

Mail or Fax This Completed Form With Your Payment To:

Initials

Fort Zachary Taylor Visitor Services
P.O. Box 1358
Key West, Fl. 33041
(305) 295-0037 * Fax (305)295-0033

CEREMONY RULES & GUIDELINES

Wedding parties or vow renewals of six or less having no prior reservation must use one of the non-reserved locations. There will be a \$50.00 administrative fee plus sales tax of 7.5% for a total of \$53.75. This fee includes park admission. See map for site locations and descriptions. Ceremonies in non-reserved locations are limited to 1/2 hour (30 min).

Ceremonies must be held between 8am and sunset Eastern-Time. All ceremonies will end at sunset Eastern Time and everyone must promptly leave the Park.

It is understood that this nonreserved wedding must consist of six or less people(this is to include all vendors associated with the wedding). If it is determined that more than six people are involved with the wedding the Renter agrees that he/she is responsible for the full price of a reserved site, \$430.00 plus sales tax and entrance fees. _____ Renter Initials

Alcoholic beverages are not permitted within the State Park.

The party is responsible for removing all decorations and trash after the ceremony. Ft. Taylor is a carry in, carry out park. Due to environmental concerns, balloons are not permitted nor is rice or confetti to be thrown, **silk and or artificial flowers of any kind are strictly prohibited, this includes silk rose petals.** Live animal releases are not permitted. Electricity is not available.

Parking for ceremony guests is available only in designated areas. Parking for disabled and elderly guests is available. **THE RENTER IS REQUIRED TO PROVIDE FORT ZACHARY TAYLOR VISITOR SERVICES WITH A LIST OF NAMES OF THE VENDORS AND OR SUBCONTRACTORS THAT IT INTENDS TO UTILIZE OTHER THAN FORT ZACHARY TAYLOR VISITOR SERVICES. FOR EACH VENDOR THE RENTER SHALL PROVIDE SPECIFIC INFORMATION AS TO:**

- A. THE SERVICES TO BE PROVIDED**
- B. THE TIME EACH VENDOR IS SCHEDULED TO BE PRESENT ON PREMISES**
- C. A DESCRIPTION OF EQUIPMENT THAT WILL BE UTILIZED BY EACH VENDOR**

***ALL VENDORS, CATERERS, AND OTHER BUSINESSES ARE REQUIRED TO SHOW A BUSINESS LICENSE AND APPROPRIATE INSURANCE. ALL VENDORS MUST BE APPROVED BY FORT ZACHARY TAYLOR VISITOR SERVICES PRIOR TO ENTRY. FORT ZACHARY TAYLOR VISITOR SERVICES HAS EXCLUSIVE RIGHT AND CONTRACT FOR ALL COMMERCIAL ACTIVITIES IN THE STATE PARK.**

FORT ZACHARY TAYLOR VISITOR SERVICES HAS EXCLUSIVE RIGHT FOR ALL EQUIPMENT RENTALS IN THE STATE PARK. PLEASE INQUIRE AT (305) 295-0037.

CANCELLATION POLICY: ONCE A RESERVATION IS RECEIVED, ALL CANCELLATIONS ARE 100% NONREFUNDABLE.

Time limited to 1/2 hour for non-reserved site.

ENTRANCE FEES for Non-reserved site are included.

The 6 people maximum must include notary/minister, photographer, musicians, etc.

SITE FEE PER CEREMONY (Please Check Site requested):

Please include 7.5% Sales Tax on Site Fee

NR1 (Butterfly Garden) _____ NR2 (Shipping Channel) _____

Party name _____ phone _____

Mailing Address _____

City _____ State _____ zip _____

Date _____ Time of Event _____ Number in party _____

E-mail address _____

Payment Method: Credit Card Only

Credit card number _____ expiration _____ V Code _____

Name as it appears on card _____

Address, if different from above _____

Signature below indicates that YOU HAVE READ AND UNDERSTAND the Ceremony Rules and Guidelines

Party _____ Manager Designee _____

Date _____ Date _____

Party _____ Manager Designee _____

Date _____ Date _____

Required Vendor List

Wedding Planner & Company Name _____

Officiant Name _____ Contact Number _____

Photographer Name _____ Contact Number _____

Transportation Provider _____ Time of Arrival & Pick up _____

Florist(on site set up only) _____ Contact Number _____

Other _____ Contact Number _____

Please List Deliveries, Time of Arrival and Time of Pick up

***All vendors must be listed prior to park entry.**