



VEHICLE ENTRY FEE: _____

CHECKLIST OF ITEMS THAT WILL NEED TO BE DONE FOR LARGE SPECIAL EVENTS:

DATE: _____

VKBPT REP INITITALS: _____

CITY OF MIAMI

- SCHEDULE EVENT TEAM FOR THE NEXT CITY OF MIAMI SPECIAL EVENTS MEETING - _____
- PAY \$50 APPLICATION FEE TO THE SPECIAL EVENTS DEPT
- ELECTRICAL PERMIT FOR GENERATORS (IF APPLICABLE)
- ELECTRICAL PERMIT FOR LIGHT TOWERS (IF APPLICABLE – MUST HAVE LIGHT TOWERS IN PARKING AREAS FOR NIGHTTIME EVENTS)
- PERMIT FOR STAGE (Over 2ft high...**NO PERMIT NEEDED FOR A MOBILE STAGE OR RISER UNDER 2FT**)
- PLUMBING PERMIT FOR PORTABLE TOILETS (IF APPLICABLE)
- TENT PERMIT (IF APPLICABLE)
- MECHANICAL PERMIT - RIDES, ETC (IF APPLICABLE)
- FILM PERMIT (IF APPLICABLE)
- SECURE ALL NECESSARY CITY/COUNTY SERVICES
 - CITY OF MIAMI POLICE – *Ofc Reyes 305-603-6524*
 - MIAMI-DADE COUNTY POLICE (RICKENBACKER CAUSEWAY - TRAFFIC CONTROL) – *Ofc Diaz 305-979-3470*
 - FIRE – *Lt Nabi Ferra 305-960-2843*
 - SOLID WASTE – *Katie Wayar 305-960-2821*
 - BUILDING (PERMITS) – *Amaya 305-416-1184 (manager Debbie Fagan – 305-416-1146)*
 - FINANCE (BTR -Event organizer -FOR PROFIT ONLY must obtain this for their event) *Joel Ramirez 305-416-1937*
 - FOR 5K RACES USING RICKENBACKER CAUSEWAY - MOT WILL BE NEEDED - *Jimmy Martincak 305-979-3470*
 - PARKS DEPT (Virginia Key Beach/ Arthur Lamb Road) *Lazaro Garcia 305-416-1305 / Joe Hernandez 786-390-8879*
- ALCOHOL PERMITS (IF APPLICABLE) For the alcohol permit it's either a caterers license (will need caterers insurance) or a 1.2.3 liquor License. However, the 123 can only be applied for by a non-profit once all requirements have been met and the permit has been issued

HVKBP

- RESERVATION DEPOSIT OF \$1000 FOR EACH EVENT DAY- DAYS _____ RECEIVED _____
- DAMAGE DEPOSIT - REFUNDABLE AFTER EVENT - \$1000 PER DAY RECEIVED _____ REFUNDED _____
- SECURE PARKING/ MOT PLAN FOR TRAFFIC FLOW
 - HVKBP - (Approximately 1100 spaces available in Front Lawn & Paved Parking area / 500 in Event Meadow)
 - MARINE STADIUM (Approximately 900 spaces available –City of Miami – *Olga Zamora 305-416-1476*)
 - SEAQUARIUM (Approximately 900 spaces available – *Chip Gaudio 305-365-2511*)
 - ARTHUR LAMB ROAD – (Approx. 1500 spaces – approval from COM Parks Dept – *Lazaro Garcia 305-416-1361*)
- CONTACT **JIMMY MARTINCAK** TO DISCUSS MOT FOR RICKENBACKER CAUSEWAY (FOR TRAFFIC FLOW PLANS)
- VMS SIGNS ON THE CAUSEWAY - 1 WEEK PRIOR TO EVENT (**Contact Jimmy Martincak 305-979-3470 for placement permission**)
- _____ SITE PLAN &/OR _____ ROUTE PLAN (**THIS IS NEEDED WITH THE APPLICATION**)
- PRODUCTION SCHEDULE (**LOAD IN & LOAD OUT DATES, SHOW SCHEDULE, ETC**)
- EVENT SCHEDULE - EVENT START TIME & END TIME(LIST ACTIVITIES THROUGHOUT THE DAY)
- INSURANCE (**Listing Virginia Key Beach Park Trust & the City of Miami as additionally insured on the certificate**) The insurance company must be "A" rated. The limits of liability are \$1 Million dollars per Occurrence / \$1 Million dollars Aggregate for Comprehensive General Liability and If applicable, a Liquor Liability
- CLEANING CREW (**Capital Contractors- Luis Cepeda (954) 257-3899** - discuss with Michelle Swaby-Smith)
- COMP TICKETS FOR VKBPT _____
- SURCHARGE ON TICKETS (**COM Ordinance - Please see event guideline for more detailed info**)
- SURCHARGE FOR EACH VENDOR - (**COM Ordinance – Alcohol - \$350pv - Arts&Craft/Merch \$15pv – Food \$50pv**)
- ALL FOOD VENDORS MUST HAVE PROPER STATE HEALTH LICENSE, ETC
- PARKING CREW – RESERVED _____

