Facility Rentals

Please be sure to review the following procedures, requirements, and agreement documents carefully.

Thank you for considering Miami-Dade County African Heritage Cultural Arts Center as a site for your event. There are several prospective areas that may accommodate your needs and desires. Please check the area that you are interested in renting.

[ ] The Wendell A. Naricsse Performing Arts Theater is a Black Box that comfortably seats 150 people. The theater is 180 sq. ft. The theater houses:

- (2) dressing/make-up rooms
- The essential lighting instruments
- basic sound system for public address
- Auxiliary room, which can be used, for quick changes or other production needs.
- The Theater is suitable for theatrical events (plays, concerts, shows, etc.) or non-theatrical events (meetings, lectures, conferences, etc.)

[ ] Non-Theatrical Event:

- Basic rental @ $193.00 for a two hour (2) event
- Air conditioned facility
- Use of available chairs
- Use of available tables
- Handicapped accessible restrooms
- Use of an auxiliary room, use of lobby area
- Use of ticket booth
- Use of stage platforms
- You are provided a 1½ hour to move in and 1 hour strike period that must follow immediately after the event.
- You can purchase additional move-in or strike time @ $28.00 per hour or any part thereof. Set-up, decorating and striking are the sole responsibility of the event producer.
- The seating arrangement in the black box will be set standard proscenium stage. As the producer, if you desire to alter the stage arrangement, reduce, or increase the size of the stage, you will need a crew to make these changes. A suitable time to do so will be arranged when possible. To assure safety in setting-up the stage, a stage set-up supervisor will be on hand to guide you.
- Any additional seating arrangements will incur a fee of $56.00. Any changes in the stage size or placement made by the Center’s crew will cost an additional $150.00.
- Additional hours for your event can be purchased at or will be charge at a rate of $100.00 per hour or any part thereof.

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[ ] Theatrical Event:
- In addition to the above list, the theater rents for $275.00 for a (3) hour performance, event, concert, party, social event, etc.
- The rental includes two dressing/make-up rooms
- Use of audio system
- Basic lighting and the use of available lighting instruments **(not inclusive of the smart lights)**
- One (1) free two (2) hour tech rehearsal
- And a technical supervisor (upon request)
- **You must provide your own Technical Director for your event.**
  - You are provided 1½ hour free move-in period.
  - You are granted 1½ hour strike period.
  - Additional move-in time can be purchased at $28.00 per hour.
  - You will be charged $28.00 per hour or any part thereof for lateness in moving-in or striking. Lateness in performance will incur a cost of $75.00 per ½ hour or any part thereof.
- The event producer/coordinator is solely responsible for set-up and striking of the event.

[ ] The Concert Hall,
- Basic Rental Cost $275.00 for a three (3) hour event, is a desirable space for concerts as well as social events.
- The hall is acoustically sound for recording
- Includes an air-conditioned facility
- Two handicapped accessible restrooms
- Use of lobby area
- The draw curtains are also available to enhance the acoustic requirements
- For social events, you are granted 10 round tables and three rectangular tables
- You are also permitted to use available chairs
- You have the option to rent additional tables and chairs suitable for your event. **It is your responsibility to set-up your tables and chairs.** Arrangement with the center to have your tables and chairs set-up for you can be arranged for a price $75.00.
- All decorating and other embellishments are the sole responsibility of the event producer.
- **Helium balloons are not permitted to be used or installed in this area for decoration or any other reason.** Those who utilize helium balloons will be charged a $75.00 service fee.
Rehearsal Use

Rental cost for a rehearsal is $140.00 for two hours. Additional time can be purchased or will be charged at $100.00 per hour or any part thereof for extended usage. If you desire the platform stage to be installed, you have the option to bring your crew to set it up or it can be set up for an additional cost of $150.00.

[ ] The Music hall piano lab or practice rooms are rented at $17.00 per hour or any part thereof.

[ ] The Dance Studio
- The studio is 199 sq. ft.
- Wurling-wooden floor with a very high ceiling.
- It has a male and a female change room.
- It has two handicapped accessible restrooms.
- It is great for rehearsal and can be used for mini-performances.
- Dance floor covered with Marley Mat
- Handicap accessible.
- The rental rate for a rehearsal is $17.00 per hour.
- The rental rate for a performance, conference, or workshop is $140.00 for two hours.
- Any arrangement of chairs or tables by the center staff will incur $56.00 arrangement fee.
- The producer can rent chairs and tables from other sources.

