

EVENT DATE: _____

NAME: _____



House of Refuge Wedding Coordinator
Corinne Murphy 772.214.8357
rentals@elliottmuseumfl.org

Venue Rental Contract

The rental area is the brick patio overlooking the ocean. Included in your rental is the use of the Quarters building that can be used as a staging area for vendors. All packages with tents include post coverings, light sets, fire extinguisher, no smoking signs, tent permit, exit signs and set up/breakdown of tables and chairs that are included in the package. This venue will comfortably accommodate up to 100 guests. The museum will be closed during the rental period. If you are interested in a tour for your guests, we can provide tours for an additional fee.

Package A

\$5,500

Package includes:

3 Tents with clear side walls on ocean side

15 – 60” Round Tables / 120 White Chairs

Event Begins at 4PM – Event Ends by 10PM

All vendors must have event broken down and vacate property by 11PM

Daylight Savings Addendum (Nov-Feb) – Event Begins at 3PM – Event Ends by 9PM

\$500 Additional Hour

Package B

\$4,000

Package includes:

1 - 20' x 50' Tent with clear side walls on ocean side

10 – 60” Round Tables / 80 White Chairs

Event Begins at 4PM – Event Ends by 10PM

All vendors must have event broken down and vacate property by 11PM

Daylight Savings Addendum (Nov-Feb) – Event Begins at 3PM – Event Ends by 9PM

\$500 Additional Hour

Package C

\$2,000

Package includes:

1 - 20' x 30' Tent with clear side walls on ocean side

2 – 60” Round Tables / 16 White Chairs / 8 High Top Tables

Event Begins at 4PM – Event Ends by 7PM

All vendors must have event broken down and vacate property by 8PM

Daylight Savings Addendum (Nov-Feb) – Event Begins at 3PM – Event Ends by 7PM

\$500 Additional Hour

Professional wedding planner required for all packages - No exceptions

Facility Rental Only

Available Monday-Thursday Only / Between 4PM-10PM

No tent, chairs or tables included.

Minimum 4 Hour Rental \$1,000

\$250 Additional Hour

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Rental Guidelines and Terms

Availability

Rentals are available based on first come, first serve. A date is not secured until a signed contract and security deposit has been accepted. The property is closed all major holidays.

Fees

A refundable security deposit in the amount of \$500 is required to secure your reservation. This security deposit will be refunded within 10 business days after the event pending there was no damage to the property, museum exhibits or collections and that all fees/charges have been satisfied. Payment by check is suggested. The renter is responsible for the cost of all damage over and above the amount of the security deposit and all legal fees if legal measures are required to recoup damage caused by the renter.

Rental payment is due 30 business days prior to the event. If your rental payment is not paid in full you forfeit your deposit, and your event will be canceled.

If the event exceeds the rental time period, there will be an additional charge of \$500 per hour with a 1-hour minimum charge for any overage.

All property rental fees are subject to tax.

Changes to or cancellation of the contract may be made up to 90 days prior to the event without forfeiture of your deposit. Should there be a cancellation within 90 days of the event you forfeit your deposit. Should there be a breach of contract, you will be responsible for your full rental fee and any additional legal fees incurred to recoup such fees. Changes made within 90 days of the event will be addressed on an individual basis and may result in additional charges up to and including the full amount of the rental contract.

Insurance

Any person or organization using the property of the House of Refuge must provide, 30 days prior to a scheduled event, a copy of insurance certificate naming "Historical Society of Martin County" as additional insured with the individual (s) or agency using the property, for the entire period of the event and in the minimum amount of \$1,000,000 combined single limit of liability.

Vendors

All vendors (caterers, photographers, rental company employees, etc.) must provide liability insurance and a copy of their business tax receipt 30 days prior to the scheduled event. On the day of the event, vendors must check in with the Rental Coordinator as soon as they arrive on the property.

Alcohol

If alcohol is being served, a proper bartender license or alcohol seller/server license must be obtained by you or your vendor and provided to the HSMC 30 business days prior to the event. The HSMC representative present at the event has the right to refuse liquor service to individuals or shut down liquor service completely if necessary.

Setup/Cleanup

The tent, tables, chairs, and lights included in your rental package will be setup and ready on the day of your event. Any questions or concerns should be directed to the Rental Coordinator. The museum is open to the public until 4PM. Vendors may begin setup at 1PM the day of the event. Any pre-event meetings on the property must be scheduled with the Rental Coordinator. Cleanup needs to occur within your rental time and the facility needs to be left as you found it. Trash is the responsibility of the caterer/wedding planner. All trash is to be deposited in trash containers outside the entrance. Failure to remove trash from the property will result in an additional \$250 fee.

* _____ Initials * _____ Initial

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Property Rules

Built in 1876, the House of Refuge is the oldest building in Martin County. Listed on both the local and National Register of Historic places, it is the only remaining House of Refuge of the ten built by the U.S. Life-Saving Service along Florida's East coast. As a historic property, we ask that you help us preserve the integrity of our collection and the beauty of our landscape. It is up to all of us to help preserve the house and the grounds for future generations. Thank you for your understanding.

Smoking is strictly prohibited within the gated museum property. If your guests violate this rule, you could forfeit your security deposit and are responsible for any damage or clean up fees incurred by such activity.

Candles, open flames, and any other ignited items are strictly prohibited on museum property. Sparklers may not be lit within the gated museum property. Traffic is not permitted within the garden area. The rope barriers surrounding the gardens may not be removed or cut. Damage to the garden areas will be assessed the morning after the event and may result in the loss of your security deposit.

Rice, seeds, confetti, glitter, artificial flower petals, balloons and "cold sparks" are prohibited. Any decorations placed on the museum must be approved by the Rental Coordinator in advance.

If there is a band or DJ, be advised that all music must end by 9:45PM. Electric equipment and amplification must not exceed 120V + 20 amps. DJ must provide extension cords for their equipment.

Force majeure. In the event of a natural disaster, property damage or pandemic which renders the property/event unsafe, other options for the event will be determined on a case-by-case basis. The contract will be honored at a later date upon availability.

For publicity purposes, the Museum retains the right to take and use photographs of your event.

By affixing my signature below, I certify the following:

1. I have read and understand the rental guidelines and terms and agree to be bound by them.
2. I will be present during the period stated on the rental agreement.
3. This acceptance is on behalf of all persons in the group with me. If the guidelines are violated, I may be charged additional fees and future permission to use the museum area may be refused to the group or me.
4. By executing this contract, I agree to hold the House of Refuge, the Historical Society of Martin County Inc., and Martin County, along with any of its affiliates, officers, directors, employees, attorneys, or agents harmless from any and all liability whatsoever relating to any and all claims involving the use and any other act contemplated within this Agreement.

Signature

Date

Signature

Date

Printed Name

Printed Name

HSMC Representative

Credit Card Authorization Form

CARDHOLDER INFORMATION

Name: _____

Billing Street Address: _____

City: _____ State: _____ Postal Code: _____

Email _____

Direct Telephone: (_____) _____ - _____

I hereby affirm that I am the owner of the below referenced credit card and that **my name** is listed on the front of the credit card.

I hereby authorize Historical Society of Martin County, Inc. to charge my credit card (listed below) in the amount of \$ _____

Account Holder Signature

CREDIT CARD INFORMATION

Credit Card Type: MasterCard Visa American Express Discover Card

Number: _____

Expiration Month: _____ Expiration Year: _____ Security Code: _____

Billing Zip Code: _____

Cardholder Signature X _____ Date ____/____/____