

City of North Miami
PARK SHELTER 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.
Barbeque Grills are NOT Permitted at Alfred Besade Park, Claude Pepper Park or Enchanted Forest (*East Shelter*).

Rental time: 10:00 am to 4:00 pm (November – February)
11:00 am to 5:00 pm (March – October)
Time includes your set-up and clean-up time.
Alfred Besade and Enchanted Forest shelters are available 7 days a week.
Claude Pepper Park – Shelter Only is available on Saturdays and Sundays Only.
Reservations must be made at least ten (10) days prior to the date of your event.

Rental Fees: Residents **\$130.00** Non-Residents **\$180.00**. Six-hour (6) time block.
Security Deposit of **\$75.00** Insurance Fee **\$75.00**
Proof of North Miami residency is required for resident's rate. (*Utility Bills*).
Shelter must be cleaned up and vacated by 4:00pm.
Payment is due in full at the time of application.

- Security deposit will be refunded approximately 6 - 8 weeks after the rental date, provided the area is left in a clean, undamaged and orderly manner and the facility is vacated on time.
- Insurance Fee is non refundable.
- 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.

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1. All facilities are on a "first come, first served" basis.
 2. All vehicles must remain on marked roadways or in designated parking areas.
 3. **NOT PERMITTED:**
 - Bounce Houses at the Enchanted Forest East Shelter
 - The sale of any article, food or beverage during rentals
 - Intoxicants, alcoholic beverages, firearms, dogs
 - Rental activities such as animal acts, petting zoos, amusement rides, and tents
 4. Bounce houses are permitted at the Alfred Besade Park, Claude Pepper Park and Enchanted Forest (*West Shelter Only*) 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.
 5. Music and public address systems must comply with City codes regarding permissible noise levels in public places
 6. 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.
 7. 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.
 8. All rentals expire at the time designated in the original reservation agreement. Allow sufficient clean-up and guest departure time.
 9. The Permittee shall be called upon to reimburse the City of North Miami for any damage to buildings, ground, equipment or property thereon.
 10. Permits are non-transferable and are good only on date specified.
 11. An Indemnity Agreement must be filed with the City before the rental reservation date.
 12. City of North Miami Parks and Recreation activities take precedence over any other permit.
 13. 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!