

MIAMI BEACH CITYWIDE PROCEDURE	DATE ISSUED: MARCH 2019	Page: 1 Of: 2	SEQUENCE NUMBER: TC.18.01
	DATE UPDATED:		
	SUBJECT: RENTAL FEE WAIVER (MBCC)		
	RESPONSIBLE DEPARTMENT: TOURISM AND CULTURE DEPARTMENT		

PURPOSE

The purpose of this procedure is to establish protocol for staff application for a rental fee waiver for use of the Miami Beach Convention Center ("MBCC"). The rental waiver is specific to rental fees only; and the City Department applying for the waiver will be responsible for all other associated MBCC fees as assessed for the event, including but not limited to, security, food and beverage, corkage fees and cleaning.

PROCEDURE:

Any City of Miami Beach ("CMB") Department producing an event on behalf of the City of Miami Beach or Miami-Dade County and seeking a MBCC rent waiver is required to review the guidelines below for compliance before proceeding to submit a Fee Waiver Request Form, to the Director of Tourism and Culture Department, for a waiver from the City Manager. Once an initial review of the waiver request and supporting material has been completed by Tourism and Culture Department staff, compliant requests will be sent to the Assistant City Manager for review and recommendation to the City Manager.

Note: This procedure does not apply to events produced by non-City of Miami Beach departments.

Fee waiver applications may be submitted no earlier than ninety (90) days prior to the date of the event.

Once a recommendation is made to the City Manager and approved, the City Department producing the event will be responsible for all other associated MBCC costs as assessed for the event, including but not limited to, audio, video and lighting, furniture rentals, security, food and beverage, corkage fees, and cleaning.

CMB department events do not pay space rental fees.

All submissions must include all required information, as described below. Incomplete requests will not be reviewed until all supplementary information has been provided. **The City reserves the right to deny or revoke the Rental Waiver Fee for any organization or individual who does not have an anti-bullying policy or has been found by the City or reported to the City for engaging in bullying of any kind.**

GUIDELINES:

The requesting City Department must submit the following on Attachment A to complete the request:

1. Department Approval
Requests must come from a Department Director or Assistant City Manager responsible for the Department.
2. Location and Timing
Provide an explanation and justification as to why another City property cannot accommodate the event. Other potential venues include City Youth Centers, Unidad Facility for Senior Events, City conference rooms, etc.
Provide event date(s) that do not conflict with an existing MBCC booking.

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3. ANTI-BULLYING

Submit a copy of your company, organization, or event's anti-bullying policy.

4. Event Background

Submit a detailed written description of the event, and its history.

5. Examples of City produced events includes, but is not limited to:


- Police/Fire Recruitments
- City of Miami Beach Employee Luncheons/Health Fairs/Holiday Events Climate Summit
- Parks Department Senior Events
- City of Miami Beach and/or Miami-Dade Poll Workers Training

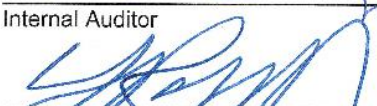
NOTE: To preserve the opportunity for revenue generating bookings at the Miami Beach Convention Center, confirmation of event books/agreement will be issued no earlier than two (2) months prior to the event. At all times, MBCC shall have the ability to change the space, or change the date should a revenue generating opportunity present itself to the management team.

Prepared by:


Director, Tourism & Culture Department

Reviewed by:


Internal Auditor


Chief Learning and Development Officer


Assistant City Manager

Approved by:


City Manager

Date

3/11/19

**Fee Waiver Request Form
City of Miami Beach Produced Events**

DATE OF REQUEST: _____
 NAME OF EVENT: _____
 DATE(S) OF EVENT: _____
 TIME OF EVENT: _____
 ESTIMATED ATTENDANCE: _____
 REQUESTED MBCC SPACE(S): _____
 DEPARTMENT NAME: _____
 DIRECTOR: _____ PHONE: _____
 EMAIL: _____
 ACM: _____
 TOTAL EVENT BUDGET: \$ _____

PLEASE PROVIDE A BRIEF EXPLANATION OF WHY ANOTHER CMB PROPERTY COULD NOT ACCOMMODATE THIS EVENT:

PLEASE PROVIDE A BRIEF EVENT BACKGROUND:

REQUIRED ATTACHMENTS:

- Event budget for the requested discount or waiver. The budget must disclose all sources and uses of funds related to the event, including the use of the request rent discount or waiver.
- List of all corporate and private sponsorships and in-kind contributions to be used for the event. Backup materials for the sponsorships and in-kind contributions must be included.

CERTIFICATION / SIGNATURE

I certify that all information contained in this application and attachments are true and accurate, and that I am authorized hereto to execute this application.

NAME _____ TITLE _____
 (Please Print)

SIGNATURE _____ DATE _____

Please submit completed application with required attachments via email to:

Director, Tourism & Culture

*Any changes to the event details in this application (attendance, dates, discounts, etc.) must be approved in writing prior to the event. Failure to secure approval will result in revocation of the rental waiver and discount. A department may apply more than once per calendar year. This waiver covers MBCC rental fees only.

FOR MBCC ONLY:

DATE(S) OF EVENT AVAILABLE: _____
 TIME OF EVENT AVAILABLE: _____

Financial Information

- _____ Provided the event budget for the requested discount or waiver. The budget must disclose all sources and uses of funds related to the event, including the use of the request rent discount or waiver.
- _____ Disclosed all corporate and private sponsorships and in-kind contributions to be used for the event. Back-up materials for the sponsorships and in-kind contributions must be included.

Approved: _____ Date: _____ Comment: _____

Denied: _____ Date: _____ Comment: _____