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Oldest House and Garden

Mailing Address

**PO Box 689
 Key West, FL 33041**

Actual Location

**322 Duval Street
 Key West, FL**

Renters Name:

Address:

Renter's phone:

Email:

Wedding Reception for ____ people

Date:

Load In: _____ Start: _____ End: _____ Break-down: By _____

Note – Local city ordinance requires all noise (bands, DJs etc) to cease by 10:00pm. A request for waiver can be made to the City of Key West for a one hour extension. 90 days notice is required and the extension is not guaranteed if requested.

Wedding Officiate desired? (Please circle one) Yes No

This service is complimentary.

The Foundation has tables and chairs for 100 people. We understand that final numbers will not be known until a short time prior to the event. Please indicate if you plan on renting our tables and chairs from the Foundation

		circle one
Tables 60 inch round	12.00 per table	Yes No
Chairs white wedding folding	4.00 per chair	Yes No
Table cloth white round 15 inch drop	6.00 table cloth	Yes No

Please provide the name & contact number of all vendors used for this event.

Caterer –

Equipment Rental –

Photographer –

Entertainment –

Misc –

Arrangements and expenses for the caterer and additional vendors are the responsibility of the Renter.

Rental Fee

\$1500.00 for 10 hours to include set up, event and breakdown

+\$112.50 tax on rental fee

\$1612.50

Additional fees- The Foundation require one security guard for all functions. The cost for this service is \$32.00 per hour and there is a five (5) hour minimum. This protects your event from uninvited guests entering the garden and crashing your party.

A \$500.00 refundable Security/damage deposit is required. Once it has been determined that no damage has been sustained from your event and all trash and debris has been removed from the property, the \$500.00 will be returned to the renter via US mail.

A signed copy of this agreement must be sent with half of the rental fee plus tax, \$886.25 in order to secure the date.

30 days prior to the event, the renter, their caterer, or agent must contact the Foundation to supply the necessary proof of general liability insurance naming Old Island Restoration Foundation and The State of Florida as additional co-insured, liquor liability insurance. The remainder of the rental fee \$886.25, the \$500.00 refundable security/damage deposit and the \$160.00 Security Guard fee are also due at that time.

Parking on Duval Street in front of the Oldest House is metered parking. If requested, the fee for blocking parking meters in front of the house is \$40.00 per meter per 24 hour period plus a one time \$40.00 permit/application fee. Processing the paperwork for this request with the City of Key West can take up to one week. Please let us know as soon as possible if you would like to reserve parking.

Renter will be responsible for any damages to the facilities during the period of time of your events and the set-up/break-down for any persons that are under the Renter's control or the control of contractors hired by the Renter or the Renter's representative (s). In addition to the Renter's, or renters caterer's, liability insurance; other independent agents, contractors, or those under the Renter's control will be required to authorize in writing an outside vender indemnification clause and/or a release of liability, and provide proof of liability insurance in the amount of \$1 million dollars listing

the Old Island Restoration Foundation and The State of Florida as additional co-insured.

Old Island Restoration Foundation will not assume any responsibility for damages to or loss of any merchandise or articles left in any area of the premises during or following the event. The Foundation can arrange for additional security for your group or event while on the property upon request.

Renter or their caterer must clean up and remove any trash generated by the event (arrangements can be made for renter to have a dumpster brought to the property for their event). The Foundation does not provide equipment or supplies of any type. In rare cases, the renter has decided that they would prefer to cater the event themselves. Please understand that heavy duty trash bags must be provided by the renter and that all trash, food stuffs etc, must be removed from the property at the end of breakdown.

Although cigarette smoking is not banned, it is requested that all attendees to the event be reminded that casually tossing used cigarette butts on the grounds is not allowed. The Oldest House and Garden is an historic property that belongs to the State of Florida and littering is not allowed or tolerated.

The Foundation Administration must approve the use of the names and or/logos of the Foundation and the Oldest House & Garden.

Weather Policy

In all cases, the Foundation reserves the right to make a final decision to cancel or delay an event if lightening storms or severe weather conditions are expected in the vicinity that may endanger the safety of guests or employees. The decision will be made no less then four (4) hours prior to the scheduled starting time of the event.

No agent or employee of the Foundation may make verbal commitments for services not covered by this agreement.

One hundred percent (100%) of any additional estimated charges will be due one week prior to the event. Any additional charges accrued during the event will be payable upon the conclusion of the event.

In the case of renter cancellation, the deposit and any paid rental fees will be returned to the renter less a \$100.00 forfeiture fee if the date that they are forfeiting is rented by another party. If the date is not rebooked, the Foundation shall have the right to retain all fees and deposits.

Your signature indicates that you have read, understand and agree to all terms of this agreement. Please Print, complete, sign, and date and return the agreement with the deposit (s) stipulated in the agreement. A signed original will be sent back to you after the Foundation receives the signed contract and the deposit.

Renter

Date

Old Island Restoration Foundation