



RENTAL DISCOUNT / WAIVER APPLICATION

On November 9, 2018, the City of Miami Beach approved rental fee waiver guidelines for the Miami Beach Convention Center ("MBCC"). The waiver will be administered by the Economic Development Department, which will review and recommend qualifying applications to the City of Miami Beach City Manager, who may then make a recommendation to the Mayor and City Commission.

The rental discount/waiver is specific to room and space rental fees only. The event producer/organizer will be solely responsible for any and all other associated MBCC fees as assessed for the event, including but not limited to, audio, visual, utilities, furniture rentals, security, food and beverage, corkage fees, room set-up and cleaning.

NOTE: Incomplete applications will not be considered until all requested information is provided. An application received less than 120 days/four (4) months prior to the event will be deemed a late application and may not be considered. Events may only apply within a 180 days/six (6) months prior to the event.

DATE OF REQUEST:

NAME OF EVENT: Miami Beach Senior High Opening of Schools Faculty Meeting

DATE(S) OF EVENT: August 12, 2024

TIME OF EVENT: 7:30 – 12:00pm

ESTIMATED ATTENDANCE: 120 people

REQUESTED MBCC ROOM(S) AND PREFUNCTION SPACE(S):

NON-PROFIT 501(C)3 ORGANIZATION NAME: (as it appears on Articles of Incorporation) : Miami Beach Senior High PTSA

FEDERAL ID# 23-7628528

EXECUTIVE DIRECTOR: Julie Basner, PTSA President

PHONE: (917)734-7779

EMAIL: mbshptsapres@gmail.com

MAILING ADDRESS: 2231 Prairie Ave.

CITY: MB **STATE:** FL **ZIP CODE:** 33139

TOTAL EVENT ROOM/SPACE RENTAL FEE:

MB's 105 - 108
\$ 5,409

REQUESTED ROOM/SPACE RENTAL FEE WAIVER AMOUNT:

TICKET PRICE(S):

NUMBER OF FREE OR DISCOUNT RATE TICKETS FOR MIAMI BEACH RESIDENTS:

WHAT IS THE DISCOUNT TICKET RATE, IF APPLICABLE:

PLEASE PROVIDE WHAT OTHER LOCATIONS HAVE HOSTED YOUR EVENT(S) BEFORE AND WHY THE EVENT WILL NOT BE HOSTED AT THAT LOCATION:

PLEASE PROVIDE AN EXPLANATION WHY A MIAMI BEACH HOTEL OR OTHER VENUE CANNOT ACCOMMODATE THE EVENT:

PLEASE DESCRIBE THE EVENT, ITS HISTORY, AND THE PUBLIC BENEFIT TO MIAMI BEACH RESIDENTS:

CERTIFICATION / SIGNATURE

I certify that all information contained in this application and attachments are true and accurate, and that I am authorized by the applicant hereto to execute this application. Further, I agree to cover all MBCC out-of-pocket costs as outlined in the MBCC estimate attached.

NAME Julie Basner TITLE _____
(Please Print)

SIGNATURE Julie Basner DATE May 3, 2024

REQUIRED ATTACHMENTS:

- A copy of 501(c)3 letter of determination, dated within the past two (2) years. Updated letter can be obtained from the Internal Revenue Service.
- Most recent audited financial statement or IRS Form 990
- CPA prepared Compilation, Review or Audited financial statement for the same period as the Form 990, above. The financial statement must include a Balance Sheet, Profit and Loss and Statement of Cash Flow.
- 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 requested 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.

SPONSORSHIP RECOGNITION:

1. City shall receive sponsorship recognition on all media or promotional platforms related to the Event, at the same sponsorship level as other sponsors providing financial or other support comparable to the City's sponsorship. Event Organizer will also tag City on all Event-related postings on digital distribution platforms, also referred to as social media platforms. Event Organizer's Event-related postings shall include high quality content relevant to the Event and its targeted audiences. Digital distribution postings shall be issued in English and Spanish, wherever relevant.
2. Event Organizer will use logo provided by City on all Event-related advertising. This includes local television partners, social media campaigns, radio efforts, and local newspapers.
3. All promotional materials which include the City's name or logo, including, without limitation, advertising, telecasts, signage and social media publications shall be subject to City's **prior written approval**, which approval may be withheld at City's discretion. Event Organizer shall cease using all logos or other City marks upon the expiration of the Term. Additionally, City reserves the right to require the removal of its logo/marks from any promotional materials. This paragraph shall survive the expiration of this Agreement.

Please submit completed application with required attachments to:

City of Miami Beach
1755 Meridian Avenue, 2nd Floor

Miami Beach, Florida 33139
Email: HeatherShaw@miamibeachfl.gov

*Any changes to the event details in this application (tickets prices, dates, discounts, etc.) must be approved in writing prior to the event. Failure to secure approval will result in revocation of the Rental Waiver. An organization may apply more than once per calendar year. This waiver covers MBCC rental fees only. All events must provide equal access and equal opportunity in employment and services and may not discriminate on the basis of disability, race or ethnicity, color, creed, national origin, religion, age, gender or sexual preference, in accordance with Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Title IX of the Education Amendments of 1972 as amended (42 U.S.C. 2000 et seq.), the Americans with Disabilities Act (ADA) of 1990, and Section 504 of the Rehabilitation Act of 1973.

*If waiver is approved, event must acknowledge the City of Miami Beach as a sponsor, including city logo, in all marketing and publicity materials, as well as the following credit line in all promotional and marketing materials: "With the support of the City of Miami Beach.". Failure to include the credit line and/or logo will result in revocation of the waiver.

FOR MBCC ONLY:

DATE(S) OF EVENT AVAILABLE: Y / N
TIME OF EVENT AVAILABLE: Y / N

Financial Information

- _____ Provided Form 990 signed by an entity officer, not dated more than one year, and has an affirmation for the preparer that it has been timely filed with the Internal Revenue Service.
- _____ Provided CPA prepared Compilation, Review or Audited financial statement for the same period as the Form 990, above. The financial statement must include a Balance Sheet, Profit and Loss and Statement of Cash Flow.
- _____ 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 requested rent discount or waiver.
- _____ Disclose 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.

Resident Community Impact Criteria for Consideration

- _____ Event is a major countywide special event.
- _____ Event demonstrates Priority 1 room night generation in Miami Beach hotels.
- _____ Event is produced by an organization based in Miami Beach or provides most services to the residents of Miami Beach.
- _____ If a ticketed event, the event provides free entry or a discounted rate to Miami Beach residents, students, and/or seniors.

Civic/Social Benefit

- _____ Demonstrated no other venue is available due to size.
- _____ Demonstrated previous venues utilized for event are not suitable or available.

Heather Shaw 5-26-24

Date Approved/Denied

HS

Staff Initials

Comments: _____

City Manager approval/decline date:

City Commission approval/decline date:

Reckelle Welles

6/3/24