



License Agreement Request Form

Today's Date _____ Rental date(s) requested _____ Type of event _____
Move-in time _____ * Event Start/End _____ Complete move-out _____ *

* This must include move in and move out for all vendors. Extensive lighting and/or a tent may require several additional hours.

Event Name _____

Space requested _____ 1st Floor + 2nd Floor Common Areas _____ Grounds (See #3 for more information)

Caterer selected ____ Yes ____ No If yes, please list _____

MANY RENTAL ITEMS MUST BE HANDLED BY CATERERS. PLEASE DISCUSS THIS WITH THEM.

LICENSEE (RENTER) INFORMATION

For businesses and organizations

Legal Name of Organization _____

* Florida Sales Tax Exemption certificate required at time of license agreement is prepared for exemption

For individuals

Applicant's full name _____

Note – Joint agreements with "and" will require signatures of both parties

Address for individuals and organizations

Address _____ City _____ State _____ Zip _____

Primary phone (____) _____ Secondary phone (____) _____ Email _____

Contact Person (Event or Wedding Planner is suggested as the contact person)

This person will be called for information and can authorize charges on you or your organization's behalf.

Name _____ Relationship to Licensee _____

Address _____ City _____ State _____ Zip _____

Primary phone (____) _____ Secondary phone (____) _____ Email _____

Authorization for verification of Space Utilization History, Bank Account Records, Credit Report and Public Records.

I hereby authorize the release of Convention/Conference/Meeting Space Utilization History, Bank Account Records, Credit Report and Public Records whether by telephone, fax, photo copy or original to Crosley Estate. I agree to hold harmless Crosley Estate and all providers of information on the prospective licensee described above. I hereby covenant and warrant that the information provided on this Application is true and accurate. Any resulting contract shall be voidable by the Center if this information is shown to be false or inaccurate. **The Crosley Estate reserves the right to review and approve applicants and events to determine their acceptability for the facility. Completion of a written contract is required to secure your rights.**

Important Crosley Estate Contract Highlights

Please initial all boxes

1. ____ **Standard Rental hours** are from 12pm until 11pm. The following rates will apply for additional hours – 7am-12pm, 11pm-12am \$125 per hour; 12pm – 1am \$125 per hour; 1am-7am \$250 per hour. Additional hours must be listed in the initial license agreement or added by addendum. Hours not listed at the time of contracting may not be available at a later date. ***Please make sure you have contracted enough time for ALL vendors including deliveries to move in and out. Large tents can take several hours.***
2. ____ **Guaranteeing Space and Refunds** - Space is not guaranteed until a license agreement is signed by both parties. *Cancellations less than six month prior to the event date are not eligible for refunds.*
3. ____ **Rental space** –*1st Floor + 2nd Floor Common Areas* include all public areas of the first floor (great room, dining room, library, breakfast nook, bride’s room and public restrooms); and public areas of the 2nd floor (the balcony, ship room, groom’s room and public restrooms); plus the patio and pavilion. There are locked rooms upstairs used for storage that are not included.
“Grounds” refer to the bayside lawn. Set up of equipment including tables, chairs, etc. on the bayside lawn will be considered “rental” and will incur additional charges.
4. ____ **Rehearsal** – For \$100 rehearsals of up to two hours in length may be scheduled. A rehearsal time may be requested at 60 days prior to the event and will be confirmed for availability no more than 30 days prior to the event. Rehearsal are based on availability of the facility. Food service during rehearsal is not permitted. Rehearsals are intended as a practice for the wedding ceremony. They are a non-exclusive use and showings or other business may be taking place during rehearsals. Rehearsals do not take precedence over a contracted, scheduled event.
5. ____ **Liability insurance** is required on all events. Insurance requirements will be provided in your License Agreement. Sources will be provide to you to purchase insurance.
6. ____ **Catering** – Powel Crosley Estate provides in-house food and beverage service. I understand that I am encouraged to choose them or to pick a caterer from the Off-Site Caterer list if I need to supply any catered food to my guests. Self-catering is NOT permitted. These caterers understand the rules of the facility and have met the license and insurance requirements to do business at the Powel Crosley Estate. The Caterer must also handle all rentals and pay a commission of the gross sales. It is suggested you discuss prices and catering prior to contracting. We will be requesting your caterer’s name two months prior to the event. If your caterer is currently not on the program they must apply with the application fee two months prior to the event. Last minute submissions will incur additional administrative fees. All caterers must have liability insurance and be licensed with the State of Florida Department of Business and Professional Regulations http://www.myfloridalicense.com/dbpr/hr/licensing/GT_Catering.html. Out-of-state licenses cannot be used. **There are no exceptions to these rules.**
7. ____ **Alcohol Service** - Powel Crosley Estate has an exclusive right to provide and handle all alcohol service. *You cannot bring in personal alcohol to the building. Donated alcoholic beverages including wine, champagne, beer and liquor are not permitted.* Liquor cannot be removed from the premises. Alcohol pricing will be applied at the prevailing rate in effect at the time of the event.
8. ____ **Equipment** - The following equipment will be available: 20 – 60” round tables, 12 – 8’ tables and 4-6’ tables. All set up and tear down of this equipment will be the responsibility of the caterer as per our agreement with them.
9. ____ **Not Permitted** – Sparklers, *sky lanterns*, fireworks or other things projected into the air are not permitted on the facility property. Live rose petals are not permitted.
10. ____ **Payments** - Estimated balance of charges, per your **pre-event invoice**, will be due no less than two weeks prior to the event. Certified checks, money orders, Visa, Mastercard, and Discover, as well as cash are acceptable. Checks are not accepted less than 21 days prior to event. All charges must be paid in advance. A final invoice will be issued following the event showing all charges and credits to the account.
11. ____ **The weather in Florida** can be unpredictable. It is suggested you have “Plan B” in place with your caterer.
12. **IMPORTANT** – The business office will retain your file with signed license agreement until approximately two months prior to the event. It will then be reviewed by the business office that it is complete and it will be assigned to an event manager by four weeks prior to the event date. The event manager will then begin gathering event coordination work on the event and fine tuning layouts.

Signing this confirms you have read and understood this information and that you will pass this on to those involved in the planning of your event. Retain a copy of this request form for your records.

Signature _____ Date _____

Return this application to: Crosley Estate, Attn. Business Office, One Haben Blvd., Palmetto, Florida 34221
Fax to 941-729-1820