[ ] Studio spaces: There are several spaces
- Available at $34.00 for two (2) hours.
- These areas are suitable for small group meetings, specific arts projects and/or ensemble rehearsals.
- The rental is required to arrange the chairs and tables in a manner suitable for the meeting/activity.
- The area must be returned to the original order.

[ ] Studio #1 [ ] Studio #2 [ ]Portable #1 [ ] Portable #2

Tech Rehearsal

Those paying the theatrical rental rate are entitled to one free two-hour technical rehearsal. Note that the base lighting plot is set to address the fundamental needs of any production. Special set-up based on your lighting design may incur an additional cost. Such will be determined by the tech supervisor.
Quality Production & Services

Having the personnel to accommodate every aspect of the event is essential to its success. As the producer, you are to organize each aspect of the production/event. Event planning and/or coordinating a production requires attention to every detail. Theatrical productions are required to have a stage crew, tech crew, a stage manager, ticket seller, ticket takers, ushers, etc.

In addition to the personnel required, there are needs and items that you must have to facilitate the production/event to achieve the desired results. These are simple things like paperclips, rubber bands, pencils, masking tape, extension cords, scissors, etc. or more profound things like costumes, tickets, music sheets, the CD’s, etc. A check sheet or pert chart is strongly advise. The use of office supplies, equipment, and other materials are not allowed. Copies that are made in the office will cost the producer 0.15 cents a page if it is not inconvenience.

Organize and chart your activities, note your needs, and prepare ahead of time, not the day of the event. Respect your audience by being prepared for the days before they actually arrive and on the day of the event be on time and have your cast and other required personnel here before your audience arrive. Start the event/performance on time. You are required to conduct your event within the scheduled starting and ending period. Failure to start on time results in additional cost due to extended hours. You will need to organize your set-up, and decoration within the free allotted time period. The striking, that (i.e. remove, dismantle, clean-up and move out) must be accomplished within the scheduled strike period.

Safety

Safety is everyone involved concern. As producer you share the responsibility with the Center management in assuring safety. Safety is the top priority. You are to make sure that your organizers, supporters, cast, audience and all involved are safe. Safety requires a perception of adverse possibilities and doing what is required to prevent such events from occurring. It also requires being prepared, if such an adverse situation should transpire. As it relates to safety, nothing should be taken for granted.

One of the first guarantees that must be made is not to overbook the house. Tickets cannot be sold beyond the capacity of the facility. Do not block, impede, or mask entrance or exits.

Last minute ploys and any disregard for the law and the well being of others are unacceptable and will not be tolerated. Any and all use of fire and/or combustible chemical or substances must be preapproved. Fire and other possible risk items and routines must be in full compliance with the codes and spirit of the law. When required the Fire Marshall or other officials will be required to be present and/or called to take the necessary action at the producer’s expense. Set and props must be secured, safe and
handled appropriately. Make no assumption and take nothing for granted as it relates to human lives and their well being. **It is your required task to acknowledge and report all activities and/or items that are safety concerns.**

**You are required to have liability insurance** that covers your event and Miami-Dade County Department of Cultural Affairs African Heritage Cultural Arts Center.

The management of the Center reserves the right to stop any activity that violates the law, good judgment, and/or safety without a refund in part or whole. The management also reserves the right to discontinue any event due to the higher priority of the safety and the well-being of the patrons, participants, and those in attendance.

**Security**

The Center manager or the designee reserves the right to make all final and/or necessary decisions as it relates to security and safety. This includes but is not limited to the house arrangements and structure; the number of guards required and the caliber of the security force for the events; securing a Fire Marshall if the activity and elements requires such; if medical personnel should be present; take actions required due to the weather, hostilities, the temperament or concerns of the audience, the cast or other parties involved or any action necessary to secure the lives, comply with the law and/or maintain the good reputation of the Center. For some events, it is necessary to acquire Miami-Dade Police before your rental is approved.

The security of property and funds collected must be a major aspect of your management. Setting up a system with people who are accountable, trustworthy and are guarded is a need that must be arranged. It is advisable not to have valuables casually laid about and do not permit non-essential individuals into key areas of concern. It is strongly recommended not to bring unnecessary valuables.

