

**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: _____

Event Date: _____

Event Hours: _____

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 AND 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, P.O. Box 141549, Coral Gables, FL 33114

Telephone: 305-460-5095

FOR OFFICE USE ONLY:

Approved by: _____

Date: _____

Monitor: _____

Pre-Inspection Date: _____

Post-Inspection Date: _____

RENTAL RULES

1. The maximum attendance allowed inside the house is 30.
2. Smoking is not permitted anywhere in the house or grounds.
3. Food and drink are restricted to the kitchen, dining room, sun room and veranda.
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 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 first floor only, in a designated space as recommended by the Coral Gables Merrick House Governing Board and approved by the City.
7. Musical groups appropriate to the house will be permitted on veranda or grounds. 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 be 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 Gables for good, a full refund will be made.
10. The applicant 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. Thirty (30) chairs, a podium, and three (3) 60" circular fold-up tables (for exterior use only) with chairs 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.

RENTAL FEES

NOT-FOR-PROFIT ORGANIZATIONS

MAXIMUM NUMBER OF GUESTS INDOORS: 30 (ENFORCED)

MAXIMUM NUMBER OF GUESTS OUTDOORS: 150

MINIMUM RENTAL PERIOD: THREE (3) HOURS

Daytime Meetings

(Monday through Friday)

9:00 a.m. – 5:00 p.m.

**Note: House not available for rental
from 12:00 to 5:00 on Wednesdays**

\$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. – 10:00 p.m.

\$100.00 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. – 10:00 p.m.

Saturday 9:00 a.m. – 10:00 p.m.

Sunday CLOSED

\$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.

PLEASE NOTE:

Events in excess of 100 guests will require off-duty Police Department representation. Please call 305-460-5427.

Parking is limited. Plan to make additional accommodations for guests in excess of 50 people.

Rental fees may be waived by recommendation of the Coral Gables Merrick House Governing Board and approved by the City Manager.

Please see attached “Rental Rules” for more information.