

Fort Zachary Taylor Visitor Services  
P.O. Box 1358  
Key West, Fl 33041  
305.295.0037

This Contract is made and entered into this \_\_\_ day of \_\_\_\_\_ between *Fort Zachary Taylor Visitor Services, Client*.

**Coordination of Event:**

This Event is to be coordinated by the Special Event Director, Kirsten Corpion of Fort Zachary Taylor Visitor Services. (Additional fees apply)

The Special Event Director agrees to provide the following planning services: unlimited phone calls, emails during the planning stages, event design, complete wedding day management, etiquette do's and don'ts, customized vendor referral, contract negotiation and review, guest transportation, menu planning, ceremony music, reception entertainment, all spa and hair services, ceremony rehearsal coordination, wedding detail timeline, person advisor, bridal party direction, on site team coordination, field problems, timing and schedule of wedding formalities, attend to vendor requirements, coordination of photography and insuring the clean up of venue.

Parties of 30 or more are required to have an Event Coordinator on site for the duration of the Event.

**Description of Premises:**

During the term of this agreement, the Renter shall have the use of the described areas of the Concession Deck and the adjoining Beachfront area in close proximity to Concession Area. The premises are to be used by the Renter for (Wedding Reception) and for no other purpose whatsoever.

The Renter has chosen the Basic Site Rental, which consists of café deck, dinner on adjoining beach area before tree line and access to the main beach, which will have torches and a fire pit. The Renter shall have the use and occupancy of the Premises for a period of 4 hours commencing at **sunset** time \_\_\_\_, on the day of **Date** and ending four (4) hours later, \_\_\_\_\_. Every hour after the initial four (4) hours will incur a surcharge of \$900.00, plus tax. Arrangements for the extra hours must be made at least twenty-four (24) hours in advance. In order to reserve the Premises for the specific time and date set out above, the Renter must execute this agreement and return to The Special Event Director with the required deposit of **nine hundred and thirty seven dollars and fifty cents plus 7.5% sales tax (\$1,007.81)**. Final payment is due no later than 30 days prior to Event.

Fort Zachary Taylor Visitor Services will supply: fifteen round 4 top tables, 40 white padded resin chairs, two 6ft tables, 10 glass centerpieces with white candles, tiki torches

around deck, tiki torches around surrounding area and fire pit on beach. \*Chairs can be used for the ceremony.

**Rules and Regulations:**

The Renter shall use and occupy the premises in a safe and careful manner. 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 and confetti to be thrown, birdseed is an alternative. Live bird releases are not permitted. Release of butterflies or any wildlife is strictly prohibited.

\_\_\_\_\_ (Initials)

There is to be no swimming at any after hours event. Pets must be kept on a leash and are strictly prohibited from beach area. All special arrangements (tents, canopies, live music, chairs, catering, etc.) must be arranged through the Visitor Service Provider and approved before the ceremony. All children under the age of 18 are required to be supervised by an adult at all times. All guests are restricted to the Concession Deck and adjoining Beachfront Area. In the event a guest is found beyond these boundaries they will be asked to leave the park. All events and activities must be approved by Park Management. After hours events are required to have State Law Enforcement Officers and Florida State Park Operations Staff on site during the Event. Food must be served at any Event serving alcoholic beverages.

If your event is held during turtle nesting season May-October, please be advised that special turtle lighting will be required by FWC. The fire pit will not be set up during turtle season. Specialty lighting requests will have to be approved by FWC.

**Special Event Director/Logistics Meeting**

A mandatory logistics meeting must be held between the Special Event Director and the Renter no later than thirty (30) calendar days prior to the date scheduled for the Event. The purpose of this meeting will be for finalizing the overall schedule for the Event in order that the Special Event Director will be informed of the Renter's plan for the utilization of the Premises and to insure that the Event will be coordinated either by Renter, registered Wedding Planner and or Fort Zachary Taylor Visitor Services. The Renter must provide the Special Event Director with an accurate count of guests. The Renter is required to pay \$2.50 per person as a state park entrance fee at this time. The maximum number of guests allowed is one hundred (100). Groups larger than one hundred (100) will be considered by the Special Event Director and Park Manager. The Renter will provide the Special Event Director 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 the Premises

C. a description of the equipment that will be utilized by each vendor

All vendors, and other businesses are required to show a business license and appropriate insurance. All vendors must be approved by Fort Zachary Taylor Visitor Services. All alcoholic and non-alcoholic beverages shall only be provided by Fort Zachary Taylor Visitor Services. Fort Zachary Taylor bar is to be stocked with plasticware only, no glassware is allowed in the park.

