

City of North Miami  
**PARK SHELTER RENTAL**  
**RENTAL RULES AND REGULATIONS**

Alfred S. Besade Park \_\_\_\_\_  
11825 NE 19 Drive

Claude Pepper Park \_\_\_\_\_  
1400 NW 135 Street

Enchanted Forest \_\_\_\_\_ East \_\_\_\_\_ West  
1725 NE 135 Street

**PLEASE NOTE:**

Maximum capacity for all shelters is 60 people.

Barbecue Grills are NOT permitted at Besade Park or Pepper Park

**RENTAL TIME INCLUDES SET-UP AND CLEAN-UP TIME.**

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1. All facilities are on a "first come, first served" basis.
  2. **NO** intoxicants, alcoholic beverages, firearms, dogs or vehicles permitted in the park. All vehicles must remain on marked roadways or in designated parking areas.
  3. Enchanted Forest shelters and Alfred Besade shelter are available 7 days a week between 10:00am to 4:00pm. **Pepper Park shelter (Only)** is available on Saturdays and Sundays between 10:00am and 4:00pm. Reservations must be made at least ten (10) days prior to the date of your event.
  4. A security clean-up deposit of \$50.00 must be paid at the time of rental application. This fee will be refunded approximately 2-4 weeks after the rental date, provided the area is left in a clean, undamaged and orderly manner and the facility is vacated on time.
  5. A shelter rental fee of \$100.00 (tax is included) for residents or \$150.00 (tax is included) for non-residents will be charged for the six-hour block of time. Proof of residency is required for resident's fee (North Miami water bill or FPL bill).
  6. Rental time includes set-up, decoration and clean-up time. Shelter must be cleaned up and ready to vacate by 4:00pm.
  7. **Payment must be made in cash, money order or cashiers check**, and is due in full at the time of application.
  8. The sale of any article, food or beverage during rentals is prohibited. Rental activities such as animal acts, petting zoos, amusement rides, etc., and tents are not permitted. Bounce houses are permitted at the **Enchanted Forest (West Shelter Only), Pepper Park, and Besade Park** if requested in writing and supported by \$100,000 general liability insurance naming the City of North Miami as additional insured. See Bounce House Rules Sheet for complete instructions. Music and public address systems must comply with City codes regarding permissible noise levels in public places.
  9. An Indemnity Agreement must be filed with the City before the rental reservation date.
  10. If a reservation is cancelled, a refund can be made if written notice is received at least 14 days prior to the date of the reservation. There will be a \$20.00 administrative fee for all refunds due to cancellation.
  11. Tape used to hang decorations must be removed by the rental party prior to departure. Staples and thumbtacks are not permitted. Failure to remove decorations will result in the loss of deposit.
  12. All garbage and trash associated with the rental must be picked up, bagged and placed in the refuse container by the rental party at the conclusion of the rental for later collection by the Parks and Recreation Department.
  13. All rentals expire at the time designated in the original reservation agreement. Allow sufficient clean-up and guest departure time.
  14. The Permittee shall be called upon to reimburse the City of North Miami for any damage to buildings, ground, equipment or property thereon.
  15. Permits are non-transferable and are good only on date specified.
  16. City of North Miami Parks and Recreation activities take precedence over any other permit.
  17. Observance of rental times is necessary for the efficient operation of the shelter facilities.

**If any of these regulations are found to be in non-compliance, I understand that I will forfeit my security deposit.**

Thank you for your interest in North Miami's Enchanted Forest park shelter. We hope your event is a success!

**INDEMNIFICATION AGREEMENT**

*Permittee shall indemnify and save City harmless from and against any and all claims, liabilities, losses, and cause of action, which may arise out of permittee's activities under this Agreement, including all other acts or omissions to act on the part of permittee, including any person acting for 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 fees, expenses and liabilities incurred in the defense of any such claims, or in the investigation thereof.*