



EL PORTAL VILLAGE HALL APPLICATION REQUEST

The Village Hall is available from 8:30 a.m. to 10:00 p.m., for reasonable and prudent use, as may be available on a first come, first serve basis in accordance with the information provided below.

It is understood that the Village Council or Village Manager reserves the right to deny any application without cause. Please call 786-278-5439 to have an El Portal Police officer open/close the doors to the City Hall, if no responses please call 305 595-6263 (Miami-Dade communication) and have them request an El Portal Police officer respond to the station.

PLEASE COMPLETE THE FOLLOWING INFORMATION (PRINT OR TYPE)

Name of Applicant (include address if you are a resident)

Name of Organization Profit___ Non Profit ___

Address City, State, Zip Code

Phone Number _____

Type of Event Date Time

DEPOSIT AND RENTAL

A **\$150.00** security deposit shall be collected for each private use of the Village Hall for non-governmental functions, the refund of which shall be conditioned upon the restoration of the Village Hall to its previous state of cleanliness and repair.

Basic Rental: **\$300.00** for each private use of Village Hall for non-governmental functions.

\$150.00 for Village residents with proof of residency.

Off-Duty Police Officer: Renter is required to pay for off-duty police for a minimum of three hours during the event. The three hours should include the final three hours of the planned event. The rate for off-duty police shall be \$40.00 per hour.

RULES AND REGULATIONS

1. The Village Hall of the Village shall be made available to the citizens and staff of the Village for their private use of the Village for non-governmental functions.
2. The Village Manager is hereby authorized to permit use of the Village Hall.
3. This document must be signed by the applicant and submitted to the Village Manager along with the security deposit and/or rental charge, no later than one (1) week prior to the event.
4. All security deposits deemed non-refundable unless the reservation is canceled five (5) days or more prior to the event.
5. In no case shall any refund be made where the Village Hall is less than equal in appearance as presented to the applicant.
6. Occupancy capacity of the Village Hall is restricted to a maximum of **75** people. Parking capacity around the Village Hall is limited to **25** vehicles. Any vehicle parked on neighboring lawns, without permission of Village law enforcement will be ticketed.
7. The applicant is responsible for the actions of all participants, subcontractors and deliveries relating to the event and must be accepted by the applicant not the Village.
8. The applicant is responsible for equipment/materials delivered before or remaining after the use period.
9. **Alcoholic beverage and/or loud obtrusive offensive conduct are not permitted within or around the Village Hall. If members of the event are found to have open containers or participate in illegal drug use on the premises, the event will be immediately shut down and rental/deposit fee forfeited.**
10. Parking is *only* permitted in the designated parking spaces on the west side of the Village Hall and along the west side of the railroad. *No parking* is permitted on the Village lawn.
11. The Village Hall must be vacated and secured by the time indicated or not later than 11:00 p.m.

12. The user hereby agrees to hold harmless and indemnify that Village staff, officers and elected officials from any and all claims, liability losses and causes of action which may arise out of the use of the Village Hall, per the event. Additionally, said user shall pay all claims and losses of any nature, whichever in connection therewith and shall defend all suits and judgments issued relating to the event.
13. Exceptions to deposit forfeitures and waivers of fee may be granted by the Village Council upon good cause shown.

As the authorized representative of the applicant and/or organization, the signature below indicates an agreement to abide by the rules and regulations as herein listed.

Signed this _____ day of _____, 20__

Signature of Applicant

Village Manager