

# POLICIES AND PROCEDURES

## STATEMENT OF PURPOSE

Our policies and procedures have been created to ensure that Soho Studios, its Licensees, guests and vendors are working in a safe environment. All requests for variations of our policies and procedures must be made in writing and submitted to [info@sohostudiosmiami.com](mailto:info@sohostudiosmiami.com).

## VENUE POLICIES

Production items that are decorative in nature must not be nailed, tacked or fixed to our ceilings, walls, floors, columns or any surface painted areas without the venue's permission in writing.

All adhesive materials, including stickers, decals or any other forms of signs may not be applied or distributed as permanent attachments. The use of any adhesive fixtures must be approved by venue in writing.

Animals and pets are not permitted in the building unless otherwise approved by the venue in writing. The presence and/or use of pets, exotic pets or any other animal requires permission from the venue and applicable insurance naming Wynwood Club LLC as the additional insured.

Soho Studios, signs or displays may not be visibly blocked by any other signs or decorations without the permission of the venue.

The placement of planters, furniture or any other production items must be approved by venue in writing. Please submit layout plan (s) to the email address above for approval.

Exterior promotional signs and banners may be placed by the venue or to the structure with venue's permission in writing.

Soho Studios contact numbers are used for the venue's sole purpose of business and not to be published as official contact numbers for your event.

All vendors and supplier of services must be licensed and bonded in Miami-Dade and have necessary insurance naming Wynwood Club LLC as the additional insured.

Any damage is the sole responsibility of the Licensee whether it was caused by any other party. Licensee and their vendors are invited to inspect the leased areas prior to load-in and following load-out. Damages should be reported immediately to Soho Studios.

Crates and large containers that exceed 500 pounds are not allowed in the event space.

The use of Forklifts and scissor lifts may be made available by venue to Licensee with at least two weeks' notice. The use of such equipment costs \$500.00 per day.

Soho Studios does not provide furniture and equipment for Licensee's use. All arrangements for furniture should be made by visiting <http://sohostudios.rentfurniture.com/>. Any other audio or visual equipment must be requested directly through us.

The use of house lighting and air conditioning will be provided as required during show open times only. Soho Studios likes to be energy efficient, if the use of light and air conditioning is required for load-in and load-out hours then Licensee must make such request in writing one week in advance of Load-in date.

If Licensee uses their own cleaning and/or restroom vendor(s) approved by Licensor, then Licensee is responsible for stocking these materials for cleaning and restroom use.

Smoking is prohibited unless otherwise approved by venue in writing.

If Licensee chooses to use it's own vendors for cleaning and restroom maintenance, approved first by Licensor in writing, then Licensee must provide its own materials and supplies for such services. If portalets are rented and brought to the venue, then Licensee understand and acknowledges that Licensor requires 1 restroom attendant for every 5 portalets."

"The use of "Glitter" is prohibited in Soho Studios. Helium balloons may not be given away or utilized without the express permission of Soho Studios. Any costs incurred by Soho Studios for the removal of these items will be charged to the Lessee in the final settlement.

Security guards must be present at all times. Soho Studios will determine at their discretion the amount of security guards during load-in and load-out hours. Amount of guards are calculated at 1 guard per 100 guests during event hours

## INSURANCE

All Food and Beverage service must be provided by a licensed and insured caterer in Miami-Dade. For any private events where a caterer may not be used, Licensee must provide special events insurance for general liability cover that includes liquor liability naming Wynwood Club LLC as the additional insured under the Liquor Liability Insurance.

The Licensee shall provide Licensor with a certificate of insurance evidencing Liquor Liability coverage for such Licensee and for any third party entity contracted engaged, or otherwise, by Licensee to serve or provide alcohol within the premises. The Certificate of Insurance must provide liquor liability coverage with a limit of \$1,000,000 for any single occurrence Wynwood Club LLC and its employees, agents and representatives shall be included as additional insured of said policy and named as an additional insured on the Certificate of Insurance throughout the term of this Agreement. Such certificate of insurance must be acceptable to Licensor, in Licensor's sole discretion, and must be delivered to Wynwood Club LLC, at least thirty (30) business days prior to Licensee, its employees, representatives, or agents obtaining access to the Premises.

Further, prior to the Event the Licensee shall be solely responsible for identifying any third party intending to serve alcohol, obtaining an acceptable certificate of insurance and deliver a copy of same to Licensor at least thirty (30) business days prior to obtaining access to the Premises. Notwithstanding the terms of this provision Licensee, shall at all times indemnify and hold Licensor harmless from any and all claims, liabilities, actions, including institution of suit, from any and all claims arising from the use or serving of liquor at any event. The Liquor Liability policy shall also be endorsed to be primary and not seek contribution from other insurance. A certificate of insurance including notation of additional insured status, waiver of subrogation, as well as primary insurance coverage wording and otherwise acceptable to Wynwood Club LLC must be delivered to Wynwood Club LLC at least thirty (30) days prior to obtaining access to the premises.

