



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 Participants/Attendees: _____

Will food and/or beverages be served at the Wedding Reception?: Yes _____ No _____

Will alcohol beverages be served?: Yes _____ No _____

Special Vendors: DJ _____ Caterer _____ Decorator _____ Tents/Light Towers _____

Special Requirements needed from the park: Electricity _____ Water _____

Other: Describe: _____

****Please have contracted vendor of the equipment 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 _____

Facility Rental Fee: _____	Date: _____
Staff Fee: _____	Date: _____
Set Up Deposit: _____	Date: _____
Final Payment: _____	Date: _____
Total Charges _____	

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

APPLICANT SIGNATURE: _____ Date: _____

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



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Day Time Wedding

Regular Park Hours (Sunrise to Sunset)

▪ <i>Front Event Lawn</i>	\$600.00	-----
▪ <i>Pavilion</i>	\$250.00	-----
▪ <i>Ceremony Site - Ocean Front</i>	\$250.00	-----
▪ <i>Romance Gazebo - Ocean Front</i>	\$250.00	-----
▪ <i>20x20 Tent</i>	\$150.00	-----
▪ <i>Cocktail Reception Area</i>	\$300.00	-----
▪ <i>Bar & Catering Station</i>	\$500.00	-----
▪ <i>Extra hour till 8:00pm (Nov-Feb) (2 hours max)</i>	\$150.00 @ hour	-----

****Please note rental fee include location only, you must bring in all vendors.
 Additional tent sizes are available for rent.**



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Historic Virginia Key Beach Park

Sunset Wedding

After Hours till 12:00 a.m.

<i>Platinum Package</i>	<i>\$1950.00</i>	<i>-----</i>
<ul style="list-style-type: none"> ▪ <i>Dance Pavilion</i> ▪ <i>Ceremony Site - Ocean Front</i> ▪ <i>Cocktail Reception Area</i> ▪ <i>Bar & Catering Station</i> 		
<i>Diamond Package</i>	<i>\$1600.00</i>	<i>-----</i>
<ul style="list-style-type: none"> ▪ <i>Dance Pavilion</i> ▪ <i>Cocktail Reception Area</i> ▪ <i>Ceremony Site- Ocean Front</i> 		
<i>Sterling Package</i>	<i>\$1400.00</i>	<i>-----</i>
<ul style="list-style-type: none"> ▪ <i>Dance Pavilion</i> ▪ <i>Ceremony Site</i> 		
<i>Celebration Package</i>	<i>\$1400.00</i>	<i>-----</i>
<ul style="list-style-type: none"> ▪ <i>Dance Pavilion</i> ▪ <i>Cocktail Reception Area</i> 		
<i>Romance Package</i>		
<ul style="list-style-type: none"> ▪ <i>Romance Gazebo Ocean Front</i> ▪ <i>20 x 20 Romance Pavilion</i> ▪ <i>Oceanfront platform</i> 	<i>\$1300.00</i>	<i>-----</i>
<i>Party Package</i>	<i>\$1300.00</i>	<i>-----</i>
<ul style="list-style-type: none"> ▪ <i>Dance Pavilion</i> 		
<i>Carousel during Reception</i> <i>(UNLIMITED RIDES)</i>	<i>\$ 100.00 per hour</i>	<i>-----</i>

Please note rental fee include location only, you must bring in all vendors.

Additional tents sizes are available for rent.

All packages includes: park attendant, front gate security.

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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 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.
- ✓ **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 _____



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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 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 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.

SIGNATURE

DATE