

**VENUE RENTAL INFORMATION:**

**INITIAL:** \_\_\_\_\_

**Venue Access:**

9:00 A.M. – 11:00 P.M. – No event is permitted to go past 11:00 P.M. without venue approval. All events must have the venue cleared of debris and doors must be locked by 11:00 P.M.

**VENUE FURNITURE:**

- (125) Black Chivari Chairs
- (10) 60" Round tables
- (8) 48" Round tables
- (5) Cocktail tables
- (5) 6ft Banquet tables

**VENUE RENTAL RATES:**

- Monday – Thursday (all day) \$1350 plus tax
- Friday – Saturday (all day) \$1900 plus tax
- Sunday (all day) \$1550 plus tax

**BOOKING | CANCELLATION POLICY**

**INITIAL:** \_\_\_\_\_

1. A 50% deposit is due upon booking your reservation to hold your date.
2. Half of your deposit amount is refundable if the event is canceled prior to (90) days from your scheduled event date. All applicable refunds are to be processed in the month in which your date was scheduled.
3. \$150 processing fee is included in your rental price. This fee is **non-refundable** if your event is cancelled.
4. All balances are due 2 weeks before your scheduled event date, after which no refunds will be issued.
5. Final guest counts must be given no later than 2 weeks before your scheduled event date.

**INSURANCE CERTIFICATE**

**INITIAL:** \_\_\_\_\_

YOU MUST PROVIDE EVENT INSURANCE IF YOU MEET ANY OF THE FOLLOWING CRITERIA:

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

**NON-PREFERRED CATERER:**

1. A house attendant must be present if the client chooses a non-preferred caterer.
2. The house attendant is scheduled during the hours of your event at \$25 per hour.
3. Client and caterer must sign and return the non-preferred catering contract within 30 days of your event date.
4. The non-preferred caterer must stay **on-site** for the entirety of the event.

**HOW TO OBTAIN EVENT INSURANCE:**

1. Visit [www.wedsafe.com](http://www.wedsafe.com) or [www.wedsure.com](http://www.wedsure.com) to order event insurance
2. The certificate must provide liability coverage (bodily injury and property damage) in the amount of \$1,000,000 each.
3. Naming Lessors (Merrill Land Company Inc. AND/OR Palafox House) as additional insured parties for events held on their premises.

**CLEANING FEE:**

**INITIAL:** \_\_\_\_\_

- 1. An additional cleaning fee of \$175 (plus tax) will be applied to each venue rental at the Palafox House.
- 2. This fee will be taken with the initial venue deposit.

**CLEANING PROCEDURES:**

**INITIAL:** \_\_\_\_\_

The responsible party, the signatory, is required to perform basic cleaning 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.

**The client will incur an additional fee of \$50 for the following:**

**INITIAL:** \_\_\_\_\_

- 1. Leaving décor at the venue without management approval. Any décor left by the client will become property of the Palafox House and discarded at managements discretion.
- 2. Usage of chalkboard and failure to remove any text, florals, and/or stickers.
- 3. Food left inside the refrigerator and/or venue.

**CATERING CLEANING PROCEDURES:**

**INITIAL:** \_\_\_\_\_

- 1. All counter space, cabinets, appliances, and equipment must be wiped clean.
- 2. Catering staff must mop and sweep kitchen floors of all debris.
- 3. All food must be removed from the venue including the refrigerator and bar cooler.
- 4. Catering staff must remove all trash from the kitchen, main hall, and cocktail room.
- 5. Catering staff must ensure no food has been left in the sinks and drain water from the dish machine.
- 6. Catering staff **MUST** help the client put away all tables and chairs.

**BAR CLEANING PROCEDURES:**

**INITIAL:** \_\_\_\_\_

- 1. Bartenders must drain ice well and empty water pan from underneath the bar.
- 2. Ensure no alcohol has been left in the cooler.
- 3. Place all equipment back upstairs in original containers.
- 4. Wipe down the bar.
- 5. Turn off bar lamps.

**MAIN HALL CLEANING PROCEDURES:**

**INITIAL:** \_\_\_\_\_

- 1. All tables and chairs should be put behind the barn door and arranged by size. If tables and chairs are not put away properly, additional fees may occur. **Catering staff will help the client put away furniture.**
- 2. All debris must be swept and put in the trash.
- 3. All trash must be taken out and placed in the dumpster.
- 4. All personal items must be removed from the venue. Anything left after an event will become property of the Palafox House and disposed of.
- 5. All trash must be removed from the bathrooms and placed in the dumpster.
- 6. All lights must be turned off.
- 7. Lock box key should be placed back in the lock box and the code must not be visible.
- 8. All doors must be locked.

## DÉCOR SETUP | BREAKDOWN:

INITIAL: \_\_\_\_\_

1. Votive or dripless candles are permitted but must be enclosed in glass vases.
2. No tacks, staples, nails, or masking tape of any kind may be affixed to the walls, furniture, or floor.
3. Potpourri, rice, loose petals, sparklers, stickers, confetti, and birdseed are prohibited inside the building.
4. Nothing must be destroyed, defaced, or damaged in/around the premises, including furniture, fixtures, or equipment
5. Pets are not allowed inside the venue unless they are a service animal. *Proper paperwork may be required.*
6. All trash, paper, & food are to be bagged, properly sealed & placed in the dumpster located outside.
7. Conduct all events in a manner so as not to unreasonably disturb the neighbors or to be a breach of the peace.

**Additional cleaning fee will apply if policies are not adhered to.**

## MISCELLANEOUS:

INITIAL: \_\_\_\_\_

1. The Palafox House is **NOT** responsible for the coordination of your event without the purchase of one an event package. Please call our office for more details.
2. If you are having a wedding ceremony 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 if available.
3. Rentals are "first-come, first-serve" – no date is completely secured until we receive the contract and deposit.

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.

**PALAFX HOUSE VENUE & BAR 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 event.)**

**WEDDING INFORMATION:**

Bride: \_\_\_\_\_  
Groom: \_\_\_\_\_  
Number of Guests: \_\_\_\_\_  
**Exact Hours of Event:**  
Ceremony  Reception  Both

**EVENT INFORMATION: (non-wedding)**

Host Name: \_\_\_\_\_  
Number of Guests: \_\_\_\_\_  
**Exact Hours of Event:** \_\_\_\_\_  
**Type of Event:** \_\_\_\_\_

**BAR INFORMATION**

*Please select bar type:*

Client provides alcohol:  No Alcohol Service

Alcohol provided by 3<sup>rd</sup> party: \_\_\_\_\_

**Bar services may only be provided by Preferred Caterers, or Richeys Bar Services**

**Exact Hours of the Bar:** \_\_\_\_\_ to \_\_\_\_\_

**VENUE RENTAL RATE:**

*All applicable taxes will apply*

\_\_\_\_\_ Monday-Thursday (9am-11pm): \$1350 *plus tax*

\_\_\_\_\_ Friday or Saturday (9am-11pm): \$1900 *plus tax*

\_\_\_\_\_ Sunday (9am-11pm): \$1550 *plus tax*

**CATERING INFORMATION:**

Preferred Caterer: \_\_\_\_\_ Non-Preferred Caterer: \_\_\_\_\_

**\*\* 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. \*\***

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: \_\_\_\_\_

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

**(A cleaning fee of \$175 will be due 2 weeks before your scheduled event)**