



Banquet Hall

Frequently Asked Questions

2400 Civic Center Place • Miramar, Florida 33025 • 954.602.4500 • www.miramarculturalcenter.org

RENTAL BENEFITS

What is included with the facility rental?

The price of the hall rental includes our available inventory of 72" round tables, 36" round tables (high and low boys), padded chairs, a dance floor, maximum size 28x28, set up and breakdown. With the rental of two or more halls, the Ansin Family Art Gallery is included for limited use in conjunction with the banquet hall. There will be limitations to what event furniture can be placed in the Ansin Family Art Gallery as part of the renters' experience.

The venue fee also provides for oversight and regulation of any banquet hall activity, such as kitchen related needs, bar services, etc. A Miramar staff member will be available during the entire rental period.

How many hours?

The rental price provides you with eight (8) hours for your event. This includes the setup, event break down and removal of any professional decorations, linens, catering equipment, or personal items you may have included in the decor. More specifically, breakdown needs to occur one to one and half hours prior to the event closeout. Any requests made for hours to be broken up away from the event time needed for the decoration of your event must be communicated by the renter. This request will be considered on a case by case basis to avoid any conflict from events scheduled before or after. Any rehearsal or related equipment needs must also be communicated as a documented request. Additional costs and insurance oversight will apply.

How late can I stay?

Event activity may occur until 2:00 am.

- All event activity, including clean up, must be completed no later than 2:00 am.
- Additional insurance may be required. Events that extend beyond 12:00 midnight are regarded as a two-day event.

Can I charge an entry fee to my event?

Yes. If your event is advertised and ticketed or requires a door fee, it is classified as a public event. All ticket sales will be handled by the Miramar Cultural Center's box office. Public events are subject to review by our Police and Fire Departments. Additional fees will apply if City Police and Fire departments are required at your event.

Are decorators provided?

No. Decorators are not part of the Miramar Cultural Center's service package, however, the facility does retain images of previous events and names of decorators/event planners that the renter can review. This library should not be deemed as recommended vendors by the facility or its staff.

Is security provided with events?

Yes. Based on the renter application, a determination will be made regarding additional security, detailed police officers and/or fire personnel event requirements, the result of this determination could impact renter fees for applicants.

Is a DJ, Photographer, or Limousine provided?

No, the Miramar Cultural Center does not provide these services. Renters may contract with a private vendor, at an additional cost, for those items.

Can event items be retained at the venue before or after an event?

Items must be delivered and removed during the renters' eight (8) event hours commissioned for their event. All personal or vendor rented items must be removed at the conclusion of your event.

Is there valet parking?

No, however, the facility will accommodate for curb side parking through a contracted valet company at the renter's expense. Any intention to do so must be disclosed by the renter in the Facility Rental Application. All renter supplied insurance certificates must dictate renter's account for any third parties in this regard, as part of clearance in this process. Valet companies can be supplied at renter request.

Is parking free? Yes.

Is liability insurance required?

Yes, The City of Miramar requires insurance for the event. The insurance policy is a \$2 million dollar liability policy (\$1 million aggregate per occurrence) listing the City of Miramar as certificate holder and additional insured. A COPY OF INSURANCE POLICY IS REQUIRED TO BE ON FILE 30 DAYS PRIOR TO EVENT. You may elect to purchase your own insurance or use the City's vendor for TULIP insurance. The insurance web site is <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx> tulip and our code is 0049-008. If you choose not to provide insurance, a flat fee of \$400 will be assessed along with your balance, required 30 days prior to your event. renters with event times that occur past 12:00 a.m. will require that any elected provisions for liability insurance also comply accordingly.

What is the facility's contact number for Lost and Found items?

If you have lost or found an item at our venue, you may contact 954-602-4535.



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FOOD AND BEVERAGE

The City requires that our bartenders dispense all alcoholic beverages. We offer several Beverage Packages to accommodate your needs. Please refer to the Bar /Beverage menu. No beverages are allowed to be brought in to the facility. Dispensing of alcoholic beverage shall cease one (1) hour prior to the approved closing time of the event (not including clean up time).

The City of Miramar holds the liquor license for the Miramar Cultural Center and controls the dispensing and regulation of alcohol at this facility. No other person is permitted to pour, serve or distribute alcohol. Per Florida State Statute 561.42, alcoholic beverage may be dispensed as follows:

Catering Services

The City of Miramar holds the food and beverage license for this facility and provides catering services.

Cancellations

Cancellations must be received in writing. If the cancellation was received more than 180 days before the event date, the renter will receive a refund less the initial deposit amount. Any cancellation that occurs less than 180 days before the scheduled event, will not receive a refund. However, the renter is able to apply all funds towards another event date within twelve months, if requested date is available. If another date is not booked, all funds are non-refundable. Renters are allowed to reschedule their event once.