



# VIRGINIA KEY BEACH PARK TRUST

## Application For Permit To Use Park Facility

Thank you for choosing Historic Virginia Key Beach Park for your upcoming event/party Welcome!  
*Instructions: Please fill all appropriate areas of this application to be considered for approval for your small event/party.*

Contact Name: \_\_\_\_\_

**Email:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Alt Phone: \_\_\_\_\_

If applicable:

Name of School/Organization/Sponsor: \_\_\_\_\_

Non-Profit Status: Yes \_\_\_ No \_\_\_ 501-C3 #: \_\_\_\_\_

City of Miami Employee Yes \_\_\_ Employee # \_\_\_\_\_ Dept. \_\_\_\_\_

Type of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Day(s) of Week: \_\_\_\_\_ Time: From: \_\_\_\_\_ To: \_\_\_\_\_

Projected Number of Participants: \_\_\_\_\_ Grade/Age Level of Participants: \_\_\_\_\_

**Area Requested:**

MAIN PAVILION      DANCE PAVILION      GREEN PAVILION      ORANGE PAVILION      ISLAND PAVILION

20X20 TENT (SOUTH/NEXT TO CAROUSEL)      CHICKEE VILLAGE (NEXT TO FRONT LAWN)      WOODEN TEA HOUSE

Will food and/or beverages be served at the event?: Yes \_\_\_ No \_\_\_

Will alcohol beverages be served?: Yes \_\_\_ No \_\_\_

Special Requirements Needed: **No more than two 10x10 tent allowed per pavilion rental**

Bounce House \_\_\_ Water Slide \_\_\_ DJ \_\_\_ Caterer \_\_\_ Petting Zoo \_\_\_ Pony Rides \_\_\_

Other: Describe: \_\_\_\_\_

***\*Please have contracted vendor of the equipment, catering and tents provide proof of insurance with City of Miami and Virginia Key Beach Park Trust listed as the additionally insured on the certificate***



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This is an application for permit only. Confirmation of this request is the issuance of the "official permit upon payment of fees".

PAYMENT FOR PERMITS IS TO BE MADE BY CASH, MONEY ORDER, CASHIER'S CHECK, CHECK OR CREDIT CARD AND IS TO BE MADE OUT TO "VIRGINIA KEY BEACH PARK TRUST". THE DEPARTMENT OF PARKS AND RECREATION RESERVES THE RIGHT TO CANCEL ANY PERMIT FOR CAUSE.

The above named applicant, individual, school, organization or sponsor is fully cognizant of their responsibility in connection with the use of the above named facility, and agrees to observe, obey and comply with all City of Miami Department of Parks and Recreation Rules & regulations, as well as all City, County, State and/or Federal laws, rules, and regulations. I, the undersigned applicant, hereby acknowledge receipt of a copy of "City of Miami Department of Parks & Recreation, rules, Regulations and Permits" Ordinance #7999 & Fee Schedule.

### INDEMNIFICATION:

The undersigned applicant shall indemnify and save City of Miami and Virginia Key Beach Park Trust harmless from and against any and all claims, liabilities, losses, and cause of action, which may arise out of undersigned, including any person acting for or on his/her behalf and, from and against any orders, judgments or decrees which may be entered, and from and against all costs, attorney's fee, expenses and liabilities incurred in the defense of any such claims, or in the investigation thereof.

I agree \_\_\_\_\_ I do not agree \_\_\_\_\_

### OFFICE USE ONLY

Facility Rental Fee: \_\_\_\_\_

Staff Fee: \_\_\_\_\_

Petting Zoo/ Pony Rides Deposit: \_\_\_\_\_

Total Amount Due: \_\_\_\_\_

Reservation Deposit: \_\_\_\_\_

Date: \_\_\_\_\_

Balance due 5 days before event: \_\_\_\_\_

Date Due: \_\_\_\_\_

**\*\$100 DEPOSIT IS NON-REFUNDABLE \*BALANCE DUE 5 BUSINESS DAYS PRIOR TO EVENT DATE \*PARK ENTRY FEE APPLIES**

**\*\* ATTENTION - NO CASH REFUNDS**

**APPLICANT SIGNATURE:** \_\_\_\_\_ Date: \_\_\_\_\_

**Prepared By:** \_\_\_\_\_

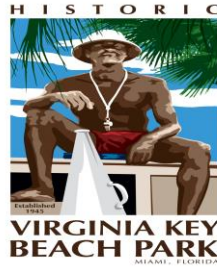
**Date:** \_\_\_\_\_

**Permit No:** \_\_\_\_\_

**Date Issue:** \_\_\_\_\_

## VIRGINIA KEY BEACH PARK TRUST

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### Permittee Usage Rules:

