
RENTAL POLICIES



ACCIDENT REPORTING

Accidents occurring during an event must be immediately reported to the staff member in charge.

ALCOHOLIC BEVERAGE SERVICE

All alcoholic beverage services must be included in the event liability insurance. The caterer must have a liquor license. An off-duty officer must be present during the event.

AUDIOVISUAL EQUIPMENT & PRODUCTION SERVICES

The Complex has an ample supply of audiovisual equipment. All audiovisual equipment and production services must be provided by one of the preferred vendors. Technicians cannot be guaranteed if reserved less than 30 days prior to the event. All events that have production elements must have an audiovisual representative on-site; and a technical rehearsal is recommended at least 10 business days prior to the scheduled event date. Cancellation with less than 72 hour notice of scheduled event date will result in charges for technical and event staff.

BOOKING PROCEDURE

Please contact the Events Agent to check availability of the preferred event date. The completed application, and rental deposit of \$300.00 (if applicable) must be received before the date can be reserved.

CANCELLATIONS

The event will be cancelled if event documentation, costs of all city services and fees associated with the event, are not received and paid at least seven (7) days in advance. Received cancellation of an event less than seven (7) days prior to the scheduled date will result in the forfeiture of all deposits.

CATERING

Clients may arrange for catering services through an outside vendor. If you are looking for authentic Haitian cuisine please refer to the list of preferred vendors. Food and beverage service in the Gallery must be approved. Charcoal can only be used in the Courtyard; a Fire Inspector will be required for an additional charge.

CARIBBEAN MARKETPLACE

The marketplace cannot be rented for private events. All events held in the marketplace must be open to the public. Setup for events in the marketplace cannot upset the current layout or the flow of daily traffic.

DECORATIONS/ FLORAL

Decorations are not permitted on Gallery walls. Décor elements must not endanger any artwork or the building. Live plant and flower arrangements must be insect-free. Open flames are not permitted on the grounds.

DELIVERIES

Arrangement for event deliveries must be coordinated with the Events Agent and during regular business hours.

DEPOSITS AND PAYMENTS

The deposit is \$300 of total rental cost. Payment can be made by check, money order or credit card. Checks and money orders are to be made payable to “City of Miami.” The date of the event will not be reserved until a deposit is received. Cancellation of an event less than seven (7) days prior to the scheduled date will result in the forfeiture of all deposits.

DAMAGES

Physical damages to the facility and/ or art work may result in addition fees.

DRESSING ROOMS/ GREEN ROOM

Dressing rooms and the green room are available with all theatre bookings.

ENTERTAINMENT

All municipal and county sound ordinances must be obeyed. Reasonable sound limits must be maintained within the complex buildings.

EVENT START & END TIMES

Event, setup, breakdown and rehearsal start and end times must be approved at the time of completing the event application. Times that exceed what was approved may be subject to additional fees. Times that exceed the Complex’s regular business hours will be subject to additional fees. Early load-in may be arranged with the Events Agent.

EVENT RENTAL FEES

The rental fees include use of the agreed upon location(s), basic utilities, housekeeping and a facility representative (additional staff fee applies outside of regular business hours). Audiovisual equipment, security, technical labor, food, beverage, and additional service staff are not included in rental fees.

GALLERY ACCESS

Gallery access cannot be restricted during the Complex’s regular business hours, unless otherwise approved for a private event.

LIABILITY INSURANCE

Liability insurance documentation is required with an “A” rated insurance provider. The Certificate of Liability form must name the City of Miami as the Additional Insured. The Certificate Holder section should read: City of Miami, 444 SW 2nd Ave., Miami, FL, 33130. The Description of Operations section should read the following language. *“The Little Haiti Cultural Complex, 212-260 N.E. 59th Terr., Miami, FL 33137 & the City of Miami is included as additional insured for General Liability Coverage for operations of the insured at the referenced premises, per policy terms and conditions.”* Primary/ Non-Contributory language MUST also be included. The policy expiration date must end the following day after the event.

If hosting (giving away) or selling alcohol, a host liquor liability MUST be added to the insurance. The limits of liability are \$1 million per occurrence and \$1 million aggregate for comprehensive general liability and liquor liability (the latter only if applicable).

For stipulations related to the special events liability coverage, contact the City of Miami's Risk Management Division at 305-416-1740.

LOGISTICAL PLANS

The Events Agent must review all logistical plans including deliveries times ten (7) business days prior to the event.

NO LIABILITY/ LOSS OR THEFT

The Complex is not responsible for loss or theft of personal property during an event.

PARKING

The Complex has three lots available for self-parking. Valet services may be arranged through an outside vendor.

PERMITS

All special events expecting an attendance of 300 or more will be subject to additional permits via the City of Miami. Required permits and fees may include: Police Special Events Permit; Fire Assembly & Fireworks Permit; Public Works Street Use and Banner Permit fees; Solid Waste Cleanup and Equipment fees; Traffic Control and Security; Fire Inspectors and Rescue Units; Park Facility Rental and Concession Fees; Building and Zoning Class I Permit; Beer & Wine Permit; Off-Street Parking Meter Rentals Fees; Mechanical, Electrical, and Tent Permit Fee.

PERSONAL CONDUCT

Clients and their guests shall conduct themselves in a proper and orderly fashion at all times on the premises. Staff may request departure of any person or group acting in an unseemly manner.

PHOTOGRAPHY & FILMING

A City of Miami film permit must be obtained for commercial photography and filming. Permission to photograph any work of art in the Gallery will be determined on a case-by-case basis.

Clients may take photos/videos of their event for personal use, however the Gallery exhibitions may not be reproduced in any form to be used for commercial use without written consent.

PROMOTIONAL MATERIALS

Lewd or unseemly content on invitations, posters and promotional materials is NOT permitted. Printed materials may be left with staff for dissemination throughout the Complex. Approval must be obtained before affixing anything on property. Digital materials may be sent to LHCC@miamigov.com, to be featured on the Complex's website, e-mail marketing and social media. Staff reserves the right to determine how materials will be featured/ or not featured onsite and online.

PUBLICITY

A courtesy notice is required for any public or private event that will draw media attention. Violations of this policy may result in the cancellation of said event in the Complex's sole discretion.

OVERTIME

Events that are extended past the agreed upon time may be subject to additional fees. Permission to extend an event past the agreed upon time may be withheld.

SECURITY

An off-duty police officer may be required when the unique nature of the event requires elevated security. The Complex will advise the number of security personnel required for each event.

SIGNAGE

Signage is not acceptable on facility walls.

STREET CLOSURE

Street Closures are subject to the issuance of permits from the City of Miami's departments of Police, Fire-Rescue and Public Works. Said permits will be issued only after approval has been granted by the City Manager or his designee. The permit must then be filed with the Florida Department of Transportation (DOT) for all state roads thirty (30) days prior to the date of the event.

TICKETS

Surcharge fees apply to ticketed events are as follows: \$.50 per \$1.00 - \$5.00 ticket sold; \$.75 per \$5.01 - \$15.00 ticket sold; and \$1.00 per \$15.01 - over ticket sold.

VENDORS

Clients are responsible for the actions of all vendors (party planners, entertainers, florists, audiovisual providers, furniture rental providers, etc.). Please note the audiovisual services must be from the approved vendor list.

Vendors present to sell during the event are subject to a \$65 vendor fee. All vendors shall be subject to the rules and regulations of the Complex.