EVENT ORGANIZER NAME _____

SIGNATURE _____

DATE _____

Virginia Key Beach Park TRUST

USER CHECKLIST

1. PAYMENT TERMS

- 1.1 A **non-refundable** deposit is required to reserve a date. Virginia Key Beach Park Trust (VKBPT) maintains the right to change or cancel said event date with written notification to the promoter. Once VKBPT is in receipt of deposit, the event date can be changed **once** without the loss of the deposit. VKBPT must be notified, in writing, of said date change 60 days prior to the original date held. Failure to abide by terms will result in the forfeiture of deposit.
- 1.2 VKBPT expressly reserves the right to require all promoters and organizations to pay for all estimated expenses, as well as the City of Miami required services, prior to event load-in. Payment must be remitted no later than seven (7) business days prior to event load-in, in the form of a cashier's check, certified check, or money order payable to Virginia Key Beach Park Trust.
- 1.3 A rental fee will be charged for load-in and load-out days, as well as the actual event day.
- 1.4 The promoter is responsible for all costs associated with the event and for all costs associated with returning the facility to its original condition.
- 1.5 **Virginia Key Beach Park Trust does not settle the final cost of an event on the night of the event.**

2. RIGGING SYSTEM / SOUND AND LIGHTS

- 2.1 The promoter is responsible for providing a rigging system for all Virginia Key Beach Park shows.
- 2.2 **VKBPT** will provide a scissor lift and a rigging specialist at the promoter's expense.
- 2.3 The promoter is responsible for supplying all sound and light equipment necessary for their show.

3. SOUND CHECK

- 3.1 Monday – Thursday 5:00 p.m. – 10:00 p.m.
Friday, Saturday, Sunday & Holidays 8:00 a.m. – 11:00 p.m.
- 3.2 **During sound check or events, the sound level shall not exceed 110 dBa when measured sixty feet from the stage. Failure to cure each incident of sound level non-compliance within five (5) minutes of notification by Trust designee may result in a fee of \$1,000.00 per incident. In addition, VKBPT reserves the right to end all show activity.**

4. EVENT END TIME

- 4.1 A time overage fee of \$1,000.00 for every 15 minutes, or a fraction thereof, beyond contracted, stated end time will apply. The referenced fee is in addition to actual costs, for which the user shall be responsible for payment.
- 4.2 Curfew at all VKBPT facilities: 11:00 p.m. – M-Thur; 12:00 a.m. – Fri, Sat, Sun, & holidays. **VKBPT reserves the right to end all show activity.**

5. DISPENSING OF ALCOHOLIC AND NON-ALCOHOLIC BEVERAGES

- 5.1 All beverages sold or given away must be vended in paper or plastic containers. No glass bottles or metal cans are allowed to be dispensed.
- 5.2 Additionally, no more than two alcoholic beverages, at one time, may be sold to an individual.
- 5.3 Alcohol sales must cease 1 hour prior to the end of the event.
- 5.4 A liquor permit must be provided to VKBPT before the event.
- 5.5 In order to obtain a liquor permit, the User must follow the guidelines set forth by the State of Florida. Those steps include:
 - Provide VKBPT with GL and Liquor insurance, whereupon VKBPT will provide zoning letter,
 - Zoning approval,
 - Dept. of Revenue approval, and,
 - Obtain license from Dept. of ATB.

