



Event Policies and Procedures

All event proceeds help support The Underline Conservancy's mission to deliver and maintain a world class 10-mile linear park and urban trail and provide engaging community-based health, public art, culture and educational programming for all.

Event Rental Fees

- The rental fee includes:
 - Use of the agreed upon location at The Underline for up to a four (4) hour period (not including load-in/load-out);
 - Uniformed security personnel at a ratio of 1 guard per 50 guests (or less);
 - Housekeeping services at a ratio of one cleaner per 50 guests, including trash removal for trash generated during the Event;
 - Facility representative
- Events can be extended past four (4) hours for a prorated rental fee (see Overtime).
- Audiovisual equipment, technical labor, food, beverage, and additional service staff are not included in rental fees.

Deposits and Payments

- The deposit will be one-hundred percent (100%) of the rental fee and payment is due within three (3) days of signing the rental agreement, unless otherwise agreed to in writing. The payment of additional expenses (additional security, housekeeping, etc.) is due ten (10) days prior to the Event.
- Payment can be made by credit card or through bill.com, and credit card information is required upon signing an agreement (regardless of payment choice). Checks will be accepted at The Underline's Discretion.

Event Start and Ending Times

- Morning events can begin at 9 AM and evening events can start as early as 5:00 pm.
- Due to local ordinances, The Underline cannot guarantee outdoor music after 12:00 AM.
- Events ending after 12:00 AM may be subject to additional hourly fees.

Food, Beverage, and Alcohol Service

All food and beverages must be received and served by a licensed caterer. Liquor may only be served by a licensed caterer. The Underline will not store food or beverages prior to the event or following the event.

Insurance

Liability insurance documentation is required and can be provided by The Underline for a fee.

Logistical Plans

The Underline staff must review all logistical plans ten (10) business days prior to the event.

No Liability – Loss or Theft

The Underline is not responsible for loss or theft of personal property during an event.



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Noise Ordinance

- All municipal and county sound ordinances must be obeyed.
- Reasonable sound limits must be maintained at The Underline, and is subject to The Underline's prior approval.

Accident Reporting

Accidents occurring during an event must be immediately reported to the staff member in charge.

Parking

Street parking is available around The Underline. To find specific information, please visit the Miami Parking Authority website. Parking space rentals are available for a fee.

Personal Conduct

Client and their guests shall conduct themselves at all times on the premises in a proper and orderly fashion. The Underline staff shall have the authority to request departure of any person or group acting in an unseemly manner.

Permits

Per Miami-Dade County tents (larger than 10 x 10) , stages, bleachers, towers for lighting or sound systems, platforms, lifts, ramps, non-portable ventilation systems, enclosed cooking facilities will require a permit. The client is responsible for obtaining all necessary permits and scheduling permit inspections.

Photography and Filming

- Commercial photography and filming is permitted at The Underline, but permission to photograph any work of art will be determined on a case-by-case basis.
- Clients may take photos/videos of their event for personal use, however The Underline's art installations may not be reproduced in any form to be used for commercial use without written consent from The Underline.

Printed and Promotional Materials

- In the case of events that are open to the public, The Underline must approve the content of invitations, posters, and promotional materials prior to printing, mailing, posting and/or distribution. The use of images of The Underline 's building, logos or artworks in any publicity or marketing materials is strictly prohibited unless otherwise agreed upon in advance in writing.
- Failure to comply with this requirement and/or to rectify it immediately could result in the cancellation of the Event.
- The Underline will require a minimum of five (5) working days to approve promotional materials.

Security

Standard uniformed security personnel are included in the rental fee at a ratio of one (1) guard per fifty (50) guests. Additional security can be hired for an additional fee of \$45 per guard per hour and will appear on the client's invoice.

Event Signage

- All signage must be freestanding. Nails, staples and tape may not be used on any surface, including the floor. Signage and other props may not be hung from any structure, with the exception of chain-link fence and the materials used must be approved by The Underline in advance. Failure to address this in advance may result in the forfeit of the security deposit.

Gobo projection of video and/or logos is possible, but must avoid the Metrorail

The Underline

The Underline will transform the land below Miami's Metrorail into a 10-mile linear park, urban trail and public art destination.

www.theunderline.org



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Overtime

- Events can be extended past four (4) hours for a prorated rental fee.
- Permission to extend an event may be withheld.

Power

If the Event requires a power tie-in to The Underline's power supply, the client is responsible for submitting a list of items requiring power no later than (10) days prior to the event.

Vendors

- The Client must submit a list of all subcontracted vendors and suppliers to The Underline staff which includes a detailed load-in/load-out schedule.
- The Client is responsible for the actions of all vendors (event planners, entertainers, florists, audiovisual providers, furniture rental providers, etc.). All vendors shall be subject to the prior approval of The Underline and the rules and regulations of The Underline .
- At The Underline's discretion, all vendors may be required to obtain or show proof of their insurance coverage as detailed in the agreement.

Decorations/Florals

- All décor plans need to be approved by The Underline staff. Plans should be submitted in writing for approval no later than ten (10) business days prior to the event.
- Décor elements must not endanger any existing structures or plantings.
- Décor elements cannot be placed within ten (10) feet of any Metrorail existing structure.
- Care must be taken to ensure live plant and flower arrangements brought into The Underline are insect-free.
- All decorations are to be in accordance with Fire Department regulations and shall be approved by The Underline staff in advance.
- Décor and florals are to be removed immediately following the event unless other arrangements are expressly made in writing.

Permitted/Prohibited Items:

The following items are permitted:

- Battery operated candles
- Centerpiece materials including: Flowers, bottles, picture frames, chargers, etc.
- Specialty linen

The following items are prohibited:

- Large Propane tanks
- Mylar or latex balloons
- Fire/free standing candles, open flame is prohibited at The Underline
- Glitter/confetti/feathers
- Free standing structures with no ceilings
- Dirt
- Hay

All decorating must occur during the contracted event time. This includes delivery and removal from an outside vendor. If needed, The Underline can assist you with finding a vendor. Your contracted vendors must provide all supplies and equipment needed including ladders and lifts. The Underline will not hang décor on behalf of events.

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Deliveries

The Underline cannot accept any deliveries in advance of the event day, and deliveries cannot be accepted by The Underline staff.

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