- ✓ All Fees must be paid in full five (5) business days prior to your event, in the form of cash or credit card, cashier's check or money order; made payable to "Virginia Key Beach Park Trust".
- ✓ A Deposit of \$100 per Pavilion is Required to reserve a space & is Non-Refundable
- ✓ The use of child friendly rented amusements (i.e. bounce houses, mechanical rides, etc.) are permitted. The vendor providing the equipment/service must provide insurance which includes Virginia Key Beach Park Trust and the City of Miami as additional insured, earlier than five (5) business days prior to the event day.
- ✓ Charcoal Grills should **NEVER** be used **UNDER** any cover shelter or building or on top of tables or benches.
- ✓ No Pets are allowed in the park. (i.e. dogs).
- ✓ No more than 2 pop up 10x10 tent allowed per pavilion rental.
- ✓ No **Styrofoam** plates, cups or container
- ✓ Petting Zoos are allowed with park permission, license, insurance and a deposit
- ✓ Unless otherwise approved by park management, the permittee & all participants must exit the facility 15 minutes before the close of the park.
- ✓ All articles must be removed by the permittee at the end of the activity (i.e. tables, chairs, balloons, decorations etc.) Permittee is responsible for a "leave no trace" policy of the rented facility at close of the scheduled activity.
- ✓ Decorations should not be affixed to the walls or poles of any facility.
- ✓ Alcohol is not allowed on park grounds.
- ✓ **NO GLASS CONTAINERS ARE ALLOWED IN THE PARK**
- ✓ Permittee must use the reserved facility for agreed activities.
- ✓ Park Supervisor is the contact person on the day of event.
- ✓ The park does not allow fire arms or use of any drugs while on the premises.
- ✓ All parking must be in the designated parking spaces provided.
- ✓ Music with explicit lyrics will not be tolerated on park premises.
- ✓ Noise levels must be contained within the perimeters of permittee's designated area.
- ✓ All parties are subject to the park entry fees

By signing this document, I \_\_\_\_\_ agree to the terms and restrictions placed, on this day of \_\_\_\_ / \_\_\_\_ / \_\_\_\_ for permitted event.

**SIGNATURE** \_\_\_\_\_



**VIRGINIA KEY BEACH PARK TRUST**  
**Application For Permit To Use Park Facility**  
**CITY OF MIAMI – DEPARTMENT OF PARKS AND RECREATION**  
**RULES AND REGULATIONS**  
**ORDINANCE NO. 7999**

1. All Facilities are on rented on a “first-come, first-served” basis, according to a priority list scheduling and are to be used, along with equipment, for the purpose for which they were designed. No physical changes in facility layout are permitted.
2. The Permittee will be held responsible for the conduct of each individual within the group, profanity and gambling will not be allowed.
3. Possession or consumption of alcoholic beverages with park limits is prohibited.
4. Vehicles are allowed only in those parks where roadways are provided and such vehicles must stay on paved roadways and park only in those areas provided and designated for vehicle parking.
5. The Permittee shall assume all risk in the use of the facility and shall be solely responsible and answerable in damage for all accidents and injury to person or property.
6. The Permittee shall be called upon to reimburse the City of Miami for any damage to buildings, ground, equipment or property thereon.
7. Permits are non-transferable and are good only on date specified.
8. The permit must be present at facility each time it is in use and must be shown to any authorized official or Park Employee upon request.
9. During inclement weather, or for any reason, the facility is deemed unusable by the park staff or other authorized City representative, the permission granted by such permit will be suspended.
10. If the facility is scheduled but not used, the applicant should report this to the Park Office well in advance, so the facility may be re-scheduled for use by others.
11. Picnicking without fires may be done in an area where it will not interfere with other Park activities. Fires are only permitted in park grills and charcoal is the only fuel permitted. The grills and picnic facilities are for family and group picnics. Uses of these facilities as a “free-kitchen”, “soup-line”, restaurant, or similar activity is expressly prohibited.
12. No speeches or demonstrations, exhibitions, concerts, parades, dances or similar activity shall be allowed in any park unless a permit is obtained in advance from the Director if the Department of Parks and Recreation. Such permit shall define the nature of activity and set forth limitations as to hours, attendance, and equipment to be used, along with any other restrictions deemed necessary.