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6. **ALCOHOL WRIST BAND POLICY**

- 6.1 All promoters vending alcoholic beverages in VKBPT operated facilities will be required to use wristbands to identify consumers of legal age. Failure to comply with this rule, whether by the promoter or their representative, may result in the immediate **cancellation of alcohol sales.**
- 6.2 Promoter is required to provide wristbands. If promoter fails to provide wristbands, the bands will have to be purchased from VKBPT at a cost of \$.10 per wristband.

7. **CONDITION OF PREMISES/DAMAGE DEPOSIT**

- 7.1 VKBPT expressly reserves the right to collect a damage deposit for all events and to set the amount of that deposit on a show-by-show basis. VKBPT will survey the property for damages within five (5) business days after event and if damage is found, VKBPT will advise the promoter of any additional charges.

8. **TICKET POLICY**

8.1 **Ticket Surcharge:** On all ticketed events

- Ticket price: \$1.00 - \$14.99: \$0.75 per ticket
- Ticket price: \$15.00 - \$29.99: \$1.00 per ticket
- Ticket price: \$30.00 and above \$2.00 per ticket
- The ticket surcharge is collected throughout the event.

8.2 **Complimentary Tickets**

- The promoter shall have the right to distribute 200 complimentary tickets. Those tickets are not subject to ticket surcharge. Any additional complimentary tickets will be assessed at face value and are subject to the ticket surcharge.
- Virginia Key Beach Park Trust reserves the right to receive a minimum of 75 complimentary tickets, per performance. These tickets are not subject to the VKBPT ticket surcharge, but are subject to the State of Florida 7% sales tax. Promoter is responsible for the payment of the sales tax.

8.3 **Ticket Manifest**

- Without exception, all promoters of paid, ticketed events must submit a valid ticket manifest two (2) business days prior to event load-in. The VKBPT Box Office Auditor will report compliance or lack thereof to VKBPT executive staff, prior to the gates being opened on the day of the event.
- A valid ticket manifest **must:**
State the number and color of each ticket printed at each price category;
State the name of the event; and,
State the name of the printing company and be signed by a manager of the printing company
- Failure to provide a valid ticket manifest may result in a non-compliance fee as outlined below. The fee will be assessed on all tickets counted by VKBPT, including complimentary tickets.
1,000 to 9,999 tickets - \$1,000.00 non-compliance fee
10,000 to 19,999 tickets - \$2,000.00 non-compliance fee
20,000 + tickets - \$3,000.00 non-compliance fee
- Failure to provide a valid ticket manifest to VKBPT two (2) business days prior to event load-in will require the promoter to use Virginia Key Beach Park ticket stock for all day of show sales and incur any costs resulting from said use.

9. **INSURANCE**

- 9.1 Promoter must obtain and maintain in force, for the length of the rental agreement (including load-in and load-out times), General Liability Insurance on a Comprehensive General Liability Form or an equivalent Policy Form in the amount of \$1 million (or coverage deemed acceptable by the City of Miami Insurance Director) for bodily injury and property damage liability.

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- 9.2 If the promoter is granted the right to serve alcohol, the promoter must obtain third party liquor liability coverage for a minimum of \$1 million. The City of Miami and Virginia Key Beach Park Trust expressly reserve the right to set the limits of the third party insurance coverage on a show-by-show basis.
- 9.3 Virginia Key Beach Park Trust is to be listed as the certificate holder of the insurance policy and in addition, The City of Miami and Virginia Key Beach Park Trust are to be named "Additional Insured" on all policies.
- 9.4 Promoter shall furnish the appropriate insurance certificates, as deemed acceptable by the City of Miami Risk Management Administrator, to VKBPT no later than ten (10) business days prior to the event load-in.

10. PARKING

- 10.1 VKBPT will determine all parking availability and issue all necessary parking passes to promoter. No other passes will be accepted. All vehicles, including those with a VKBPT pass, will be stopped by parking crew.

