

Gulf Coast Heritage Association, Inc. /Historic Spanish Point Rental Contract:

WEDDING & RECEPTION

No Rentals are allowed without this Contract and the signed Renter Release Form

PLEASE PRINT CLEARLY

BRIDE _____

GROOM _____

PERMANENT CONTACT ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT E-MAIL ADDRESS _____

CONTACT PHONE _____ IS THIS A CELL? _____

NAME FOR NEW COUPLE'S COMPLIMENTARY ONE YEAR FAMILY MEMBERSHIP

WEDDING DATE _____ LOCATION _____ #GUESTS _____

TIME FRAME _____ TO _____ {NO arrivals before this time unless special arrangements are made}

REHEARSAL DATE _____ TIME _____

CATERER _____ PH _____

EVENT POINT PERSON _____ PH _____

SET-UP DATE _____ TIME _____

Security Deposit: \$400.00

Rehearsal: \$100.00 + sales tax = \$107.00

Additional Hour: \$250.00 + sales tax = \$267.50

Mary's Chapel Wedding and White Cottage Reception: \$1,500.00 + sales tax = \$1,605.00 (up to 45 guests)

Pergola and Sunken Garden Wedding and Reception: \$2,000.00 + sales tax = \$2,140.00 (up to 80 guests)

DEPOSIT: One half of the security deposit (\$200) is due at the time of booking. The other half is due 60 days prior to the rental day. *All other rental fees and applicable sales tax are due 60 days prior to the rental day.* (Sales tax is applied to rental amount only at the current rate of 7%.)

*Bookings 30-60 days prior to event require full payment of rental fee plus security deposit at time of booking.

*Rentals booked less than 30 days from event require full payment of rental fee plus security deposit in cash only.

REFUND POLICY: *Providing no regulations have been broken and the 2 hour time frame is adhered to, the entire security deposit will be refunded within 30 days after the rental day.* 1) Cancellations made **more than 60 days** prior to the scheduled rental day will result in a full refund. 2) Cancellations made **between 30-60 days** prior to the scheduled rental day will result in a refund of the full location rental amount (if already paid) and all but \$50.00 of the security deposit. 3) Cancellations made **less than 30 days** prior to the scheduled rental day will result in a refund of the full location rental amount only and forfeiture of the security deposit.

-----**For Historic Spanish Point Use Only**-----

Deposit:

First ½ paid on _____ by check/CC/cash Rehearsal Time Fee _____ by check/CC/cash date _____
Second ½ paid on _____ by check/CC/cash Location Rental Fee _____ by check/CC/cash date _____

RENTAL POLICIES: All events are subject to the museum's rental policies which are in place to protect the integrity of the historic structures and natural habitats.

- This rental contract must be signed by the renter along with the first half of the security deposit in order for the rental date to be confirmed.
- Rentals are available Monday - Saturday from 10 a.m. to sunset and Sunday 12:30 p.m. to sunset. Museum programs and events take priority over all rentals.
- Exceeding past the three hour rental period will result in forfeiture of security deposit.
- Ceremony can be held at any time during the two hour rental period, but it is suggested that renter makes sure to allow time for set-up, guest arrivals, photography session, and clean-up, as all of these need to be done during the two hour period. Please no arrivals before the beginning of your rental period unless otherwise arranged.
- All items brought in for the event must be removed by the end of the rental period unless prearranged with the Historic Spanish Point event coordinator.
- Remember that weather is always a factor so arrangements should be made if inclement conditions arise. The museum will allow an alternate date to be chosen based on availability, but cancellation by the renter on the day of event without a reschedule will result in the forfeiture of the rental fee and security deposit. (If Historic Spanish Point must cancel event due to weather or other circumstances a full refund will be given.)
- Historic Spanish Point is a smoke free environment. All guests should be made aware of this by the renter; violation will result in forfeiture of the security deposit.
- Historic Spanish Point will not be responsible for the scheduling of outside deliveries. Staff will not assist with any set-up beyond directing to the location, this includes chair set-up or break-down, flower placement or any other decorating and preparations.
- Caterers must remove all trash, recycling, and food waste products. No dumpsters are provided.
- No food or drink is allowed inside White Cottage or Mary's Chapel.
- No alcoholic beverages are allowed except champagne, wine and beer, and cannot be served to anyone under the age of 21. Guests may not leave the premises with alcoholic beverages. Cash exchange for alcoholic beverages is prohibited. Intoxicated guests may be reported to authorities.
- All musicians must provide their own electric cords, lighting, seating and transport of equipment to the ceremony location unless prior arrangements are made with the event coordinator. (For Pergola weddings, the museum's tram will be used to transport musicians or DJ to White Cottage.)
- For Pergola weddings, tram service from the parking gazebo will commence at the beginning of the rental period until the ceremony time, then will begin again one half hour before the end of rental period. Only seven passengers at a time. For Mary's Chapel weddings, tram service from White Cottage to the parking area will begin one half hour before the end of the rental period. (There is no tram service from the chapel to White Cottage, but check with the event coordinator for special arrangements for guests with mobility problems.)
- Public restrooms for all weddings and receptions are provided at White Cottage. These are not to be used for "Bride's Rooms."
- Limousines will be asked to drop off the bridal party and remain in a specific parking area to better facilitate the tram service for guests.
- Extra chairs, runners, arches and other décor may be allowed if provided by an approved vendor and must be prearranged with the event coordinator at least 10 days in advance of the rental day with delivery no earlier than three hours prior to rental period.
- Bubbles, native Florida butterflies and flower petals may be used during events. Please no rice, birdseed, glitter, confetti, non-biodegradable and environmentally inappropriate materials. Helium balloons are allowed providing they are weighted down at all times.
- Furniture on the Pergola and inside Mary's Chapel may NOT be moved unless prior arrangements are made and movement is subject to museum policies. (Example: The historic chairs and table in the chapel are not to be removed from their position, but the pews may be adjusted by museum staff if prior arrangements are made.)
- No open flame candles are allowed inside Mary's Chapel. (Other special limits about the chapel are provided on the brochure or at www.historicspanishpoint.org)
- The beauty of the gardens and plants cannot be guaranteed due to seasonal changes.
- All guests will remain in the designated event areas except for the walk from Mary's Chapel to White Cottage for chapel weddings.

