



MIAMI POLICE BENEVOLENT ASSOCIATION, INC.

2300 N.W. 14TH STREET
MIAMI, FLORIDA 33125



FACILITY USAGE AGREEMENT

A twenty-five percent (25%) **NON**-refundable Deposit and signed contract is required to reserve the facility.

Full payment of the outstanding balance is due thirty (30) days prior to event.

Client must notify the Miami PBA of a cancelation in writing at least thirty (30) days prior to the scheduled event in order not to be responsible for the entire rental fee.

If the event is canceled, the twenty-five percent (25%) non-refundable will be forfeited. Events cancelled less than thirty (30) days prior to the scheduled event will result in the forfeiture of all rental fees and deposits contained in this agreement.

A fifteen percent (15%) Refundable Damage/Repair Deposit is held to cover the cost of repairs for any damage to the venue that may occur during the event. The deposit minus the cost of any repairs will be refunded within five (5) days of the conclusion of the event. The Client will be held responsible for any damages in excess of the deposit.

Thirty (30) days prior to event a list of all vendors with their contact information, proof of insurance and copies of appropriate licenses must be provided to the Miami PBA.

All indoor facilities are smoke free. Smoking is only allowed in outdoor designated areas.

Miami PBA facilities will not be rented for functions where tickets (entry) will be sold to the general public. Miami PBA facilities will not be used as a club, disco or other for profit events.

Miami PBA will provide staff during the event to handle any facility related issues and to ensure the restrooms are properly stocked with paper products and clear of trash.

Client/Vendors are responsible for providing proper staffing for load-in/load-out and cleanup of all areas at the conclusion of event

Client/Vendors are responsible to provide proper staffing to service the event.

Client/Vendors will walk through the venue prior to and after the event noting any damages.

Should alcohol be served; the Client/Vendors are responsible for all applicable licenses. Client/Vendors are also required to have a minimum of one million (1,000,000) dollars Liquor Liability Insurance with the Miami Police Benevolent Association Inc. named as an additional insured. All certificates/evidence must be received no later than ten (10) days prior to event.

Any alcohol served shall be done by trained insured bartenders who are responsible for ensuring all laws are followed.

Nothing may be hung or attached to the walls or ceiling.

Kitchen facilities are not available for use, unless specifically agreed upon prior to the event.

Client/Vendor is responsible to return the venue in the same condition it was at the start of the rental. This includes the removal of all decorations, table clothes and trash. Wiping down all counter-tops and sweeping the floors.

The Miami PBA reserves the right to cancel the event at any time, with or without notice, in the event that any term or condition of the rental agreement is violated or in the interest of public safety.

If necessary, it will be the responsibility of the Client/Vendors to provide and pay for off duty police officers.

Client/Vendors agree to abide to all federal, state and local laws.

In the event of a hurricane watch or warning is declared for Miami-Dade County the facility will be closed to the public. A full refund of all monies will be made or applied to a future date if the event can be rescheduled.