

EVENT EQUIPMENT RENTAL AND SERVICES

SUMMARY

The Parks, Recreation and Open Spaces Department provides equipment rental and services related to Special Events such as showmobiles, stages, bleachers, sound equipment, generators, tents, tables, chairs, and lighting for events.

PROCEDURE

Reservations

1. Contact the Parks, Recreation and Open Spaces Department, Showmobile/Sound Operations Office at (305) 226-8315 ext. 221.
2. A reservation can only be made a maximum of a year in advance.
3. A confirmation form must be filled out completely and signed, indicating the date of reservation, date of event, equipment requested, department/Agency name, billing address or index code and sub-object, event location, contact person with phone numbers, at site contact with cellphone number, special instructions, site plan a map with directions to the event location.
4. The reservation will not be scheduled until the confirmation form is filled out completely and signed including corresponding resolutions and co-sponsorship information.
5. Equipment is available on a first come first serve basis

Cancellations (In the event cancellation is necessary)

1. Cancellation on the part of the renter must be made no later than seventy-two (72) hours prior to the event. Cancellations must be in writing via facsimile or e-mail.
2. In the case of inclement weather, 50% of the total rental fee will be refunded if cancellation is made prior to the equipment leaving the storage area.
3. In the event of inclement weather where no cancellation is made until the equipment arrives at the site, 25% of the daily rental amount will be refunded. In the event equipment is set-up prior to cancellation decision, the fee is not refundable.
4. In the event, that for any reason, the Parks, Recreation and Open Spaces Department cannot fulfill its part of the contract agreement, a refund will be provided.

Fee Schedule: Showmobile, Stages, Sound and Lighting

1. Full payment must be received five (5) working days after the confirmation is made. If additional services are provided after the original contract is completed, then the additional fees will be charged via journal entry or invoiced by mail.
2. Parks, Recreation and Open Spaces Department staff does not have the authority to change, reduce or waive fees. Any fee changes, reductions, or waivers must be accompanied by an approved resolution or co-sponsorship in writing at the time of reservation.

Delivery and Set-up

1. The group requesting showmobiles, stages, bleachers, sound, generator, tents, tables, chairs, and lighting equipment will provide a detailed map of the location for delivery and set-up. If

needed, a group representative will be required to meet with Parks, Recreation and Open Spaces Department staff at the delivery site to review requirements and directions.

2. The equipment will be delivered at the time specified on the confirmation form. It is the responsibility of the renter to allow a minimum of two (2) hours for each item rented to be set-up prior to the start of the event. If the equipment is relocated after it is set-up, then a fee will be assessed for each item, regardless of distance moved.
3. The Parks, Recreation and Open Spaces Department staff is not responsible for and will not assist in setting up equipment other than the equipment owned and operated by the Parks, Recreation and Open Spaces Department.
4. If the equipment is to be used at the same site for more than one day, then the renter must provide overnight security. If the equipment cannot be secured overnight at the site, then arrangements must be made to have the equipment removed, delivered and set-up the following day(s). The renter is responsible for the expenses incurred.

Usage Responsibilities

1. The renter is responsible and liable for all persons in attendance. The Parks, Recreation and Open Spaces Department may require a Certificate of Insurance (exclusive of Miami-Dade, Facilities, Municipalities and other Miami-Dade County Agencies) from each group renting as proof of liability protection and property damage. The Miami-Dade is to be listed as co-insured, and the certificate holder, and the additional insured box checked "X".
2. The renter is responsible for damages to the equipment.
3. The use of staples, nails, glue or any other type of tape or adhesive is not permitted on the equipment.
4. The set-up site for showmobile, stages, and bleachers must be on level asphalt, concrete or turf.
5. The Parks, Recreation and Open Spaces Department is not damage to asphalt, concrete or turf during delivery set-up, tear down, departure or any other time while the equipment is being rented.

CONTACT(S):

Department/Division

Parks, Recreation and Open Spaces Department/Park Operations