I acknowledge the receipt of the rules and regulations governing the use of Historic Spanish Point and agree to abide by them. I understand that non-compliance of any rule or regulation by me or any of my guests may result in forfeiture of all or part of my deposit.

Date _____ Signature _____

**Make a copy of these forms for your records and return to:
Historic Spanish Point, PO Box 846 Osprey, FL 34229
Or drop-off at the Visitors Center during regular operating hours.**

**Make checks payable to: Gulf Coast Heritage Association, Inc.
Or call 941-966-5214 x295 to pay by Visa, MC or Discover.**

Historic Spanish Point Site Rental Assumption of Risk & Waiver of Negligence Form

Gulf Coast Heritage Association, Inc./Historic Spanish Point and/or its employees shall not be liable to the Renter or any other person for any damage to property or injury to or death of any person arising from the Renter's use, occupancy, management, or control of the premises. Renter agrees not to bring suit against and shall indemnify and hold harmless Gulf Coast Heritage Association, Inc./Historic Spanish Point and/or its employees from any and all liabilities, claims, damages, expenses, fees, fines, and penalties, including attorney's fees arising from any such clause or action.

For and in consideration of being permitted to have rental use of facilities on the site operated by Gulf Coast Heritage Association, Inc. the undersigned Renter, for and on behalf of himself or herself and any of their guests (hereafter collectively referred to as "Rental Participant") and his or her heirs, personal representatives and assigns, voluntarily releases, discharges, waives and relinquishes any and all actions or causes of action for personal injury, death or property damage occurring to the Rental Participant which the Rental Participant may have against the Association, its employees, agents, contractors or volunteers (hereafter collectively referred to as "Association"), whether due to the Association's negligence or otherwise, as a result of being on site for an event or wedding, or in any activities incidental to such participation.

Rental Participant assumes full responsibility for all risk of bodily injury, death or property damage, including the Association's negligence, resulting from participation.

Rental Participant, for himself or herself and his or her heirs, personal representatives, and assigns, agrees that in the event that any claim or cause of action for personal injury, death or property damage brought against the Association, by or on behalf of Rental Participant (including a child of Rental Participant), Rental Participant shall indemnify and save harmless the Association from any and all such claims or causes of action by whomever made and wherever presented.

Renter acknowledges by signing below that as Rental Participant has read this waiver of liability of the Association for negligence or otherwise, has fully considered any danger associated with being on site, and is fully aware of the legal consequences of signing this waiver of liability. This waiver of liability shall continue in effect for all Rental Participants involved in the paid rental event including guests, outside deliveries and vendor representatives with Renter taking full responsibility.

Date of Rental _____ Rental Location _____

Signature of Renter _____

Printed Name of Renter _____

Dated: _____

Renter's Telephone _____