



## License Agreement Request Form Wedding-Reception

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 \_\_\_\_\_ 1<sup>st</sup> Floor + 2<sup>nd</sup> Floor Common Areas \_\_\_\_\_ Grounds(lawn) (See #2 for more information)

Caterer selected \_\_\_\_ Yes \_\_\_\_ No If yes, please list \_\_\_\_\_

### 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. Additional hours are available for rent at \$250 per each additional 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 later. Unscheduled additional hours are charged at time and a half. ***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 months prior to the event date are not eligible for refunds.*
3. \_\_\_\_ **Rental space** –1<sup>st</sup> Floor + 2<sup>nd</sup> 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 2<sup>nd</sup> 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 or Lawn” refers 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. If scheduled on a Manatee County holiday the rate increases to \$500 for up to two hours in length. 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 times 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 provided to you to purchase insurance.
6. \_\_\_\_ **Catering** – Powel Crosley Estate has multiple in-house caterers to provide your food and beverage service. These in-house caterers work closely with the Crosley staff and fully understand the rules of the facility. The Caterer must handle rentals (including linens and tents) and will pay a commission to the Crosley Estate. You may handle the handle entertainment, limos, clothing and flowers. Referrals may be available from the in-house caterers as well.
7. \_\_\_\_ **Alcohol Service** - Powel Crosley Estate or its designee has an exclusive right to provide and handle all alcohol service. *You cannot bring in personal alcohol to the building. Donated alcoholic beverages is 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. 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. Drones are not permitted by the FAA due to airport proximity.
10. \_\_\_\_ **Deliveries and site visits** - The Estate is *not* an open facility. Site Visits and deliveries must be scheduled in advance. Deliveries must be received and removed the day of the event. Please plan with your caterer and vendors to adhere to this policy.
11. \_\_\_\_ **Payments** - Estimated balance of charges, per your **pre-event invoice**, will be due no less than two weeks prior to the event. Payments can be made through the online payment portal via our website “make payment”. Checks are not accepted less than 30 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.
12. \_\_\_\_ **The weather in Florida** can be unpredictable. It is suggested you have “Plan B” in place with your caterer.
13. **IMPORTANT** – The business office will retain your file with signed license agreement until approximately two months prior to the event. At that time an Advance Form will be emailed to you for completion. This is the starting point of your coordination journey for you and the Crosley Estate.

**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