



City of Sunny Isles Beach
Cultural & Human Services Department

Pelican Community Park Community Center
Facility Rental - Rules & Guidelines

Pelican Community Park has various rooms available for rent in the facility. The rooms are available for a minimum of 4 hours at a time, and must be reserved at least two (2) weeks in advance of event date. The rental provides you exclusive use of your designated location during the hours of your rental (with the exception of the playground).

Fees

	Non-Profit /			Each Addtl Hour
	Resident	Non-Resident	For Profit	
Multi-purpose Room (1st Floor)	\$400	\$700	\$1,200	\$75
Arts & Crafts Room	\$300	\$550	\$900	\$25
Gym*	\$500	\$900	\$1,600	\$110
Playground**	\$200	\$400	N/A	\$20

* Additional Fees - If you are renting the gymnasium, food cannot be served at your event. Depending on the type of event, there may be an additional charge in order for park staff to install, clean, and remove the floor covering for your event. Charges for the floor covering are as follows: \$400 for a 4-hour event, \$50/hr each additional hour.

** When renting the playground area for your event, the picnic tables next to the playground area will be reserved. The playground itself, though, will still be open to the public.

Cleaning Security Deposit:

There is a cleaning security deposit required for each event. This deposit of \$150 will be returned to the renter after the event is completed, IF AND ONLY IF the facility is returned clean. The renter is responsible for cleaning up after the activity.

Insurance:

If you are going to have entertainment or catering at your party, the vendors need to have an insurance policy and worker's compensation.

Criteria

* One million dollar liability insurance certificate must state the following: "City of Sunny Isles Beach" as an additional insured.

* Vendors must have Worker's compensation. If they do not, they must provide a letter on company letterhead stating that they are not required because they have less than three (3) employees. Letter must also specify date, time and location of party / event. No rental will be permitted without proper insurance.

* Insurance certificate must be faxed to 305.792.1566 at least two weeks prior to party / event. Parties / events will not take place without approved insurance. It is the responsibility of the renter and vendor to verify that the insurance has been approved.

* Clowns, magicians and food vendors that are bringing prepared foods are not required to submit insurance.

General Rules:

All fees must be paid at least two (2) weeks prior to party/event.

Set up and clean up time are included in rental time. These include set up and breakdown of ALL vendors.

Party decorations may not be stapled or taped to walls or ceiling of community center.

All food must be precooked.

No drinking or selling of alcoholic beverages permitted.

It is the responsibility of the renter to supervise all guests, gifts, and supplies.

No animals permitted.

Payment:

Full payment of fees must be made at least two (2) weeks prior to event date. Payment can be made with check, cash or credit card (Mastercard or Visa). Checks should be made payable to "City of Sunny Isles Beach". If paying by check, please provide two checks, one to cover facility rental, and the other to cover cleaning deposit.

Cancellation Policy:

Cancellation of party 48 hours prior to event can receive refund minus \$25. No refunds thereafter.