



EL PORTAL VILLAGE HALL APPLICATION REQUEST

The Village Hall is available from 8:30 a.m. to 10:00 p.m., for reasonable and prudent use, as may be available on a first come, first serve basis in accordance with the information provided below. **It is understood that the Village Council or Village Manager reserves the right to deny any application without cause.**

Please call 786-278-5439 to have an El Portal Police officer open/close the doors to the City Hall, if no responses please call 305 595-6263 (Miami-Dade communication) and have them request an El Portal Police officer respond to the station.

PLEASE COMPLETE THE FOLLOWING INFORMATION (PRINT OR TYPE)

Name of Applicant (include address if you are a resident)

Name of Organization

Profit ___ Non Profit ___

Address

City, State, Zip Code

Phone Number

Type of Event

Date

Time

DEPOSIT AND RENTAL

A **\$150.00** security deposit shall be collected for each private use of the Village Hall for non-governmental functions, the refund of which shall be conditioned upon the restoration of the Village Hall to its previous state of cleanliness and repair.

Basic Rental: \$300.00 for each private use of Village Hall for non-governmental functions.

\$150.00 for Village residents with proof of residency.