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# RENTAL GUIDE



Thank you for your interest in the Little Haiti Cultural Complex and our venue spaces. Enclosed are several rental options and details about rates, fees and available equipment.

We look forward to working with you on a successful event. With this in mind, please review the following steps necessary to secure your event.

## SECURING YOUR EVENT:

1. Review this document for rental options
2. Review event policies
3. Submit an inquiry (here on [website](#))
4. Meet with our Events Agent to discuss date reservations, arrange a walkthrough, specify set up needs, etc.
5. Sign a rental application (30 days prior to your event)
6. Provide a deposit with application; checks and money orders made payable to “City of Miami” (if applicable)
7. Submit a copy of the following documents:
  - a. Certificate of Liability Insurance
  - b. Liquor License (if applicable)
  - c. 501c3 Status (if applicable)
  - d. Consumer’s Certificate of Exemption (if applicable)
8. Submit final payment (7 days prior to your event)

For date reservations and more information about Little Haiti’s premier event space contact our Events Agent:

Edward Duffie, Jr.  
eduffie@miamigov.com  
305 -960-2971

## LHCC CONTACT INFORMATION:

212-260 59th Terrace, Miami, FL 33137  
LHCC@miamigov.com  
305-960-2969

   @LHCCMiami



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## COMPLEX BUYOUT

**RATE:**

\$2530

**Capacity:**

1500 - 2500

The Little Haiti Cultural Complex is the focal point of Downtown Little Haiti. It is one of Miami's premier locations for all things Afro-Caribbean arts, culture and entertainment. This beautiful complex is colorful and vibrant like the Caribbean, while still maintaining a modern and contemporary feel. It is a budding flower in the Magic City. The Complex Buyout option includes full access to the Art Gallery, Courtyard, Theatre and Theatre Lobby.



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## COURTYARD

### **RATE:**

\$640

### **CAPACITY:**

250 (Banquet)

300 (Reception)

500 (Theater)

1,000 (Standing)

The Courtyard is a premier venue space at LHCC. It features the iconic Little Haiti mural by Richard Allen and a concrete stage with a complementary awning.





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## ART GALLERY

2,150 sq. ft.