11. VEHICLES

- 11.1 Virginia Key Beach Park Staging Area (VKBPSA) – Backstage: There is enough space for **2 trucks/RVs and 20 cars OR 5 trucks/RVs and 3 cars.**

12. SECURITY*

- 12.1 VKBPT expressly reserves the right to determine, in conjunction with the City of Miami Police Department, all private security requirements for all events. Promoter may, at his or her discretion and subject to VKBPT approval, utilize a separate security firm over and above the requirements of VKBPT, providing that the firm is licensed by the City of Miami and has valid insurance approved by the City of Miami Insurance Manager. Virginia Key Beach Park Trust and the City of Miami must be named as “additional insured” on said policy.
- 12.2 Personnel requirements for VKBPT – a minimum of 24 people (includes supervisors and managers).
- 12.3 Personnel required for VKBPT - TBD based on event infrastructure and needs
- 12.4 Personnel required for VKBPT - TBD based on event infrastructure and needs

*All security personnel are in addition to Police and Fire personnel.

13. CLEANING

- 13.1 All events must use the VKBPT cleaning contractor. VKBPT expressly reserves the right to determine cleaning requirements for all events.
- 13.2 VKBPT assumes no responsibility whatsoever for any person or property that enters the premises as a result of or in connection with the event, including items left behind.

14. VENDING

- 14.1 All food areas will be designated by VKBPT in cooperation with the City of Miami Fire Rescue Department. ***Surcharge on Vendors are: Alcohol \$350 per vendor / Arts & Craft-Merch - \$15 per vendor / Food \$50 per vendor. To be paid to VKBPT.***
- 14.2 Without exception, the promoter shall fill out and deliver to the VKBPT Event Coordinator a complete layout of vendors. This layout is to be delivered seven (7) business days prior to event load-in.
- 14.3 Certain vendor equipment (i.e. freezers, refrigerators, blenders, etc...) often require special electrical power needs. Vendors may be required to provide their own generator(s). Please contact the VKBPT Event Coordinator at least seven (7) business days prior to event load-in if vendors will be using equipment that requires electrical power in excess of standard household current (110 volt/16 amps).

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- 14.4 All food preparation areas require a VKBPT tent. Subject to VKBPT Event Coordinator approval, food carts and self-contained concession stands do not require a tent.
- 14.5 Two (2) 10 lb. ABC fire extinguishers are required at each food vendor location. If hot grease or oil is used in food preparation, one (1) 10 lb. 40BC fire extinguisher is required. **The vendor/promoter is responsible for providing all fire extinguishers.** All extinguishers will be checked by the Fire Marshal.
- 14.6 If cooking oils or grease are used, all waste products must be disposed of in the grease trap/ or in the metal containers provided by Virginia Key Beach Park . Metal bins are available for charcoal disposal. **Do not dispose of used charcoal on the grass.**
- 14.7 Place all trash in the barrels provided. Additional trash bags are available upon request. At the close of the event, please leave the full bags behind your location.
- 14.8 Do not use frayed or unsafe extension cords.
- 14.9 Storage vehicles must be removed from the park no later than two hours prior to the scheduled start of the event. All vendors are responsible for parking their vehicles off-site. Due to space restrictions, **there is no vendor parking in the park.**
- 14.10 Each vendor shall display a current occupational license with valid signature. Such license shall be visible and clean. Each vendor shall also display food products, vendor's name, and phone number. DBPR will have inspectors on-site to collect the temporary license fee. If you are an owner or employee of a licensed, permanent restaurant you may be exempt from this fee. You must provide a copy of the license to the DBPR inspector in order to receive this exemption. **All promoters are responsible for contacting the DBPR regarding vending regulations and license fees. Contact: Jerold Hoffer – 305-513-3438**
- 14.11 Park management will regularly inspect vendor areas for compliance. Failure to comply will result in loss of damage deposit. Continuing failure to comply will result in permanent termination of the right to vend in all VKBPT facilities.

15. VKBPT ITEMS POLICY

15.1 The following policy is for all events held at Virginia Key Beach Park.

Items NOT allowed: personal fireworks, weapons

Items allowed: blankets, strollers

Promoter items policy:*

Flash cameras - Allowed () Not allowed ()

Chairs - Allowed () Not allowed ()

Umbrellas - Allowed () Not allowed ()

**Initial on items allowed or not allowed.*

16. PROMOTER CONTACT ON SITE

Name: _____ Cell #: _____

USER AGREES THAT THESE TERMS HAVE BEEN DISCUSSED AND AGREED TO PRIOR TO THE EVENT.

 Event Representative/Company Name
Sign above/Print name below

 Date

 VKBPT Representative

 Date