARTMENT OF CULTURAL AFFAIRS**

**AFRICAN HERITAGE CULTURAL ARTS CENTER**

**FACILITY EVENT & RENTAL APPLICATION**

LOCATION:	DATE REQUESTED:
FACILITY:	HOURS:
GROUP NAME:	# IN PARTY:
COORDINATOR:	TELEPHONE:
PURPOSE OF GROUP FACILITY:	
OTHER REQUIREMENTS:	

**RULES & REGULATIONS**

1. Reservations may be made for any period that the facility is available but not more than one year in advance. No refunds will be made unless written notice is received of cancellation at least two (2) weeks in advance. All cancellations will be subject to a service fee.
2. The sale of any merchandis and /or services is expressly forbidden. Where tickets are used to obtain meals, beverages or services, the sale of same cannot be made in the facility.
3. The use of alcoholic beverages (except beer) and gambling, in any form, is prohibited. Music in any form must comply to each facility regulations.
4. Parking shall be confined to the area designated by the facility manager.
5. The participant shall observe, obey and comply with all applicable city, county, state and federal laws, rules and regulations. The enforcement of these rules and regulations is under direct supervision of the facility management. The participants shall exercise the privileges of this permit subject to supervision of the facility manager.
6. Permittee assumes all risk in use of the site and shall be solely reponsible and answerable for damages for all accidents and injury to person or property and hereby convenants and agrees to indemnify and keep harmless the County and their officers and employees, from any and all claims, suits, losses, damage or injury to person or property. Insurance requirements will be at the facility manager's discretion. You will be help financial obligated and accountable for any damage, marring or theft of any county property.
7. The renter must have the personnel, all the material, items, equipment, and every detail for their event/production. Management reserves the right to access a cost for anthing used, borrowed or loaned.
8. The renter is required to arrange and organize the space, the equipment, the event/performance/ exhibition, the participants and all aspects of the event in a manner that secure and facilitates everyone safety and well-being.
9. The renter is expected to pre-arrange a secure and healthy environment that would positively contribute to the security and protection of all participants and spectacles involved in the event.
10. You will be granted a free reasonable time period to set-up tht will not exceed 2 hours. Will be granted a period to strike immediately after the event that will not exceed 1 1/2 hours. Additional time can be purchase if available.
11. Your set-up must be pre-approved.
12. The Director, Miami-Dade County Cultural Affairs Department, or his designated representative may cancel or revoke the permit with or without cause; waive the requirements of the rules and regulations; or, in the public interest, make additional conditions regarding the use of County buildings and grounds,
13. When vacated, facility shall be returned in same condition as receive. Security will be forfeited for any damage, vandalism, missing equipment, failures to clean up after use, or failure to comply with rules and regulations governing this permit.
14. I have been given and have reviewed all aspect of the rental agreement and will adhere to these mandates.

Signature:

RECEIVED FROM:	RENTAL FEE	
NAME:	SECURITY	
ADDRESS:	SALE TAX	
CITY, STATE, ZIP	OTHER FEES	

	TOTAL FEE		
RECEIVED BY:	DATE RECEIVED		

