



VENUE CONTRACT v20230402

Event Number:		Number of Guests:		Date of Venue Visit/Contact:	
Date of Event:		Day of Event:	M T W Th F Sa Su	Time of Event:	

Type of Event: Wedding Celebration of Life Birthday Party Company Function Other:

Client Name(s):

Client Address:

Street

City

State

Zip

Cell Phone

eMail

Caterer	
Bartender	
Music / DJ	
Flowers	

Venue Price (includes one cleaning)	\$950 / \$1550 / \$2050	Downpayment (from page 2)	\$300 for \$950 event \$500 for \$1550/2050 events	Balance Due (one month prior to event)	
Security Deposit	\$250.00	Date of Downpayment		Date Balanace Paid	
Total Venue Fee	\$1200 / \$1800 / \$2300	Check # / Credit Card		Check # / Credit Card	

Client Signature _____ **Event Coord. / Civitan Rep.** _____

Date Date

*** Security Deposit is for any damages and/or cleanup not completed per the contract on page 4.

Terms and Conditions:

AVAILABILITY AND BOOKING: In order to reserve the Civitan Beach House for a specific date in the future, a signed copy of the contract must be completed, signed and returned to St. Petersburg Civitan Club or the Event Coordinator. It must be accompanied with a booking deposit. See the table below. This will secure your event time and date. This deposit is non-refundable and will be applied to your final payment. Civitan reserves the right to refuse access to any client, caterer or bartender.

FEES: If the event is postponed by the client, with 30 days notice, the deposit may be applied to future date. If cancelled it will be recorded as a donation to the Foundation. The balance of the fee and security deposit is due and payable 30 days prior to the event date.

Checks should be made payable to "St. Petersburg Civitan Foundation" and sent to PO Box 3064 Seminole FL 33775. All other fees are separate and will be paid directly to the vendor you use. **Credit Card payment instructions are on page 5.** Venue fees are detailed below.

Venue Fee - Clients

Day of Week:	Public Rates	Downpayment	Designated Holidays (Day Of)		Sunday Prior To
Monday-Thursday	\$ 950	\$ 300	New Year's Day	Labor Day	ML King Birthday
Friday & Sunday	\$ 1,550	\$ 500	Valentine's Day	Thanksgiving	President's Day
Saturday & Holidays	\$ 2,050	\$ 500	St. Patrick's Day	Christmas Eve	Columbus Day
			Easter	Christmas Day	
			Memorial Day	New Year's Eve	

An additional \$250 Security Deposit due at the time of final payment one month prior to the event. It is refunded within 10 days of the end of the event if there are no damages and decorations have been removed.

CANCELLATION: All Civitan Beach House down payment fees are non-refundable. Cancelling the date of an event less than 30 days prior to the day of the event is considered a cancellation. All fees paid to that time are then nonrefundable.

DISCLOSURE: If Civitan Beach House is inaccessible and prevented from producing the event herein due to "Acts of God", other than rain, beyond the control of St. Petersburg Civitan Foundation; such reason will be deemed a valid excuse for postponement or cancellation of the event. St. Petersburg Civitan Foundation will assist the member in rescheduling the event, or release the member from obligation. If event cancellation results, the member will not be responsible for paying contracted charges to St. Petersburg Civitan Foundation.

ACCESS TO BEACH HOUSE: Clients may access the Beach House at 11am the morning of the event. Someone must be present after access is given. Access the evening prior is available for an additional fee as long as there is no other event taking place. Quiet time is 11pm. All music and alcohol service shall cease at 11pm. Event cleanup should begin at this time and completed prior to 11:45pm. You must vacate the premises by midnight.

FACILITY, FURNISHINGS, EQUIPMENT AND UTILITIES: Monies paid to St. Petersburg Civitan Foundation associated with this contract include the following:

- The Civitan Beach House rental fee includes the use of the property and tables and chairs.
- On-site parking at your own risk.

LOSS OR DAMAGE OF MEMBER AND GUEST PROPERTY: Saint Petersburg Civitan Club is not responsible for loss or damage to property of the member, guests, or external vendors. Saint Petersburg Civitan Club is not responsible for loss or damage to vehicles of the member, guests, or vendors using the building parking lot.

INSURANCE: All clients, caterers and bartenders are required to supply a COI that covers bodily injury to your guests, property damage, and Host Liquor Liability. This insurance is REQUIRED whether you are having a “dry” event or not. You can purchase this insurance through: <https://www.theeventhelper.com#H5EOIs>. You may also find your own source for this insurance. A copy of your policy must be emailed to the following email address at least 4 days before your event: civitan19@gmail.com.

EXCLUSIONS: Booking fee does not include food or catering, cost of liquor and bartenders, hospitality requirements, insurance, additional security, musicians or DJ’s, wedding officiating etc. The venue booking fee is only for the use of the Civitan Beach House the day of the event.

EXTERNAL VENDORS:

- The St. Petersburg Civitan Foundation assumes no responsibility for service provided by external vendors, and requires that all vendors have appropriated licenses, permits and liability coverage for the services they are performing.
- The St. Petersburg Civitan Foundation reserves the right to refuse the use of particular vendors based on experience with their services as they pertain to the care and up-keep of the Civitan Beach House.
- The St. Petersburg Civitan Foundation reserves the right to deny permission for services that pose a potential for damage to the property.