As producer/sponsor you will incur the cost for the security needs of your production/event. Security personnel must be certified as such without exception.

**Security personnel are mandatory for all events.**

**Setup/Strike**

You are granted free set up time not to exceed 1 1/2 hours. Additional time may be purchased. You will be required to submit your set-up to the Center manager, tech director or the designee. Alteration of your set-up maybe necessary, all set-ups must be in compliance with safety codes and practices. The house cannot be over booked.

**You will be held accountable for any damage or marring, or theft of County property or equipment used.**

**Helium balloons are not permitted in the Music Hall or Theater.** Nothing can be attached or pinned to any of the curtains.

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You are required to supply all your needs whether simple or complex. You are to bring whatever tools, materials, and items required for your set up.

Your set up must be planned and approved for safety. **Your show is to be pre-set.** The day of the show there will not be in any additions, changes or late installations: especially as it relates to safety and timeliness.

**Usage**

As cited earlier in this document you are required and expected to be organized with all your needs. Anything of the Center’s, items, equipment, services, etc., comes with a cost. Please review the rate sheet. The operation of the Center, the usage of its supplies, materials, equipment, etc. cannot be impeded due to the lack of planning and execution for your event.
FREQUENTLY ASKED QUESTIONS
(FAQs)

1. What is the basic rental time?
   Basic rental time is 3 hours for an event. For rehearsals, the basic rental time is 2 hours. Additional hours will incur a cost based on venue selected.

2. What is the maximum capacity of the theater and music hall?
   The maximum capacity of both venues is 150 people. Please keep in mind adding tables will decrease the amount of people permitted in the room.

3. Is my event confirmed once I submit an application?
   No, your event is not confirmed until the Rental Coordinator has issued a rental contract and a payment has been made. Do not continue planning your event until the rental contract is signed and submitted to the Rental Coordinator with a payment.

4. My event location was changed by personnel, is that allowed?
   Yes the AHCAC administration reserves the right to change the location of your event if it impedes on the operations of the AHCAC. The administration will try its best to contact you in timely manner regarding any changes to your event.

5. Can I sell tickets to my event?
   Yes. Please be sure to indicate the cost and how many on the application.

6. Can I have food at my event?
   Of course, you are allowed to serve food at your event.

7. Can I sell food at my event?
   Yes and no. You are allowed to sale food at your event however you or company selling food must contact Rental coordinator to complete a vendor application form with Miami Dade County. Processing takes up to 30 days so please plan accordingly.

8. Can I sell merchandise?
   Anyone interested in selling merchandise on county property must complete a vendor application form at least 30 days prior to day of event.

9. What are the guidelines for marketing our event?
   All marketing materials (flyers, banners, programs, social media, etc.) must be approved by center director or his designee prior dissemination. Failure to comply can result in termination of event.
10. Is there a cost to become a vendor?
   Yes. Vendor fees start at $50. Contact the Rental Coordinator for more information.

11. Are helium balloons allowed?
   No. Helium balloons are not allowed. Failure to comply with this rule will result in an additional fee of $75.00.

12. Do you all provide light and sound for events?
   Yes, we can provide light and sound for your event however you are responsible for booking a Technical Director to control the equipment. For concert and plays, you must request the use of our Technical Director at least 30 days in advanced.

13. Is Security personnel required?
   Yes. A security officer is required for all events to ensure the safety of all guests on our campus. The AHCAC may require you to reserve a Miami-Dade police officer depending on the type of event.

14. How much is security?
   Basic security rate is $100 for four (4) hours. To find the rate for Miami-Dade Police officer, log on to https://was8exp.miamidade.gov/MDPDOffDutyWeb/home.do

15. Who is responsible for setup and clean up for an event?
   You are responsible for setting up your event and making sure the facility is cleaned and back in its original order after your event is over. You are also required to bring a blank money order $150 the day of your event for clean-up insurance. Once the facility is cleaned, your blank money order will be returned to you. If the room is not back in its original order, the AHCAC will keep the blank money order.

16. How long do I have to setup and strike?
   For social events, you are allowed 90 minutes before your event to setup and 60 minutes after to clean up. Theatrical events or larger productions may request longer setup/strike times at an additional cost.

17. Can I setup the day/night before my event?
   If there facility requested is not in use, the rental coordinator can allow you to setup the day/night before your event at an additional cost.