The following conditions apply throughout, however, they relate primarily to camping requests:

1. The City has no facility for trailers, campers and similar wheeled vehicles in any City park. Facilities for overnight camping in tents or on the ground are available for non-profit groups, such as Boy Scouts, Girl Scouts, etc.
2. Fountains are provided to provide drinking water. Use of water fountains for bathing, washing or cleaning cooking utensils is prohibited.
3. Swimming is not permitted in any other water, in or immediately adjacent to any park area, except City pools.
4. Fishing is not permitted in any park waters.
5. Fires are only permitted in those parks, which have grills and designated fireplaces; charcoal is the only fuel permitted.

The Permittee shall observe, obey and comply with these rules and regulations as well as all applicable City, County, Federal Laws, Rules and Regulations. Failure to abide by these rules will cause permit to become null and void immediately.

City of Miami Parks and Trust activities take precedence over any other permit.

ANY INFRACTION OF THE ABOVE RULES AND REGULATIONS OR OTHER MISUSE OF CITY PROPERTY WILL BE CONSIDERED CAUSE FOR REVOCATION OF PERMIT.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
Date



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To whom it may concern:

Please note that the party that is reserved as a small event (Birthday, Baby Shower, Family Reunion, etc.) cannot be advertised as a paid event and must follow the guidelines of a Small Event.

There are certain activities that are NOT permitted when planning a **Small Event** at Historic Virginia Key Beach Park (HVKBP):

- **NO** ADMISSION or TICKET CHARGE FOR YOUR GUESTS TO PARTICIPATE IN THE SMALL EVENT
- **NO** FOOD OR BEVERAGE SALES ON SITE
- **NO** MORE THAN 150 PEOPLE PER PAVILION RENTAL
- **NO** EXCESSIVELY LOUD (DJ) MUSIC OR SOUND SYSTEM
- **NO** TENT LARGER THAN 10X10 ALLOWED –ONLY TWO 10X10 PER PAVILION RENTAL
- **NO** INFRINGEMENT BEYOND YOUR DESIGNATED/RESERVED AREA

If you are having a party and plan to do any of the following listed above, your event is constituted as a Large Special Event and will need to adhere to the policies and procedures that govern that type of event.

Small Events or Parties that violate the guidelines that constitute a Small Event at HVKBP, could be terminated immediately by a Park Ranger and if necessary, the Police.

Please govern yourself accordingly. Thank you.

Guy Forchion  
Executive Director  
Virginia Key Beach Park Trust

By signing this document, I \_\_\_\_\_ agree to the terms and restrictions placed, on this day of  
\_\_\_\_/\_\_\_\_/\_\_\_\_ for permitted event.

**SIGNATURE** \_\_\_\_\_



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Application For Permit To Use Park Facility

VIRGINIA KEY BEACH PARK TRUST  
4020 Virginia Beach Drive  
Miami, Florida 33149  
Phone: (305) 960-4600 Fax: (305) 960-4620  
[www.virginiakeybeachhpark.net](http://www.virginiakeybeachhpark.net)

This form is to authorize **Virginia Key Beach Park Trust** to use the following credit card per the following instructions:

**Check One:**      VISA                      MC                      AMEX                      DISC

\_\_\_\_\_ **Card Account Holder Name (as it appears on the card)**

\_\_\_\_\_ **Billing Address (where your bill gets mail)**

\_\_\_\_\_ **Telephone #**

\_\_\_\_\_ **City/State/Zip**

\_\_\_\_\_ **E-mail**

**Date of Event:** \_\_\_\_\_

**Location Rented:** \_\_\_\_\_

**Amount Authorized:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Security Code:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

**Driver's License #:** \_\_\_\_\_

**\*ALL THE ABOVE INFORMATION IS NEEDED IN ORDER TO PROCESS YOUR CREDIT CARD**  
**\*\*In order for the transaction to be approve billing address must be where your bill gets mailed.**

**Signature of Card Account Holder:** \_\_\_\_\_ **Date:** \_\_\_\_\_