

Civitan Beach House

PO Box 3064 Seminole FL 33775-- (mailing address)

18604 Gulf Blvd, Indian Shores FL 33785 -- (physical address)

(727) 754-3079 | [civitan19@gmail.com](mailto:civitan19@gmail.com)



**VENUE CONTRACT – MEMBERS v20240501**

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

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

**Member Name(s):**

**Member Address:**

Street

City

State

Zip

Cell Phone

eMail

<b>Caterer</b>	
<b>Music / DJ</b>	
<b>Flowers</b>	
<b>Wedding Officiator</b>	

<b>Venue Price (includes one cleaning)</b>	\$1150 / \$1600 / \$2100	<b>Downpayment (from page 2)</b>	\$300 for \$1150 event \$500 for \$1600/2100 events	<b>Balance Due (one month prior to event)</b>	
<b>Security Deposit</b>	\$250.00	<b>Date of Downpayment</b>		<b>Date Balance Paid</b>	
<b>Total Venue Fee</b>	\$1400 / \$1850 / \$2350	<b>Check # / Credit Card</b>		<b>Check # / Credit Card</b>	

**Member Signature** \_\_\_\_\_

Date

**Event Coord. / Civitan Rep.** \_\_\_\_\_

Date

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

**Terms and Conditions:**

**MEMBER BOOKING RATE:** Members pay the same rate as our public rate. This is to stay in compliance per the advice of our tax accountant regarding the laws that govern the Foundation for 501c3 compliance. Cleaning is included which is done prior and after any event.

**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 the St. Petersburg Civitan Foundation 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.

**FEES:** If the event is canceled by the client, the deposit may be applied to future date or will be recorded as a donation to the Foundation. The balance of the fee 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 catering fees are separate and will be paid directly to the caterer. Other vendor fees and payment of those fees will be coordinated through A Tailored Event our Event Coordinator, or the caterer if they offer those services. **Credit Card payment instructions are on page 6.**

**Venue Fee - Members**

Day of Week:	Public Rates	Downpayment	Designated Holidays (Day Of)		Sunday Prior To
Monday-Thursday	\$ 1,150	\$ 300	New Year's Day	Labor Day	ML King Birthday
Friday & Sunday	\$ 1,600	\$ 500	Valentine's Day	Thanksgiving	President's Day
Saturday & Holidays	\$ 2,100	\$ 500	St. Patrick's Day	Christmas Eve	Columbus Day
			Easter	Christmas Day	
			Memorial Day	New Year's Eve	

Venue fee is due for any event over 30 guests. No fee is due for events on Mon-Thurs. for less than 30 guests.

**CANCELLATION:** All Civitan Beach House venue fees are non-refundable. Rescheduling the date of an event less than 72 hours prior to its contracted start time is considered a cancellation.

**DISCLOSURE:** If St. Petersburg Civitan Foundation is prevented from producing the event herein due to “Acts of God”, other than rain, beyond the control of the Foundation, we 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:** Members may access the Beach House at 11am the morning of the event. We have a limit of 165 guests which includes all vendors servicing the event.

**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.
- Tables – (20) 60” round, (11) six foot rectangular, plus chairs.
- On-site parking at your own risk.

Client Initials \_\_\_\_\_ Event Coord./Civitan Rep. Initials \_\_\_\_\_

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

INSURANCE: The client will purchase a one-day event policy from <https://www.theeventhelper.com#H5EOIs>. St. Petersburg Civitan Foundation should be named on their certificate as ‘Certificate Holder/Additional Insured.’”

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.

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, 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.

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 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.

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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 Addendum To Venue Rental Contract for Catering Drop Off

The Civitan Beach House rental fee includes the use of the property and tables and chairs. If your caterer is dropping off food and not attending the event, you are responsible for setting up any additional tables and chairs that you may need for your event as well as breaking them down at the conclusion of the event, and returning them to storage. Chairs for the six cream color tables on wheels in the main room must also be folded and placed back on top of the tables. (You do have the option of hiring A Tailored Event for your event planning to handle this for you.) All Catering Drop Off guests are expected to treat the property respectfully and take care of the following duties:

- Kitchen – area is to be clean, including counter surfaces wiped and floor swept.
- Floors – are to be swept clean of any debris and absent of any stains or spills.
- Entries – entry ramp, porches, deck and beach area are free of any debris and spills.
- Trash – is to be deposited in the dumpster located in the parking lot area.
- Tables – all extra tables and chairs will be returned to the large storage area at the front of the building and stacked neatly!
- Chairs for the six cream color tables on wheels in the main room must be folded and placed back on top of the tables.
- Neither grilling nor use of the kitchen is allowed.
- Do not dump anything in the sinks other than liquid. (no food debris)

If your caterer is dropping off food then you are required to get one day Temporary Event Insurance to cover 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>.

“St. Petersburg Civitan Foundation” 18604 Gulf Blvd, Indian Shores, FL 33785 needs to be listed in the **Certificate Holder** and **Additional Insured Organization** sections.

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 72 hours before your event:

[civitan19@gmail.com](mailto:civitan19@gmail.com)

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Client Signature

Date

Civitan Beach House  
Venue Rental Payments  
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 \$1240 & \$1640 events)
  - b. Down Payment of \$300 is \$300 plus \$8.40 for a total of \$308.40. (for \$760 events)
- Click 'Proceed to Checkout' on the next page.
- Enter your billing information Submit all information and click 'Continue' to finish the transaction.

**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 \$1240 & \$1640 events) OR \$300 (for \$760 events)

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

St. Petersburg Civitan Foundation

PO Box 3064

Seminole FL 33775