



PALAFIX HOUSE

PENSACOLA, FLORIDA

VENUE RENTAL

The Palafox House can accommodate up to 125 guests for a sit-down dinner and up to 175 for mix and mingle. When booking the Palafox House, you will be able to access the venue starting at 9am and the venue must be cleaned up and locked no later than 11pm.

The venue rental fee comes with tables and chairs for seating up to 125 people.

Please keep in mind the venue is not responsible for setting up and/or breaking down your event. For information on outside event service packages including setup and breakdown please contact your booking coordinator at 433.9450.

Furniture included:

(125) Black Chivari Chairs
(10) 60" round tables
(8) 48" round tables
(5) cocktail tables
(5) 6ft banquet tables

Rental Rates:

Monday – Thursday (Full Day) \$1100 *plus tax*
Friday – Saturday (Full Day) \$1650 *plus tax*
Sunday (Full Day) \$1300 *plus tax*

BOOKING/CANCELLATION POLICY

- A 50% deposit is due upon reservation to hold your date.
- Half of your deposit amount is refundable if the event is canceled prior to (90) days from scheduled event date.
- \$150 processing fee included in your rental price is non-refundable if your event is cancelled.
- Balance due 2 weeks before scheduled event date, after which no refunds will be issued.

INSURANCE CERTIFICATE

You must provide the venue with event insurance if you meet any of the following criteria:

1. Host is using an outside caterer not listed as a preferred caterer
2. Host provides their own food
3. No food is being provided

Certificate must be sent in no later than 1 month before your event date.

1. Certificate must provide liability coverage (bodily injury and property damage) in the amount of \$1,000,000 each.
2. Naming Lessors (Merrill Land Company Inc. AND/OR Palafox House) as additional insured parties for events held on their premises.
3. All Palafox House preferred caterers carry this coverage. In the case you choose a non-preferred caterer, a Great Southern representative will oversee event and a \$25 per hour management fee will apply
4. You may find event insurance through: www.wedsafe.com

INDEMNITY AND HOLD HARMLESS

The Renter agrees to indemnify and hold harmless the Lessors from and against any claims, actions, suits, demands, penalties, judgments, damages, liabilities, fines, costs or expenses, unless such were caused by the negligence of Lessors or Lessors' employees or agents ("Claims") arising out of the rental of, use of, catering at, or service of alcoholic beverages in or on the Premises by Renter or any of Renter's customers, employees, agents, guests or invitees or invitees of the customers. The renter further agrees to indemnify and hold the Lessors harmless from any attorney's fees and costs incurred in defending any of said Claims.

CLEANING FEE

- There is an additional \$175 (plus tax) cleaning fee for each event at The Palafox House. This fee must be paid within two weeks of your event.

CLEANING PROCEDURES

The responsible party, the signatory, is required to perform basic clean-up procedures which are listed below.

In the event all procedures have not been met, you will be charged an additional venue cleaning fee of \$350.00.

1. Kitchen:

All counter space, cabinets, appliances, and equipment must be wiped clean. Kitchen should be left swept, mopped and as it was originally found.

(Normally your food caterer will do this if you task him/her. Please follow up with your catering staff to make sure this has been taken care of.)

- 2.** Bar area is left as it was found. All counter space and sinks must be wiped clean. Bar area should be left swept, mopped, and as it was originally found.
- 3.** All personal items brought into the venue must be removed.
- 4.** All food must be removed from venue including refrigerator and oven.
- 5.** Clear all debris from tabletops, floors, and bathrooms.
- 6.** All floors must be reasonably cleaned.
- 7.** Restrooms- all trash must be removed and disposed of in the dumpster.
- 8.** Place all trash in bags and dispose of in the dumpster. All tables and chairs must be returned to storage closet in an orderly fashion located in the main dining room. Please organize tables by size when placing them in the racks. Chairs are to be stacked and placed against the wall with the cushions left on.
- 9.** Upon exiting the building, all lights must be turned off including kitchen, bar, main dining room, and bathroom. All doors are to be locked including both entries and back ally.

RENTAL AGREEMENT

ADDITIONAL TERMS

- Votive or dripless candles are permitted but must be enclosed in glass vases.
- No pets are allowed inside the premises at any time.
- No tacks, staples or tape of any kind may be affixed to the walls, furniture, or floor.
- Potpourri, rice, loose petals, sparklers, stickers, confetti, and birdseed are prohibited inside.
- All trash, paper, & food are to be bagged, properly sealed & placed in the kitchen for removal.
- All furniture is to be placed back in its original position.
(No furniture is to be placed in front of the table corals)
- All spills must be cleaned, and water spots removed.
- The grounds must be free from all loose debris.
- Kitchen must be left clean.
- Nothing must be destroyed, defaced, or damaged in/around the Premises, including furniture, fixtures, or equipment
- Conduct all events in a manner so as not to unreasonably disturb the neighbors or to be a breach of the peace.

MISCELLANEOUS

This Contract shall be governed by the laws of the State of Florida. This Contract shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and permitted assigns. If any legal action or any arbitration or other proceeding is brought to enforce this Contract because of an alleged dispute, breach, default, or misrepresentation in connection with any of the provisions of this Contract, the prevailing party or parties shall be entitled to recover reasonable attorneys' fees and other costs incurred in that action or proceeding, including any appeals, in addition to any other relief to which it or they may be entitled.

