

Gwen Margolis Community Center Rental Information Sheet

1590 NE 123 Street , North Miami, Fl. 33161

BUILDING SHOWN BY APPOINTMENT ONLY!

To set up an appointment call 305-981-1518

Fees:	Monday – Thursday		Friday – Saturday		Sunday	
	Resident	Non-resident	Resident	Non-resident	Resident	Non-resident
Fee	\$350.00	\$500.00	\$750.00	\$950.00	\$500.00	\$700.00
Deposit	<u>\$250.00</u>	<u>\$250.00</u>	<u>\$250.00</u>	<u>\$250.00</u>	<u>\$250.00</u>	<u>\$250.00</u>
Total	\$600.00	\$750.00	\$1000.00	\$1200.00	\$750.00	\$950.00

***All rentals past 11:00 pm are required to hire two (2) North Miami Off-Duty Police Officers. (approx. \$180.00)**

Fee includes: Event - 8 hours time block- 7 hours for event, 1 hour clean up. (No later than 2:00am)
 Decoration and set up - 3 hours - 9:00am – 12:00 noon. *Deposit forfeited if not out by exit time on contract.*

\$250.00 deposit is required at contract signing. *Payable by Cash, Money Order, or Cashier's Check Only.*

Full balance due **30 days** prior to your rental date. Deposit is **not refunded** if Lessee cancels event.

Rentals less than 30 days are subject to staff availability and must be **PAID IN FULL by MONEY ORDER OR CASH.**

Capacity & Equipment:	200 people – tables and chairs Tables – 60 “round, seat 8 people	250 people – chairs only 8’ rectangle, seat 8 people	Stage Risers – 4’ - 4’ x 8’ stages 6’ rectangle, seat 6 people
----------------------------------	--	--	---

*We **do not supply** ice, paper goods, tableware, decorations, scissors, tape, or chair covers etc.*

PLEASE NOTE: Equipment and quantities subject to change due to wear and tear.

- The center will be open from **9:00 am to 12:00 noon** for you to set up and decorate. You will need to have someone from your party here at 9:00am to check in with staff and go over the Rental Checklist. ***You are responsible for set up, breakdown and decorating.*** (There will be additional charges if you do not adhere to this time.)
- A building attendant will also be present during your rental according to your contract open and closing times. You need to check with staff at the end of your rental to go over and sign the Rental Checklist.
- The building is equipped with **central air conditioning** and a **full kitchen**. The ovens are intended for warming foods, and **not** for cooking full meals.
- **Alcohol** is permitted, however **cannot** be sold without a state liquor permit, a copy of which the City must receive.
- Music and public address systems are allowed and must comply with City codes regarding noise levels in public places.
- You must have the center cleaned, all decorations and tape removed. Food and garbage must be picked up from the kitchen and hall, bagged and taken to outside dumpster.
- **NOT PERMITTED**
 - **Smoking** - pursuant to state and local regulations.
 - **STRIPPERS, EROTIC DANCERS OR LEWD OR LASCIVIOUS BEHAVIOR!**
 - Candles are not permitted for decorative use or any other purpose.
 - Animal acts, amusement rides etc.
 - Staples, thumbtacks, nails or 2-sided tape anywhere in the building, or on equipment.

You will be charged for any damage to the building.

Providing the center is left in the condition it was found, center is cleaned, nothing is damaged, and **all rental rules were observed**, your deposit will be returned to you by mail, within 2 – 4 weeks after your rental date. This will depend heavily on the Rental Checklist report submitted by the building attendant, which you will review and sign at the end of your rental. The Center Director will also review this report the following morning.