Fort Zachary Taylor Visitor Services has exclusive right and contract for certain commercial activities in the State Park.

\_\_\_\_\_ (Initials)

### Schedule Of Fees

**Basic Site Rental Fee (for groups up to 100):** The Basic Site Rental Fee for the café deck and adjoining beach area shall be three thousand seven hundred fifty dollars plus 7.5% sales tax (\$4,031.25) and shall include the nine hundred and thirty seven dollars and fifty cents plus 7.5% sales tax (\$1,007.81) deposit previously paid by the Renter.

**There is a state park entrance fee of \$2.50 per person that is to be paid no later than thirty (30) days prior to the Event.**

Upgraded Site Rental Fee (for groups up to 100): The Upgraded Site Rental fee for the café deck, adjoining beach area and direct beachfront area shall be five thousand dollars plus 7.5% sales tax (\$5,375.00) and shall include the one thousand two hundred fifty dollars deposit plus 7.5% sales tax (\$1,343.75) deposit previously paid by the Renter. There is a state park entrance fee of \$2.50 per person that is to be paid no later than thirty (30) days prior to the Event.

Fortress Rental Fee (for groups up to 150): The Fortress Site Rental Fee for the upstairs, inside and courtyard area of the Fortress, based on a four hour period, shall be four thousand dollars plus 7.5% sales tax (\$4,300.00) and shall include the one thousand dollar deposit plus 7.5% sales tax (\$1,075.00) deposit previously paid by the Renter. There is a state park entrance fee of \$2.50 per person, to include all onsite vendors, to be paid no later than thirty (30) days prior to the Event.

Damage Deposit and Clean-Up. The Damage Deposit shall be preauthorized on a credit card in the amount of five hundred dollars (\$500.00) prior to the Event. In the Event damage is done to the Fort Zachary Taylor property charges will be made accordingly. In the Event the rented area is not cleaned to the satisfaction of Fort Zachary Taylor Visitor Services half of the damage deposit will be refunded and the other will be forfeited. If the Event succeeds safely, no damage is done, and clean up is completed the deposit will be refunded within 48 hours.

Cancellation Fee. Once a reservation is received, all cancellations are subject to a 25% cancellation fee. One week prior to the event cancellations are 100% nonrefundable. In the event of inclement weather reception can be transferred inside the Fortress, lighting fees will apply if event is to be held in Fortress.

Additional Add-ons: Once this agreement is received all additional add-ons will be treated as a la carte items and an addendum will be added for each.

\_\_\_\_\_  
**Initials**

**Hold Harmless/Indemnity**

The Renter shall defend, idemnify and hold harmless Fort Zachary Taylor Visitor Services, Fort Zachary Historic State Park, The Department for Environmental Protection and The Board of Trustees of The Internal Improvement Trust Fund of the State of Florida.

Individually and collectively, at the Renter's expense from any and all claims for loss, damages, injuries, cost, or expense of every nature whatsoever, including attorney's fees, without limit as to amount, occasioned by or in any manner arising from operations or activities of the Renter or Renter's guests, or commissioned vendors chosen by the Renter which are occasioned by any act, admission, neglect, or wrongdoing of the Renter, Renter's guests or choosen vendors.

\_\_\_\_\_ **(Initials)**

**Governing Law**

The provisions of this Agreement shall be construed and interpreted according to the laws of the State of Florida. Any litigation involving this Agreement shall be brought only in the Circuit Court of Monroe County, Florida.

IN WITNESS WHEREOF, the parties have executed this Agreement, this \_\_\_\_ day of \_\_\_\_\_.

Attest:

Fort Zachary Taylor Visitor Services

\_\_\_\_\_  
Print Name of Renter

\_\_\_\_\_  
Signature of VSP Representative

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Signature of Renter