MIAMISHARED EVENT POLICY & GUIDELINES
Book Your Next Event at Our Space!

1. **LOCATION:** MiamiShared is a modern 8,000sqft space in the heart of downtown Miami across the AmericanAirlines Arena. We're located in a luxury high-rise at 990 Biscayne Blvd, Office 503, Miami, FL 33132.

2. **HOURS:** Event hours are based on availability and determined on a case-by-case basis. General hours for hosting events are Monday-Friday: 7pm-11pm & Sat-Sunday: 11am-7pm. We can be flexible if the event is something we feel serves our tech community, so please contact us to discuss.

3. **TYPES OF EVENTS:** MiamiShared plays host to a variety of great tech/startup events throughout the year and is perfect for tech User Groups, tech/startup Organizations/Clubs, startup launch parties, hacker sessions, tech webinars/ training sessions, etc. Our events provide the perfect opportunity to network and collaborate with the entrepreneurial set in South Florida. To ensure you don't miss a beat on South Florida's tech pulse, just sign-up for our email list or check out our event calendar: www.miamishared.com/blog.

4. **EVENT SPACES:** Let us help you design a 1 or 2-day event at our venue! Most of our furniture is modular giving us flexibility in configuring our event space to match your needs and preferences. We offer 3 types of event spaces (refer to page 2) that lend themselves to a variety of different setups and we'll be happy to work with you in suggesting some other creative options.

5. **COST:** Pricing is dependent on a variety of factors such as, type of event, date, time, number of attendees, staffing needs, food/beverage setup, cleaning, etc. MiamiShared is committed to growing and supporting the tech/startup scene here in Miami and **we offer FREE event space for most technology events** that meet our criteria. Events that fall outside our criteria are subject to fees as listed on page 2.

6. **PHOTOS:** Check out our Flickr page and draw some inspiration from the variety of great events we've hosted in the past such as, Refresh Miami, The Startup Forum, Startup Weekend, Meetup Tech User Groups, workshops, seminars, etc.: http://bit.ly/q2zWBi

7. **PARKING:** We have plenty of parking options available for events:
   - Metro Mover station only one block away
   - Metered street parking
   - Valet parking in the building is $5/car CASH ONLY

   Our address is 990 Biscayne Blvd, Office 503 but the building reads 900 Biscayne. Valet parking is located in the BACK of our building on NE 2nd Avenue between NE 9St-NE 10St and it is the second garage on your left. Pull your car up close to the garage (it opens inwards) and wait for valet to open the garage. If valet is busy, this may take several minutes. If valet leaves before the event is over, your car keys will be given to the front desk and you may exit the garage on your own.

   It can be confusing to locate our parking garage on your first visit, so save yourself some trouble and follow these detailed instructions: http://www.miamishared.com/parking.html

8. **REQUIREMENTS/MISC.:** It costs us money to host events and provide a staff to ensure your event goes smoothly, so, what we require of the Event Organizer(s) in return is the following:

   Marketing:
   - Mention MiamiShared as your event host on all internal/external communications and include our logo where applicable (ex: Eventbrite invitations, Facebook invitations, Meetup message boards, etc.)
   - Allow MiamiShared to do a quick 3-min plug to the audience about the Services we offer

   Member Access: Allow all our MEMBERS FREE access to the event. MiamiShared members get FREE access to all PUBLIC events hosted at MiamiShared. If you are hosting a paid tech event, we require that at least 10 FREE seats be reserved for MiamiShared members. However, if you are hosting a PRIVATE event that you wish to limit to a specific audience, special arrangements can be made. Please contact us to discuss.

Deposits: A $50 credit-card deposit is required to reserve the event space. Deposits will be forfeited if Organizer cancels within 5 days of event.

Staff: MiamiShared provides ONLY the event space to you. **Our staff is not part of the Service.** As a courtesy, our reception will manage check-ins for your event but Event Organizers must provide all lists/badges. **As the Event Organizer it is your responsibility to provide your own staff for any assistance you may require.** For events with greater than 30 attendees, all event organizers MUST arrange for a person to stand downstairs in the building's lobby to greet and direct people to the elevators. Security in the building is very tight and without assistance, your attendees may have to wait to be given access to the elevators. Building management is separate from MiamiShared but security delays can reflect poorly on our business, so it is essential you provide adequate staff for handling the logistics of your event. All event organizers are required to come at least 30minutes prior to their event start time to ensure that all goes smoothly.

9. **CONTACT & RESERVATIONS:** If you have any questions and/or would like to host an event at MiamiShared, please contact us via email at info@miamishared.com or via phone at 305-929-8688 and we'll be happy to assist you.

10. **LIABILITY:** MiamiShared reserves the right to deny use of our event space(s) to anyone for any reason and to change/modify this Event Policy at any time. Fees and hours are subject to change. By signing this Event Policy, the Event Organizer assumes full responsibility for the conduct of their attendees/guests and is fully liable for any damages caused (including but not limited to personal injury and personal property damage).

