



## **VIRGINIA KEY BEACH PARK TRUST**

Application For Permit To Use Park Facility



### *Celebrate your Special Day with us*

From the moment you enter the Historic Virginia Key Beach Park, and drive down the lush covered path, you enter a world of tranquility. With the views of the historic buildings – along with the beautiful grounds lined with palm trees overlooking Bear Cut and the pristine waters of the Atlantic Ocean.

Historic Virginia key Beach Park is the ideal location to celebrate your special day.

The Park has become a popular rental facility for an array of social and special events, holiday parties, weddings, concerts and festivals. With the flexibility to bring in your own specially selected team of caterers, florist and decorations, you can create the event you have always dreamed of!

Historic Virginia Key Beach Park is a National Historic Landmark with irreplaceable historic elements. We ask that you support our mission and join our stewardship by adhering to the rules and regulations, which are intended to ensure your safety and the protection of the natural resources and the historic buildings.

We thank you for considering Historic Virginia Key Beach Park for you special day. If you are interested in seeing the property please contact us at 305-960-4600 or email us at [skbpt@miamigov.com](mailto:skbpt@miamigov.com)



**VIRGINIA KEY BEACH PARK TRUST**  
 Application For Permit To Use Park Facility  
**Wedding Ceremony / Reception**

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

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

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

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

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

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

**Wedding Planner?** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Day(s) of Week: \_\_\_\_\_

Time: From: \_\_\_\_\_ To: \_\_\_\_\_

Projected Number of Guest: \_\_\_\_\_

Will food and/or beverages be served at the Wedding Reception? Yes \_\_\_\_\_ No \_\_\_\_\_

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

(All vendor must have insurance & Alcohol License)

Special Vendors: DJ \_\_\_\_\_ Caterer \_\_\_\_\_ Decorator \_\_\_\_\_ Tents/Light Towers \_\_\_\_\_

Instrument \_\_\_\_\_ Band \_\_\_\_\_ Photographer \_\_\_\_\_ Florist \_\_\_\_\_

Special Requirements needed from the park: Electricity \_\_\_\_\_ Water \_\_\_\_\_

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

Please note that HVKBP provides only the site, providing you full freedom to choose the caterers, photographers, musicians or florists that perfectly match your mood and taste.

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



# VIRGINIA KEY BEACH PARK TRUST

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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 \_\_\_\_\_

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**OFFICE USE ONLY**

Facility Rental Fee: _____	Date Paid: _____
Hold Date Deposit: _____	Date Paid: _____
Balance Due: _____	Date Paid: _____

- **HOLD DATE DEPOSIT IS NON-REFUNDABLE**
- **BALANCE DUE 5 BUSINESS DAYS PRIOR TO EVENT DATE**
- **PARK ENTRY FEE APPLIES PER VEHICLE (Not applicable during night event)**

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

Prepared By: _____	Date: _____
Permit No: _____	Date Issue: _____



# VIRGINIA KEY BEACH PARK TRUST

## Application For Permit To Use Park Facility

### Day Time Wedding

### Regular Park Hours (7:00 am to Sunset)

Historic Virginia Key Beach Park offers the option of intimate daytime ocean front ceremonies for those who wish to celebrate a special occasion, such as a marriage or other form of personal commitment on our beautiful grounds. Daytime ceremonies may take place anywhere in the park during the hours of 7:00am to Sunset. These hours can be extended to 8:00pm at the latest during the months of November, December only, with an additional charge of \$150.00 per hour.

All Vendors must have insurance and list VKBPT & the City of Miami as additional insured on the Certificate of Liability

Photographers may accompany the group.

Historic Virginia Key Beach Park allows hand held instruments or personal music player at appropriate volume level to ensure the positive experience of our other visitors.

Please note that VKBPT provides only the site, providing you full freedom to choose the caterers, photographers, musicians or florists that perfectly match your mood and taste.

Historic Virginia Key Beach Park provides parking for your event at a rate of \$8.00 per car. If you wish to prepay parking for your guest an alphabetical name list must be provided 48 hours before the event day along with a credit card authorization form.

Historic Virginia Key Beach Park does not permit access by boat or any motorize vessel.

#### Available locations and Rental Fees

- Chickee Village Area & Ocean Front Ceremony Site \$2500.00 \_\_\_\_\_
- Pavilion (Dance, Main, Green or Orange) \$250.00 \_\_\_\_\_
- Ceremony Site – Ocean Front \$250.00 \_\_\_\_\_
- Romance Gazebo – Ocean Front \$250.00 \_\_\_\_\_
- Cocktail Reception Area w/tables & umbrellas \$400.00 \_\_\_\_\_
- Bar & Catering Station/ Cocktail Reception Area \$1000.00 \_\_\_\_\_
- Extra hour after sunset (Nov-Dec) 2 hours max \$150.00 Per hour \_\_\_\_\_



## **VIRGINIA KEY BEACH PARK TRUST**

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# **Historic Virginia Key Beach Park**

## **Private Sunset Wedding**

**After Hours till 12:00 a.m.**

Historic Virginia Key Beach Park offers the option of intimate private evening ocean front ceremonies for those who wish to celebrate a special occasion, such as a marriage or other form of personal commitment on our beautiful grounds. Evening ceremonies and reception may take place in the parks designated event areas during the hours of sunset - 12:00am.

Since we are open to the public during the day set up may not begin until 3 hours before sunset.

Storage and Set up at the Bar & Catering Station can begin the day before the event.

Please note that Historic Virginia Key Beach Park provides only the site, providing you full freedom to choose the caterers, photographers, musicians or florists that perfectly match your mood and taste.

All Vendors must have insurance and list Virginia Key Beach Park Trust & the City of Miami as additional insured on the Certificate of Liability

Photographers may accompany the group.

Historic Virginia Key Beach Park provides 75 parking spaces for your event and is included in the evening rental fee.

One security guard and one park attendant is included in the evening rental fee

Historic Virginia Key Beach Park allows hand held instruments, personal music player, DJ or band.

All music must be completely off by 12:00am

Historic Virginia Key Beach Park does not permit access by boat or any motorized vessel.



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## Available locations and Rental Fees

### Romance Package

#### December - April

Friday, Saturday and Sunday	\$2,800.00
Monday- Thursday	\$2,500.00

#### May – November

(Turtle nesting season)  
All lights must be off by 9:00pm

Friday, Saturday and Sunday	\$2,300.00
Monday- Thursday	\$2,000.00

- Dance Pavilion
- Wedding Gazebo
- Orange/Green Pavilion
- Chickee Village
- Ceremony Site - Ocean Front
- Cocktail Reception Area
- Bar & Catering Station
- 75 parking spaces
- One Front Gate Security
- One Park Attendant

Carousel during Reception \$ 100.00 per hour  
(UNLIMITED RIDES)



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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 **\$500.00** Wedding Deposit 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 **ONLY** be used outside **NEVER** under any covered shelter.
- ✓ 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.
- ✓ **NO GLASS CONTAINERS ARE ALLOWED IN THE PARK**
- ✓ **NO Styrofoam plates, toys, cups, coolers or container**
- ✓ 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 \_\_\_\_\_