



Rental Request Form

Rental date(s) requested _____ Event Type _____

Move-in date (if different than event date) _____ Move-in time _____ Event Start/End _____

Complete move out time * _____ (includes guests, entertainment, caterer, and all rental equipment)

Space requested 1st Floor + 2nd Floor Common Areas Grounds Business – non exclusive use

Check if applicable: Live music Admission/donation charged Alcohol service required

LICENSEE INFORMATION

For individuals Natural person lawfully residing in _____ (County), _____ (State)

Applicant's full name _____ (continue to address section)

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

For businesses and other organizations

Legal Entity Name Including state organized in: _____
(If sales tax exempt, certificate must be attached)

Organization name _____

For business or organizations – person agreement should be sent to _____

Address for individuals and organizations

Address, city, state, zip _____

Day phone (_____) _____ Alternate phone (_____) _____ Cell phone (_____) _____

Email address (*print clearly*) _____ Fax (_____) _____

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

This person will be called for information and can authorize charges on your behalf.

Name _____ Relationship to Licensee _____

Address _____

Day phone (_____) _____ Alternate phone (_____) _____ Cell phone (_____) _____

Email address (*print clearly*) _____ Fax _____

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.**

Read and sign page two (back)

Important Crosley Estate Contract Highlights

- Rental hours** are from 11am until 11pm. Additional hours are based upon availability and are charged at a minimum of \$125 per hour. Use of the Facility by caterers and other outside vendors before 11am or after 11pm will incur the **minimum** of \$125 per hour for which the Licensee will be responsible for payment.
- 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.
- 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); public restrooms on first and second floors; and public areas of the 2nd floor (the gallery balcony, ship room and groom's room); plus the patio and pavilion.
"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.
Non Exclusive Business refers to use of all common areas and public restrooms on the first and second floors, plus the agreed upon meeting room (Powel's Room, Gwendolyn's Room, Seagate Room or Bayside Room) which shall be indicated in the contract.
- Move in / Move out / Rehearsals** – Thirty days or less prior to the Event, space may be rented on non-event days from 10am – 4pm for move in and move out at \$350 per day (based upon availability.) Prior to 30 days, move in and move out will be contracted at regular rental rates. Rehearsals up to two hours in length may also be scheduled 30 days or less prior to the Event (based on availability of the facility.) for a fee of \$100. No food service will be permitted during rehearsals.
- Liability insurance** is required on all events. Insurance requirements will be provided.
- Catering** – All contracted caterers must be enrolled in the Powel Crosley Estate Approved Caterer Program.
- Alcohol Service** - Manatee Convention Center and Powel Crosley Estate have a non-negotiable, exclusive right to handle all alcohol service. 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.
- 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 Licensee or their caterer.
- Not Permitted** – Sparklers, **sky lanterns**, fireworks or other things projected into the air are not permitted. Live rose petals are not permitted.
- Deliveries and walk thru** - The Crosley is *not* an open facility. Walk-thru and deliveries must be scheduled in advance. Deliveries must be received and removed the day of the Event. Please make arrangements with your caterer and vendors to adhere to this policy.
- Payments** - Estimated balance of charges, per your **pre-event invoice**, will be due no later than 21 days prior to the Event. Certified checks, money orders, Visa, Mastercard, and Discover, as well as cash are acceptable. No personal/business checks are 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.
- The weather in Florida** can be unpredictable. It is suggested you have "Plan B" in place which moves any outdoor portions of the Event inside, or consider renting a tent if your guest count is more than 75 people. So as not to disrupt your event and guests the decision to implement Plan B should be made at least one hour prior to the start of the Event.
- IMPORTANT** – The Crosley Estate supplies a facility representative to be on site the day of your event to open and close the facility, oversee bar service, and monitor caterers and vendors for compliance. The Crosley Estate does not have wedding or event planners available. Suppliers of bridal services can be obtained thru the internet, bridal magazines, florists and caterers.
- Approximately eight weeks prior to the Event your file will be assigned to a facility representative. At that time the facility representative will contact you. Should you need assistance in advance of this time, please contact the Business Office at 941-722-3244 extension 0.

Please indicate by your signature that you have read and understand this information.

Retain a copy of this request form for your records.

Signature _____ Date _____

Return this application to: Crosley Estate, Attn. Business Office, One Haban Blvd., Palmetto, Florida 34221
fax to 941-729-1820 or email to dawn.lewers@mymanatee.org