Special Event Liability Insurance is required for all licensees. At licensee's sole expense, licensee must carry commercial general liability insurance including premises and ongoing operations, products & completed operations, as well as personal & advertising injury arising out of licensee's use and occupancy of the premises, or any other occupant on the premises, including appurtenances to the premises and sidewalks. The general liability coverage required hereunder shall have a single occurrence limit of not less than \$1 million, and general aggregate limit of not less than \$2 million. The policy shall also include coverage for property damage and/or "fire legal liability" and "damage to premises rented to you with a minimum limit of \$300,000.00 Wynwood Club LLC and its employees, agents and representative shall be included as additional insured of said policy throughout the term of this Agreement. The policy shall include a waiver of subrogation rights in favor of Wynwood Club LLC. The policy shall also be endorsed to be primary and not seek contribution from other insurance. Licensee agrees to provide this insurance at least thirty (30) days prior to the commencement date set forth in this agreement or Licensee, its employees, representatives and agents prior to any of them obtaining access to the Premises. A certificate of insurance including notation of additional insured status, waiver of subrogation, as well as primary insurance coverage wording and otherwise acceptable to Wynwood Club LLC must be delivered to Wynwood Club LLC at least thirty (30) days prior to obtaining access to the premises. Licensee specifically acknowledges and agrees that Licensor does not and shall not maintain any insurance coverage for the benefit of Licensee, whatsoever including general liability insurance, or which covers and insures Licensee's possessions, business activities and business losses or covering any claims or losses of Licensee, Licensee shall be responsible for and pay and maintain insurance arising or resulting from all matters relating to this Agreement and the use of the Premises by Licensee, its employees, representatives and/or agents.

## LOADING BAY, EVENT SPACE, AND PARKING AREAS

Soho Studios parking areas are for the exclusive use of vehicles identified with a Soho Studios parking decal. All unauthorized vehicles will be removed at owner's expense.

Parking is not allowed in fire lanes, valet areas, inside the event space, loading bay areas or any other location posted "no parking". These areas will be strictly enforced. Unauthorized vehicles will be removed at owner's expense.

Soho Studios does not have any loading docks, however loading bay areas may be used to gain access to the event space that has been leased. If any deliveries arrive by truck that does not have a motorized lift, then you must rent a fork lift and dolly from Soho Studios. The request for all rental equipment must be made within one month of event date.

The storage of crates is not allowed under any circumstances. Crate storage is considered as a hazard and in the event that crate storage is needed then all crate storage plans must be discussed with the venue one month before the event date.

All labor requirements for load-in and load-out shall be responsibility of the Licensee.

Soho Studios has its own exclusive and preferred vendors for telecommunication, electrical, valet, catering, audio, and visual and any other production items. Please contact us for our vendor details. You may only use another vendor with the permission in writing from the venue.

All items to be suspended from studio ceilings, including signs, displays, light and sound equipment must be approved in writing one month in advance.

Tape removal from studio floors is the responsibility of the Licensee.

Access must remain free from obstruction to all entrances, exits and restrooms at all times.

Licensee must removal all trash, crates, pallets, packing material, lumber or any other material considered as waste by the venue one hour prior to event hours. Licensee must keep the event space clear of all debris and trash that may accumulate during event hours.

Additional trash hauls due to show trash removal shall be at the sole at the sole expense and responsibility of the Licensee.

The use of venue's internet must be made in writing two weeks before load-in. Any technical specifications or understanding of venue's internet capabilities is the sole responsibility of the Licensee. Licensee must allow and make any measures that require any extra provisioning beyond venue's internet capabilities. The use of internet is calculated at \$500.00 a day for each day requested.

#### DELIVERY PROCEDURES

Soho Studios does not accept advance mail, freight shipments or packages for exhibitors or Licensee. Any packages must be delivered to the official show service contractor or exhibitor service contractor, or delivered directly to the Licensee during the lease period. Soho Studios does not accept any responsibility or liability for packages delivered to the venue.

If any mail, freight shipments or packages arrive at Soho Studios, then such mail may be rejected or may be held in Soho Studios offices until the load-out period.

#### FIRE CODE REGULATIONS

Licensee or any other involved party must comply with all Federal, State and Municipal fire codes that apply to places of public assembly. Sections of the Life Safety Code Book that are pertinent to places of public assembly shall be considered part of all leases whether specifically referenced or not.

All materials, including but not limited to drapes, curtains, table coverings and skirts, carpet or any materials used in exhibit must be flame retardant. All such material is subject to inspection and flame testing by the Fire Marshall.

Firefighting and emergency equipment may not be hidden or obstructed, including fire extinguishers and fire hose cabinets, fire alarm pull stations and standpipes.

Under no circumstances will any equipment or objects be permitted to obstruct emergency exits from any area of the building. This requirement will be strictly enforced.

