

SRYC ICE SKATING PARTY REGISTRATION FORM

Party Date: _____ Party Day: _____ Party Time: _____

Child's Name: _____ Age: _____ Parent's Name: _____

Telephone: () _____ Other: () _____ Approx. # of Guests Expected: _____

Address: _____
 (City, State, Zip)

Birthday Party/ Ice Rink Rental Rules, Regulations and Guidelines

- **Rental fee must be paid in full. Cash, credit cards and checks accepted. Cancellation of the rental must be made 30-days in advance of party date to receive a full refund minus a \$25 administrative refund fee. No refunds thereafter.**
- A \$50 separate clean up deposit is due at the day of the rental. This fee will be returned if all areas are clean; Staff will determine the cleanliness of the area. Clean-up fee must be paid in cash.
- Coaches are recommended to monitor skaters & coordinate fun activities. Coaches must be booked in advance or they will not be at the party/rental. Hiring coaches is an additional charge, at the coach's prices & terms. Arrangements must be made in advance with them personally.
- **All parties are restricted to the Ice Skating Rink and the Patio only (Decorations are permitted on patio only).**
- No refreshments allowed in the ice rink. No drinking of alcoholic beverages or glass containers permitted or allowed on premises.
- **Pursuant to Ordinance No. 2014-3884, Renter acknowledges and agrees that it shall be unlawful for any person to carry expanded polystyrene product onto any beach or into any park within the City.**
- It is the responsibility of the renter to supervise all guests, gifts, and party supplies.
- **Caterers must bring in pre-cooked food, cooking food is not allowed on premises (including sternos).**
- **Setup and cleanup times are ½ hour prior to party and ½ hour at end of party time. This includes set up and breakdown of all vendors.**
- Skaters and patrons will follow all Ice Rink and Scott Rakow Youth Center Rules and Regulations or will be subject to removal.
- Outside vendors such as bounce houses, clowns, face painters, etc., must show proof of insurance two-weeks prior to rental. All vendors must have one million dollars liability insurance and workers compensation. If they do not have workers' compensation vendor must write a letter, on company letterhead, stating they are not required to have it because they have less than three employees (including the owner.) Vendors must provide an insurance certificate with the following statement on it: "The City of Miami Beach" is an additional insured for this event only. In the box labeled certificate holder, the following information must appear: City of Miami Beach, c/o Risk Management, 1700 Convention Drive, Miami Beach, FL 33139. *NO PARTY WILL BE APPROVED WITHOUT PROPER INSURANCE. IT IS THE RESPONSIBILITY OF THE RENTER TO ENSURE PROPER INSURANCE 2-WEEKS PRIOR TO RENTAL.
- We will allow one car at a time to pull up to the gated side entrance to set up and break down only. Any vehicle left parked during party is subject to be towed. This area is not a public parking lot nor is it a drop-off/pick-up area.
- Absolutely no children are allowed beyond gate by patio. It is dangerous. Gate must be closed at all times.
- No ice skates allowed outside the rink.
- No pets allowed on the premises (except for Trained Service Assistant Dogs).
- Please call 305.673-7000 ext. 2530 or 305-673-7767 if there are any changes to the number of guests expected or if you have any questions.
- Lessee agrees to abide by all city, county, and state laws during use of City of Miami Beach facilities including Chapter 46, Article IV. Noise. Violations may result in fines and penalties.
- Please contact the City's Special Events Production Liaison to determine if your event qualifies for a Special Events Permit at the Tourism & Cultural Development Department (Ph: 305-673-7577). Please be advised that the Special Events Office requires a sixty (60) day notice prior to the event start date in order to process an application.
- Staff reserves the right to remove any patron not following above rules.

My signature acknowledges my full understanding and compliance with the above Rules and Regulations.

Signature _____ Date _____ Staff Initial _____

FOR OFFICE USE ONLY

Amount Paid: _____ Receipt # _____

Clean Up Fee Paid: Yes No Clean Up Fee Refunded: Yes No

Staff Who Took Reservation / Assigned To Work: _____

Updated Rec. Software On: _____ By Whom: _____
 (Date)