Should the weather (i.e. wind, rain, lightning, flooding, etc.) or any other act of God prohibit the production of your event, Great Southern Restaurants reserves the right to make appropriate changes with respect to function and safety. If it is deemed the event must be canceled on your reserved date, Great Southern Restaurants will make every effort to rebook your event for a later date.

ADDITIONAL INFORMATION

- Bar service for the Palafox House must be provided by Great Southern Catering & Events in the event there is a need for said service. If you are interested in securing Bar Service for your event, please call the special events office at 850-433-9450.
- **The Palafox House Venue is not responsible for coordination of events.**
- If you are having a wedding at the Palafox House, please be aware that you are not guaranteed a rehearsal time. We try to accommodate rehearsals, however, if the venue is rented you will be notified, and a different date/time will be offered.

Rentals are "first-come, first-serve" – no date is completely secured until we receive the contract and deposit.

Thank you for considering the Palafox House for your special event.

For any additional information or to book a tour of the venue,

please give us a call at 850-433-9450 or email us at contact@goodgrits.com

Non-Preferred Caterer

HOUSE ATTENDANT:

In the case you choose a non-preferred caterer, a Great Southern representative will oversee event and a \$25 per hour management fee will apply.

CATERER CLEANING POLICIES AND PROCEDURES:

- Remove all items brought into the venue by your company
- Remove all trash from kitchen, bar area, and main dining room
- Sweep kitchen floor of any debris
- Mop behind bar and in kitchen area
- Wipe down all prep tables, oven, microwave, and refrigerator
- Remove all items in refrigerator
- Ensure the oven has been turned off
- Turn off all lights in the kitchen and lock the back door
- Assist host with chairs and tables in the main dining room
 - All Chairs stacked along the wall (no more than 6 chairs to a stack)
 - Tables must be organized by size behind barn door (60", 48", Hightop, 6ft banquet)
- Turn off all lights in the main dining room
- Set the AC to 77 degrees
- Lower all blinds
- Lock all doors
- If using the lock box to enter the building, please ensure code is not showing

PARTY HOST CLEANING PROCEDURES:

- Ensure caterer has left the kitchen as it was found. All counterspace, cabinets, appliances, and equipment must be wiped clean. Floors must be swept and mopped.
- Bar area was left as it was found. All counters and sinks must be wiped clean, floors must be mopped and swept.
- All personal items and/or décor must be removed from the venue
- Ensure caterer has disposed of all food from the venue including refrigerator and oven
- Clear all debris from tabletops, floors, and bathrooms
- Restrooms – all trash must be emptied and taken to the dumpster
- Assist caterer with chairs and tables in the main dining room
 - 50 Chairs stacked along the wall (no more than 6 chairs to a stack)
 - Tables must be organized by size behind barn door (60", 48", Hightop, 6ft banquet)
- Ensure all lights are off and doors have been locked

(By signing this you agree to adhere to all venue cleaning policies and procedures.

In the event all procedures have not been met you will be charged an additional venue cleaning fee of \$350.00)

Host Signature: _____ Caterer Signature: _____

Print Name: _____ Catering Company: _____

Date: _____ Date: _____

Phone: _____

Email: _____

PALAFIX HOUSE CONTRACT

HOST INFORMATION:

Event Date: _____ Name: _____
Address: _____
Email: _____ Phone: _____
Coordinator/Event Planner/Contact Person: _____
Phone: _____ Email: _____

(Note: The Palafox House Venue is not responsible for coordination of events.)

WEDDING INFORMATION:

Bride: _____
Groom: _____
Number of Guests: _____
Exact Hours of Event: _____

EVENT INFORMATION: (non-wedding)

Host Name: _____
Number of Guests: _____
Exact Hours of Event: _____
Type of Event: _____

Upon review and acceptance of the proposal and our venue policies, please sign below and return this document with your deposit.

Client Signature: _____ Date signed: _____

SELECT RATE:

____ Monday-Thursday (9am-11pm): \$1100
____ Friday or Saturday (9am-11pm): \$1650
____ Sunday (9am-11pm): \$1300
Plus all applicable taxes

Preferred Caterer: _____
Bar Service Needed? **YES or NO**
Only select no if no alcohol will be on site

If you provide your own alcohol you will be charged a corking & bartender fee

**** If you are not using a preferred caterer you will be responsible for providing your own event insurance. This must be sent in no later than 2 weeks before your event date. Great Southern will also charge a House Attendant fee of \$25 per hour to your event. ****

To pay deposit by credit card and secure the reservation:(or call our office at 850-433-9450)

Please circle: AMEX, VISA, MC, Discover

Name on Card: _____
Account: _____ Expiration Date: _____
Signature: _____

****By signing this you agree to adhere to all venue polices**
(A cleaning fee of \$175 will be due 2 weeks before your scheduled event)**

If not using a preferred caterer, you are responsible for ensuring the venue is returned to its originally form. Please see all cleaning and venue procedures on our Non-preferred vendor contract.

By checking this box you agree to all cleaning and venue procedures:

Print Name: _____
Signature: _____

Make checks payable to Great Southern Restaurants and mail to:

*Fish House
Attn: Events Department
600 S. Barracks Street
Pensacola, Florida 32502*