Vehicles with gasoline engines may be displayed with a maximum of two (2) gallons of gas remaining in the tank. A locking gas cap must be installed or the tank must be disconnected and taped to avoid potential sparks.

All electrical equipment must be UL approved and all gasoline engines must be AGA approved. All emergency exits, hallways and aisles leading from the building are to be kept clear and unobstructed. Vehicles in fire lanes or blocking exits will be moved at owner's expense.

The use of welding equipment, open flames or smoke emitting material as part of the event must be specifically approved on an individual basis by Miami Dade Fire Department. Written specifications may be submitted Soho Studios to request Fire Department approval.

The Fire assembly permit and rates can be found by visiting [www.miamigov.com/film-permits/pdf/Assembly-Permit-Application.pdf](http://www.miamigov.com/film-permits/pdf/Assembly-Permit-Application.pdf)

Special events permit for obstructing the side-walk or blocking off any roads around the venue can be found by visiting [www.miami-police.org/docs/Street\\_Closure\\_Permit\\_Application.pdf](http://www.miami-police.org/docs/Street_Closure_Permit_Application.pdf)

Off-duty police rates can be found by visiting [www.miami-police.org/docs/Off\\_Duty\\_Rate\\_Sheet.pdf](http://www.miami-police.org/docs/Off_Duty_Rate_Sheet.pdf)

All requests must be made one month before event date. We advised Licensee to plan accordingly to allow enough time for the approval process.

Detailed floor plans are required for any floor plans that must be submitted to the Fire Security guards must be present at all time. Soho Studios will determine at their discretion the amount of security guards during load-in and load-out hours. Amount of guards are

calculated at 1 guard per 100 guests during event hoursdepartment. If Floor plans must be submitted then they must be in 11 x 17 format and given to Soho Studios one month prior to load-in.

Preliminary plans should be approved prior by Soho Studios in order to avoid any confusion or miscommunication. Final plans must be approved by the Soho Studios.

Three copies of floor plans must be submitted to Soho Studios.

Each floor plan must contain the name of the show, location of furniture, bars, stages, any material attached to the event space, person responsible for communication during the lease period (including phone number), dates of the event, and expected amount of guests.

All plans should be drawn to scale.

All materials must be fire rated.

Aisle widths should be clearly indicated.

The location of the main entrance doors and emergency exits must be clearly marked.

Mark any areas that are VIP, have carpet, pipe and draped, have temporary installations, and are used by either Licensee or vendors of Licensee.

#### POLICE OFFICERS AND TRAFFIC CONTROL

City of Miami off duty police officers are required to assist you with bus and/or auto traffic control at Soho Studios. A minimum of two (2) officers are required for groups with shuttle requirements and/or a high volume of registrants, exhibitors, or patrons who drive to the event. Police officers will hold traffic for buses and pedestrians as needed. The Lessee is responsible for all related charges. All off-duty police personnel working at Soho Studios must be paid by Soho Studios. Police officers and supervisory personnel working in the capacity of a police officer are paid at the rate of \$32.00 per hour for an off-duty job, special event or commercial film shoots. When four or more police officers are needed in an off-duty capacity, a police supervisor is required as one of the personnel. Off-Duty Job: Sergeant's rate: \$36.00 per hour Lieutenant's rate: \$40.00 per hour Captain's rate: \$44.00 per hour. A minimum charge of three (3) hours pay will be required for all temporary off-duty jobs. A minimum charge of two (2) hours pay is required on all permanent jobs. Personnel working in an off-duty capacity, longer than the minimum, will be entitled to receive compensation only for the amount of hours actually worked. Partial hours worked will be computed to the next highest half-hour. All off-duty jobs worked on a "designated off-duty holiday," will be compensated at time and one half the off-duty pay rate. "Designated off-duty holidays" are identified as Thanksgiving Day, Christmas Day, New Year's Day, 4th of July. If Police officers are required to be present during other high profiled events then the Police officers will be compensated at time and one half the off-duty pay rate.

#### SALES TAX/TAX EXEMPTION

Florida State Sales and Use Tax is applied to the building rental and certain other additional services related to the Lessee's occupancy at the time of the final settlement. The tax is currently 7%. Soho Studios will presume each Lessee to be taxable, unless the Lessee provides us with a copy of a "Consumer's Certificate of Exemption" current for the period of the lease, issued by the State of Florida Department of Revenue with a "C" after the last digit. Organizations which are generally exempt from this tax include churches, and not-for-profit religious, education, scientific and charitable organizations.

#### ADDITIONAL FEES

Garbage Can: \$25.00 each  
Toilet paper by the case (36 count): \$65.00  
Hand paper towels by the case (24 count): \$65.00  
Hanging Banners install \$500.00  
Hanging Banners de-install \$500.00  
Fire Permit application (does not include permit fees) \$250.00  
Meter rental application (does not include rental fees) \$250.00  
Wireless Internet fee (per day) \$500.00



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