

**VENUE RENTAL**
The Palafox House is available as a venue rental for all types of events: weddings, rehearsal dinners, corporate gatherings, holiday parties, birthday celebrations, and more. The venue can accommodate up to 125 guests for a seated event, and up to 175 guests cocktail-style. Rental fees include venue rental and furniture (tables and chairs). Additional fees will apply.

**Furniture included: Rental Rates:**
(125) Black Chivari Chairs Sunday-Thursday: $150/hour (4-hr minimum)
(10) 60” Round tables Friday, Daytime (8am-2pm): $900
(8) 48” Round tables Friday, Evening (4pm-11pm): $1,500
(5) Cocktail tables Friday-Saturday (8am-11pm): $2,500

(5) 6ft Banquet tables *Setup and Breakdown must be included within timeframe.*

(2) 8ft Banquet tables *Events must end by 10pm to allow one hour for cleanup.*

*Linen not included.* *No event is permitted to surpass 11pm without approval.*

**The Palafox House is not responsible for setting up and/or breaking down your event.**

**For information on outside event services, please contact your booking coordinator.**

**BOOKING | CANCELLATION POLICY**

1. A 50% deposit is due upon booking your reservation to secure 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.

1. A $150 processing fee is included in your rental price. This fee is **non-refundable** if your event is cancelled.
2. All balances are due 2 weeks prior to your scheduled event date, after which no refunds will be issued.
3. Final guest counts must be given no later than 2 weeks before your scheduled event date.

**ADDITIONAL FEES**

1. A cleaning fee of $175 (plus tax) will be applied to each venue rental at the Palafox House.

This fee will be taken with the initial venue deposit.

1. Venue tax of 7% will be added to the venue rental rate.
2. A house attendant must be present onsite for each rental.

The house attendant is scheduled during the hours of your rental:

* 1. Hourly Rentals: $25 per hour
	2. All Day Rentals: $250 per day
1. The client will be charged a $500 security deposit upon booking. The deposit will be refunded within 30 days to the card or address on file provided all cleaning procedures are met; there are no damages to the venue or grounds; and there are no missing items belonging to the Palafox House.

**INSURANCE CERTIFICATE**

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

1. Client is providing an outside caterer or bar service not listed as a preferred vendor.
2. No food and/or beverage is being provided.

How to obtain insurance certificate:

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

**CLEANING PROCEDURES**

The client is required to make sure all basic cleaning procedures listed below are performed.

**In the event all procedures are not met, you will forfeit your security deposit of $500.**

 **BAR CLEANING PROCEDURES**

1. Remove all bar equipment brought into the venue (cups, straws, napkins, etc.).
2. Remove all items from bar refrigerator and ice well.
3. Sweep floor of any debris.
4. Wipe down bar surfaces.
5. Remove all trash and place in dumpster.
6. Ensure ice is drained from ice well.
7. **Empty drain bucket underneath the bar.**
8. Turn off mic and speaker system.
9. Turn off overhead lights and bar lamps.

**KITCHEN CLEANING PROCEDURES**

1. Remove all items brought into the venue.
2. Remove and bag all trash from kitchen and place in dumpster.
3. Ensure (3) three trash cans are left in the kitchen.
4. Sweep kitchen and dishwashing station floor of any debris.
5. Wipe down all prep tables, oven, microwave, and refrigerator.
6. Remove all items inside the refrigerator.
7. Ensure no food has been left in the sinks and drain water from the dish machine.
8. Ensure the oven and hot box have been turned off and no food has been left inside.
9. Turn off all lights in kitchen and lock the back door.

 **MAIN HALL CLEANING PROCEDURES**

1. Remove all items and décor brought into the venue.
	1. Any décor left behind will become property of the Palafox House.
2. Break down all tables and chairs – no more than 5 chairs to a stack.
	1. Tables must be organized by size behind the barn door.
	2. Additional fees may occur if tables and chairs are not stored properly.
3. Ensure all debris have been cleaned up and removed.
4. Remove all trash from main hall/bathrooms and place in dumpster.
5. Lower all blinds and turn off all lights.
6. Make sure all doors are locked.
7. If excessive cleaning is required, your security deposit will be forfeited.

**DÉCOR PROCEDURES**

1. Votive or dripless candles are permitted but must be enclosed in glass vases.
2. No tacks, staples or 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.
4. Nothing may 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. Leaving décor at the venue without management approval may incur additional fees.

Any décor left by the client will become property of the Palafox House and discarded.

1. Usage of chalkboard and failure to remove any text, florals, and/or stickers will incur additional fees.

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

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

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 events@goodgrits.com.