



To whom it may concern:

We have been alerted by our Park staff that the party that was reserved as a small event (Baby Shower in this case) did not occur as it was proposed on the application. We have also been told that food & beverages were being sold to your guests/attendees. Those components do not constitute a **Small Event** at this facility and will not be tolerated in the future. 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
- **NO** MORE THAN 250 PEOPLE AT THE PARTY
- **NO** EXCESSIVELY LOUD (DJ) MUSIC OR SOUND SYSTEM
- **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, will be shut down immediately by a Park Ranger and if necessary, the Police.

Please govern yourself accordingly in the future. Thank you.



Guy Forchion

Executive Director

Virginia Key Beach Park Trust





### 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 is Required & 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.
- ✓ Grills and/or cooking equipment must be used outside any covered facility.
- ✓ No Pets are allowed in the park. (i.e. dogs).
- ✓ 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 Attendant 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 \_\_\_\_\_

**CITY OF MIAMI – DEPARTMENT OF PARKS AND RECREATION  
RULES AND REGULATIONS  
ORDINANCE NO. 7999**

1. All Facilities are 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 City Employee upon request.
9. During inclement weather, or for any reason, the facility is deemed unusable by the recreation 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 Recreation 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 recreational 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 of 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 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 Recreation 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.

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SIGNATURE

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Date