FAQS:

What type of event can I host at your space?
We give preference to hosting tech/startup events that provide value to our members and our tech entrepreneurial community. Currently, there is no charge for hosting a technology event at our space, provided you meet our criteria and are approved. MiamiShared reserves the right to refuse use of event space for any reason to anyone.

Are events only for MiamiShared members? Are they free?
Most of our events are open to the public and are run independently by different organizers who may/may not elect to charge for their event. A lot of events are free. MiamiShared does have member-only events such as movie nights, Happy Hours, soccer, potlucks, etc. and membership is required to attend those events. Signup for our email alerts or check out our blog for the latest event calendar: www.miamishared.com/blog

Are food and beverages allowed? Is alcohol allowed?
Yes, you will need to provide your own food/beverages for the event you host and notify us in advance, so that we can prepare accordingly. Alcohol is not allowed nor is food that requires major set up/clean up. Pizza & soda are ideal. In addition to bringing food & beverages, Event Organizers must bring all necessary supplies (napkins, utensils, plates, etc.). MiamiShared will not provide ANY supplies. A cart can be left by valet for Organizers to haul supplies up the elevator to our 5th floor Office.

Do I have to Clean Up?
As a courtesy, MiamiShared staff will clean up after your event but please advise your guests to clean up after themselves, so our staff is not burdened with the task of major clean-up.

Do you send out my event invite to your member email list?
Yes, if we feel your event is a good fit for our members and larger tech community, we'll share your event invitation with them. We can also market your event to our EVENT E-mail List which consists of non-members who have opted-in to receive our event alerts. This is a great opportunity to market your event to a list of professional entrepreneurs. Only events hosted at MiamiShared go out to our email list(s).

Are there any restaurants/bars nearby we can go to afterwards?
Yes, we have one restaurant downstairs (Miss Yip) and there are several restaurants/bars in the nearby downtown/Brickell area less than a mile away.

MIAMSHARED EVENT SPACES				
EVENT SPACE	**HOURS**	**SETUP/ CAPACITY**	**AMENITIES**	**COST**
WEST SIDE *This is our largest and most popular space for event hosting & is the perfect option for tech user group meetings, Hackathons, Workshops, Seminars, and/or Training sessions.* *You must download Vebeam software to your laptop in order for it to wirelessly connect your laptop to our Plasma TV Screen. Please take a few minutes to download the software before your event:* *http://www.veebeam.com/pages/Downloads.html*	M-F, 7pm-11pm; Sat & Sun (call to discuss)	- Seating w/tables & laptops: 40 max - Seating without tables (theatre/ classroom style): 70 max - Standing room only: 90 max	Wifi, Plasma 60" TV Screen, microwave, frig, vending machines, break room	***FREE for most TECH EVENTS!! Fees below apply for Non-Tech events.*** ***Weekdays: $150/hr (2hr min)*** ***Weekend Package: $1,200***
SMALL CONFERENCE ROOM *Our small conference room is on the West Side of our building and completely private. This is a great option for smaller, private meetings and/or brainstorming sessions.*	M-F, 7pm-11pm; Sat & Sun, 11am-7pm	Large table surrounded by 8 leather chairs Capacity = 8	Wifi, Plasma 60" TV Screen with webcam, VoIP Phone Service, whiteboard, coffee/espresso, microwave, frig, vending machines, break room	***$25/hr (2hr minimum)***
LARGE CONFERENCE ROOM *Our private, large conference room is on the East Side of our Office Space in a modern glass enclosure (shades can be drawn for privacy and/or blocking light). This is a great option for private events like educational/ training sessions, webinars, small company and/or group meetings, book clubs, etc.*	M-F, 7pm-11pm; Sat & Sun, 11am-7pm	- Large table surrounded by 12 chairs - Workshop/Classroom Style: 12-14	Wifi, 128" Projection Screen, VoIP Phone Service, coffee/espresso, microwave, frig, vending machines, break room	***$35/hr (2hr minimum)*** ***Weekend Package: $500***

TO BE COMPLETED BY EVENT ORGANIZER	
Full Name	
Phone	
Email	
Date of Your Event	
Start Time – End Time	
Number of Attendees	
Type of Event	❑ Public ❑ Private
Event Title	
Event Description *(Please provide URL to event invitation if available)*	
Ticket Cost	❑ FREE ❑ Cost $_____/ticket

CREDIT CARD INFORMATION FOR DEPOSIT TO RESERVE EVENT SPACE
(Note: The $50 deposit fee will be charged to your credit card if you cancel within 5 days of your event)

❑ MasterCard   ❑ Visa   ❑ American Express   ❑ Discover

Full Name on card:			
Credit Card Number:	__ __ __ __/ __ __ __ __/ __ __ __ __/ __ __ __ __		
Expiration Date (mm/yy):	**Card Security Code:**	**Amount Charged:**	$50.00
Billing Address:			

I (the Event Organizer) have read and agree to this Event Policy and release MiamiShared of any liability whatsoever that may result in connection to/from my event. I am fully responsible and accountable to MiamiShared for any damages that occur as a result of mishandling of MiamiShared's equipment and/or any negligence.

Event Organizer's Signature: _____   Date: _____