North Miami Parks and Recreation

Gwen Margolis Community Center Rental Information

1590 NE 123 Street, North Miami, Fl. 33161

BUILDING SHOWN BY APPOINTMENT ONLY!
To set up an appointment call 305-895-9840

Rentals are taken at the Parks & Recreation Office
12300 NE 8 Ave. / North Miami / 305-895-9840
Monday - Friday / 8:00 am - 5:00 pm

Proof of North Miami Residency is required for resident rates.
(North Miami Water Bill or FPL Bill)

FEES:

Monday – Wednesday	Resident	Non Resident
4 hr. Time Block *(NEW)*	$260.00	$320.00
Deposit	$300.00	$300.00
Total	*$560.00*	*$620.00*
8 hr. Time Block	$420.00	$520.00
Deposit	$300.00	$300.00
Total	*$720.00*	*$820.00*

Friday – Saturday	Resident	Non Resident
8 hr. Time Block	$820.00	$1020.00
Deposit	$300.00	$300.00
Total	*$1120.00*	*$1320.00*

Thursday & Sunday	Resident	Non Resident
4 hr. Time Block	$420.00	$520.00
Deposit	$300.00	$300.00
Total	*$720.00*	*$820.00*
8hr. Time Block	$620.00	$770.00
Deposit	$300.00	$300.00
Total	*$920.00*	*$1070.00*
2 hr. decoration block	***$50.00***	***$50.00***
Additional Hours	***$90 / hr.***	***$90 / hr.***

- ***All Rentals Past 11:00 pm require you to hire two (2) North Miami Police Officers. (Total $180.00)***
  Center Closes at 2:00 am
- $300.00 Deposit is required at contract signing and is **not refunded** if rental is cancelled by Lessee.
- Full balance due 30 days prior to your rental date. Payments may only be made by Money Order, Cashiers Check, or Personal Check. Personal Checks will not be accepted within 45 days of event date. *(Drivers license required for Personal Checks)*
- Rentals less than 30 days are subject to staff availability and must be paid in full by money order or cashiers check.
- Permits are non-transferable and good only on date specified.

Capacity
200 people – tables and chairs
250 people – chairs only

Equipment:
Tables: 30 - 60 "round, seat 8 people
7 - 8' rectangle, seat 8 people
2 - 6' rectangle, seat 6 people
Stage Risers: 4 - 4' x 8' stages

Note: *Equipment and quantities subject to change.*

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

Not for renter use: piano, facility supplies, equipment etc.

Rules & Regulations

1. *You are responsible for set up, breakdown and decorating*. Additional charge of $50.00 for a 2 hour decoration block.
2. A staff member will be present during your rental according to your contract beginning and ending times. You or your designated person must check with staff at the end of your rental to review and sign the Rental Checklist.
3. The building is equipped with central air conditioning and a full kitchen. The ovens do not have stove tops and are intended for warming foods only, not for cooking.
4. Alcohol is permitted, however cannot be sold without a state liquor permit, a copy must be supplied to the City.
5. Music, DJ's and public address systems are allowed and must comply with City codes regarding noise levels in public places.
6. NOT PERMITTED
   - Smoking - pursuant to state and local regulations.
   - Candles - for decorative use or any other purpose.
   - Fog or smoke type machines of any type.
   - Animal acts, amusement rides, trains, bounce houses etc.
   - Staples, thumbtacks, nails or 2-sided tape anywhere in the building, or on equipment. *(Includes tables and chairs)*
   - Strippers, Erotic Dancers, Lewd or Lascivious Behavior.
7. **Your deposit will be refunded providing**
   - The center and grounds are left in the condition they were found, nothing is damaged and all rental rules observed.
   - The center, grounds and parking lot are cleaned and you exit by the end time on your contract.
   - All your decorations, tape and supplies are removed from inside the building, the outside grounds and Parking Lot.
   - All food and garbage associated with your rental are removed from kitchen and hall, bagged and placed in trash receptacles.
   - **If any of these regulations are found to be in non compliance, security deposit will be forfeited. (*No Exceptions*)**
   - *Your deposit will be mailed to you by check 2 - 4 weeks after your date of rental.*
8. The Permittee shall be called upon to reimburse the City of North Miami for any damage to buildings, equipment, grounds or property that exceeds amount of deposit.

*If you should have any problems **on the day of your*** rental please *call Khalid Salahuddin, Recreation Supervisor, 305-542-6463*

Thank you for your interest in North Miami's Facilities.
We hope your event is a success!