### **RATE:**

\$800

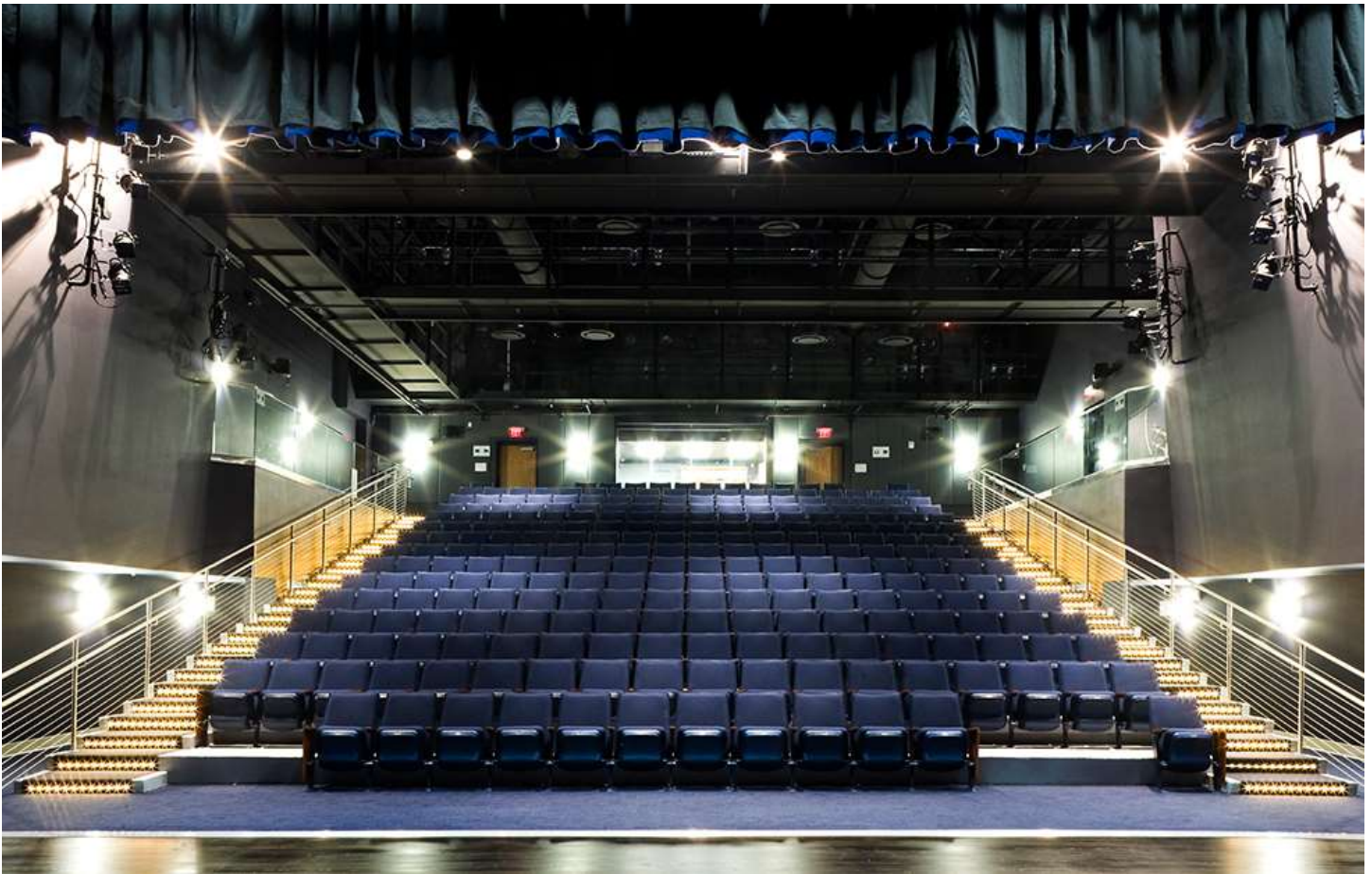
### **CAPACITY:**

200 (Banquet)

250 (Reception)

300 (Theater)

The Art Gallery is another premier venue space; it features an art exhibit year round. The open space is climate controlled with museum quality lighting, large windows for natural lighting, and it also features an outdoor foyer at 1,560 sq. ft. Adjacent to the Gallery is the Community Room, Heat Rooms (2) and Arts & Craft rooms (2).



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## PROSCENIUM THEATRE

1,370 sq. ft. (Stage)

### **RATE:**

\$840 (All day)

\$720 (4 Hours or less)

\$560 (2 Hours or less)

\$160\* (2 Hours or less) plus \$100 for each additional hour / \*rehearsals only

### **CAPACITY:**

300 seats

266 fixed seats

The proscenium style theatre is the only one of its kind in Little Haiti. It is ideal for theatrical performances, film productions and lectures of any kind. It features audiovisual technology, and backstage houses dressing rooms (2) and a green room. The adjacent Theatre Lobby at 2,130 sq. ft., and its outdoor foyer space at 2,270 sq. ft., is perfect for opening night receptions.

**LITTLE HAITI CULTURAL COMPLEX**



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## THEATRE LOBBY

2,130 sq. ft.

### RATE:

\$640

\$250 (when rented with theatre)

### CAPACITY:

100 (Banquet)

150 (Reception)

200 (Theater)

The Theatre Lobby is perfect for opening night receptions, social mixers and happy hours. It is adjacent to an outdoor foyer space at 2,270 sq. ft.





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## DANCE STUDIO

1,500 sq. ft. / 1,100 sq. ft.

### **RATE:**

\$100 for large studio (2 Hours or less) plus \$50 for each additional hour

\$80 for small studio (2 Hours or less) plus \$50 for each additional hour

### **CAPACITY:**

40 (large studio)

25 (small studio)

The dance studios feature a sound system, mirrored walls, ballet barres and black Marley floors, ideal for ballet, jazz, tap and aerobics.



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## ARTS & CRAFTS ROOMS

1,035 sq. ft. / 880 sq. ft.

### **RATE:**

\$200 for large room (2 Hours or less) plus \$50 for each additional hour

\$120 for small room (2 Hours or less) plus \$50 for each additional hour

### **CAPACITY:**

50 (large room)

30 (small room)

The Arts & Crafts Rooms are multi-purpose art spaces, ideal for small workshops and class sessions.





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## HEAT ROOMS

1,000 sq. ft. / 625 sq. ft.

### **RATE:**

\$400 (2 Hours or less) plus \$50 for each additional hour

### **CAPACITY:**

50 (large room)

20 (small room)

Also known as the Learn and Play Center these two rooms are decked out in vibrant images of the Miami Heat basketball team. They feature bean bags, round tables that seat four, desktops and flat screen TVs.



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## COMMUNITY ROOM

700 sq. ft.

### **RATE:**

\$120 (2 Hours or less) plus \$50 for each additional hour

### **CAPACITY:**

30 (Conference)

40 (Banquet)

60 (Theater)

Also known as the meeting room, this multi-use space is ideal for small community meetings and workshops.

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# EQUIPMENT & OTHER RATES

## DISCOUNTS:

City of Miami Resident 20%

City of Miami Business 10%

Nonprofit 15%

## REQUIRED:

Police Officer \$36 per hour

Special Events Supervisor \$41 per hour

Staffing Fee \$17 per hour

Cleaning Fee<sup>†</sup> \$175 and up

Setup Fee<sup>†</sup> \$175 and up

## OPTIONAL:

Parking only varies

Outdoor Foyer only \$240

Security Fee \$21.68 per hour

Sound Technician<sup>†</sup> \$50 per hour

Light Technician<sup>†</sup> \$50 per hour

Portable Sound with Microphone (small) \$60

Portable Projector \$60

Portable Screen \$60

Portable Stage (9 panels) \$50 per panel

Lobby Television \$25

LED Lights \$5 each

City Podium \$60

High Boys with Table Cloths \$10 per table

Outdoor Tables and Chairs (Seats 4) \$10 per table

Round Tables (Seats 10) \$10 per table

Rectangular Tables (6ft.) (Seats 4-6) \$10 per table

Banquet Chairs \$20 per group of 10

Folding Chairs \$10 per group of 10

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\* Required fees are based on the nature and size of the event.

<sup>†</sup> Technician, cleaning and setup fees may be paid to a third party.