DECORATIONS: The use of glitter, confetti, rice and birdseed in the building or on the property, is not allowed. Tape, gum, nails, staples or thumbtacks on the walls or ceilings are not allowed. All items used for decoration must be removed after the event. Repairs to any surface including floors, are the responsibility of the client.

CANDLES: Use of candles or open flame in the building is not allowed. The use of pyrotechnics, fog machines and props of that nature is prohibited. Sterno for food service is the only exception. Fireworks and sparklers are prohibited. Balloons and Japanese lanterns are prohibited from being launched on Civitan property.

TURTLE SEASON: The season runs May 1st- October 31st. Only amber, orange or red lights may be used outside.

MISCONDUCT, NEGLIGENCE & MINOR CHILDREN: The client will be responsible for damage to the property of the Civitan Beach House due to gross misconduct or negligence of guests and vendors. Sand dunes are part of protected beach areas and are not to be used for walking or seating. Use the designated pathways for beach access. Children will not be allowed in the parking lot without a parent or adult member of your event.

SECURITY AND PARKING: Security service is the responsibility of the client. Overflow parking, if required, is the responsibility of the client. Vendors are responsible for the safety and security of their own vehicles.

NOISE LEVEL: Noise levels of your event may not disrupt neighbors of the Civitan Beach House. We reserve the right to regulate the volume of any performers and to refuse the use of loud instruments. Alcohol service, music or DJ’s must cease by 11PM Eastern Time. Cleanup of decorations should be completed by 11:45pm. The property must be vacated by Midnight.

SMOKE FREE ENVIRONMENT: In accordance with City Ordinance, smoking is prohibited in any part of the building. Smoking is permitted outside at the front or rear entrances of the Civitan Beach House. Use only the appropriate receptacles for smoking materials. Planters should not be used for trash or smoking materials.

CLIENT EXPECTATIONS AND DUTIES:

All guests are expected to treat the property respectfully and take care of the following duties:

- Someone from the client side must be present at all times after access is given to the Beach House.
- The Civitan Beach House rental fee includes the use of the property and tables and chairs.
- All setup is the responsibility of the client, unless otherwise contracted with an event coordinator. You are responsible for setting up any additional tables and chairs that you may need for your event.
- Kitchen – do not dump anything into the sinks other than liquid. (No food debris)
- Tables – all extra tables and chairs will be returned to the large storage area at the front of the building and stacked neatly.
- Clients shall stack all chairs (8 per table) on top of tables at the end of the event. They may not be taken outside the Beach House.
- Inside the Beach House, neither grilling nor use of the kitchen is allowed. No grilling is allowed on the deck nor front porch.
- All decorations shall be removed from the premises prior to the client leaving. This includes signs, balloons, tape, zip ties, staples etc. No nails are allowed in any wall or ceiling.
- All beach alterations should be cleaned up after any ceremony. Trash, seaweed and any decorations should be removed. Seaweed that is piled up by the client for decoration purposes needs to be removed/moved to its original condition.
- All refrigerators should be empty at the conclusion of the event. Do not leave anything in them.
- Cleaning after the event is included in the venue price and is done by our cleaning service. Clients shall place chairs on top of tables as noted above.
- Trash bags will be moved to the dumpster by our cleaning service.
- The client shall pay a \$250 security deposit at time of final payment for any damages, removal of decorations or non-compliance with terms on this list.
- Other than removal of decorations, stacking of chairs and return of extra tables and chairs, cleaning will be done by Civitan cleaning service. This includes floor sweeping and taking trash to the dumpster.
- 30 minutes before the conclusion of the event the client will call our Event Coordinator, Debbie Roberts on her cell at (727) 244-1526 to let her know what time you will be leaving.

I have read and accept the terms and conditions set forth for the contracted event.

Client _____
Signature Printed Name Date

Event Coord. /Civitan Rep _____
Signature Printed Name Date

Civitan Beach House
Venue Rental Payments
Down Payment Instructions

Using Credit Card Pay Link

- Go to <https://stpetecivitan.org/>. Click on CIVITAN BEACH HOUSE RENTAL>PAY FOR EVENT or follow this link: <https://stpetecivitan.org/product/reservation-payment-for-civitan-beach-house/>
- Enter the amount of your down payment plus the 2.8% credit card fee and click 'Add to Cart'.
 - a. Down Payment of \$500 is \$500 plus \$14 for a total of \$514. (for \$1550 & \$2050 events)
 - b. Down Payment of \$300 is \$300 plus \$8.40 for a total of \$308.40. (for \$950 events)
- Click 'Proceed to Checkout' on the next page.
- Enter your billing information Submit all information and click 'Continue' to finish the transaction.
- There is a \$250 security deposit that is due with the final payment. It will be refunded after the event as long as there are no damages and/or cleaning charges.

Check Payments

A Down Payment is due at the time of booking to reserve the calendar date.

Paying via check will save you some money. Down payment is \$500 (for \$1550 & \$2050 events) OR \$300 (for \$950 events)

Send all checks payable to 'St. Petersburg Civitan Foundation' to:

St. Petersburg Civitan Foundation

PO Box 3064

Seminole FL 33775