CITY OF CORAL GABLES
CORAL GABLES MERRICK HOUSE
907 CORAL WAY
CORAL GABLES, FLORIDA 33134

APPLICATION FOR USE OF FACILITY

Applicant Name: _____

Telephone: _____

Address: _____

Email Address: _____

Date Requested: _____

Hours Requested: _____

Estimated Attendance: _____

Detail fully the intended use of the facility and list any special arrangements needed:

_____

_____

_____

The rental fee and security deposit MUST accompany your application.

I CERTIFY THAT I HAVE READ AND UNDERSTAND WILL ABIDE BY THE ATTACHED RULES AND REGULATIONS.

Signature: _____

Date: _____

Please complete the application and mail a check, payable to the **"City of Coral Gables,"** to:
Secretary, Coral Gables Merrick House, c/o Historical Resources Department
City of Coral Gables, 2327 Salzedo Street, Coral Gables, FL 33134
Telephone: 305-460-5095

FOR OFFICE USE ONLY:
Approved by: _____
Date: _____
Monitor: _____
Pre-Inspection Date: _____ Post-Inspection Date: _____

Revised March 27, 2007

RENTAL RULES

1. The maximum attendance allowed inside the house is 50.

2. Smoking is not permitted anywhere in the house or grounds.

3. Food and drink are restricted to the kitchen, dining room, sunroom and veranda. Alcoholic beverages may be served on the veranda only.

4. The applicant is responsible for all the actions and adherence to these rental rules by all sub-contractors such as caterers, florists, musicians, etc. Applicants and their sub-contractors are to supply all equipment and personnel for delivery, set-up, clean-up, etc. and nothing is to be delivered before the approved use period begins.

5. Relocation of house furnishing is only permitted by City Staff. Decorating the house in any manner requires prior approval and shall be based on the need to protect the house and maintain its proper image. Under no circumstances will candles be allowed.

6. Activities shall be limited to the following areas on the floor only: kitchen, dining room, sunroom and veranda.

7. Musical groups appropriate to the house will be permitted. Power amplifiers or instrumental electronic amplification devices are allowed on grounds only and in accordance with the City noise Ordinance.

8. In the event of cancellation by the applicant, no refund will made unless written notification is received at least seven days prior to the period of approved use.

9. In the event of cancellation by the City of Coral Gablesfor good and sufficient reason, a full refund will be made.

10. The application shall assume responsibility for damages and/or loss of all exterior and interior tangible property. Replacements must meet with the approval of the Coral Gables Merrick House Governing Board.

11. It is the responsibility of the applicant to remove all of their materials from the premises at the close of their event and prior to the end of the approved rental period. CLEAN-UP AFTER THE EVENT IS MANDATORY AND THE RESPONSIBILITY OF THE APPLICANT. FAILURE TO COMPLY WILL RESULT IN DENIAL OF FUTURE USE. DAMAGES AND/OR IMPROPER CLEAN-UP WILL RESULT IN THE WITHHOLDING OF ALL OR PART OF THE SECURITY DEPOSIT.

Our kitchen facilities, which include: stove/oven, dishwasher, coffeemakers, ice machine, glassware, silverware and china, are available for use. Fifty (50) chairs, a podium (w/out electronic amplification), and three (3) 60" circular fold-up tables (for exterior use only) are also available with pre-notification.

Restroom facilities are located on the first floor of the Garage building.

CLEAN-UP IS THE RESPONSIBILITY OF THE APPLICANT AND SHALL INCLUDE ALL AREAS USED FOR FUNCTIONS. THIS INCLUDES ALL DISHES/GLASSWARE (IF USED), COFFEEPOTS AND COUNTERTOPS IN KITCHEN. ALL ITEMS STORED IN THE REFRIGERATOR MUST BE REMOVED. KITCHEN SHOULD BE LEFT IN THE CONDITION IN WHICH IT WAS FOUND.

Revised March 27, 2007

RENTAL FEES

NOT-FOR-PROFIT ORGANIZATIONS
MAXIMUM NUMBER OF GUESTS: 50 (ENFORCED)
MINIMUM RENTAL PERIOD: THREE (3) HOURS

Daytime Meetings		
(Monday through Friday) 9:00 a.m. – 5:00 p.m.		$50.00 basic fee + $30.00 per hour for each additional hour or part thereof. ($200.00 refundable security deposit.)
Evening Meetings		
(Monday through Thursday) 5:00 p.m. – 11:00 p.m.		$50.00 basic fee + $30.00 per hour for each additional hour or part thereof. ($200.00 refundable security deposit.)
Weekend Events		
Friday	5:00 p.m. – 11:00 p.m.	$200.00 basic fee + $30.00 per hour for each additional hour or part thereof. ($200.00 refundable security deposit.) One hour set up charge allowed at no extra charge.
Saturday	9:00 a.m. – 11:00 p.m.	
Sunday	CLOSED	

Please see attached "Rental Rules" for more information.

Revised March 27, 2007