

HISTORIC ROSSETTER HOUSE MUSEUM & GARDENS
1320 Highland Ave., Melbourne, FL 32935
321-254-9855

RENTAL APPLICATION

For rental of the Historic Rossetter House on _____.
(Date of Event)

The Historic Rossetter House Museum agrees to rent its property to
 _____ for a _____
(Name of Renter) *(Type of Event)*
 only from _____ to _____ on _____, 20____,
 subject to the policies stated below.

HISTORIC ROSSETTER HOUSE SCHEDULE OF CHARGES

Medium Size Event

Accommodates up to 28 people with tables, 40 people theater style (renter must contract with an outside for theater style)

The Historic Rossetter House Museum provides a beautiful outdoor setting for an event such as a bridal or baby shower or teas. The rental fee is \$250 for two (2) hours and \$75 for any additional hour. The fee is based on time of the event and departure of all guests. If an evening event, event must end with all guests departed by 8 pm.

Set-up is allowed during regular business hours the day before the event, or as early as 10am the day of the event. Break down is allowed for one (1) hour after rental time. **If event exceeds contracted rental time the Renting Party will be charged an additional \$100/hour.**

Permitted Uses:

The Historic Rossetter House Museum provides only the location. A renter/user of the Historic Rossetter House Museum shall agree to:

1. Abide by all rules and regulations of the Historic Rossetter House Museum as specified on Rental Permit Application.
2. Be sensitive to the preservation needs of the building, the museum collection and the property's grounds.
3. The Historic Rossetter House Museum reserves the right to refuse use of the property to individuals or groups whose mission and/or public image is incompatible with that of the Rossetter House Foundation or the Florida Historical Society.

Renter's Initials: _____

Rev. 03/22/2017

The Historic Rossetter House Museum provides only the grounds. The House Museum & Rooms are not open.

Photography

Personal photography is permitted during the rental time. Commercial and publicity photography, cinematic and television filming may be permitted when it is dignified and compatible with the character of the property. Specific approval is required in each instance and fees may be charged.

Application

Application for rental use of The Historic Rossetter House Museum should be made with the Site Manager. At this time full information concerning the type and purpose of the event being planned must be disclosed, including the anticipated numbers of guests (no more than 40) and hours of use.

Deposit

A \$150 Deposit is required to reserve The Historic Rossetter House Museum and Gardens outside venue, and serves as a security deposit, which may be refunded after the event, if all terms of the contract have been adhered to. This deposit is separate from the rental fee and is due once contract is approved by the Florida Historical Society.

Rental Fee

The rental fee **is due 21 days prior to the event or it is considered late. A ten dollar a day fee may be added for each day this is late.** The renter is RESPONSIBLE FOR PAYMENT of any additional charges such as but not limited to help and security incurred after balance due is received. This payment will be deducted from the Damage deposit if necessary.

Tables and Chairs

Tables and chairs can be rented from the Rossetter House Museum for a fee of \$50. This will provide the renting party with 7 round tables which seat 4 people each, 28 chairs, and two 6 foot long tables. If the renter will be hosting more than 30 people, the renter must contract with an outside vendor to provide chairs.

Insurance

Renter must provide a Certificate of Insurance with current Comprehensive General Liability Coverage (including Host Liquor Liability, if a bar is provided), in the amount of \$1 million. **The Insurance Certificate must be received by the Historic Rossetter House Museum Site Manager at least 21 days prior to the event. (Insurance is available Online just Google “Event Insurance”)** The

Renter's Initials: _____

Rossetter Foundation, Inc. and The Florida Historical Society, Inc. shall be named as additional insured for the date of the event. The person(s) signing the Rental Permit Application assumes responsibility for the conduct of all persons at the event as well as all financial responsibility for payment of fees and coverage of any and all damage or loss of Historic Rossetter House Museum property which occurs as a result of the function or during it as well as any personal injury which may occur during or as a result of the function or use of the property. Children under 12 years of age **MUST** be under supervision of an adult guest at all times when they are on the Rossetter House premises.

The Historic Rossetter House Museum provides only the site. Caterers, vendors, subcontractors and rental companies are hired by the renter and must be approved by The Historic Rossetter House Museum at least 21 days prior to the event. Only fully licensed, insured caterers may be used. Renter is responsible for all actions of vendors/subcontractors. It is the Renter's responsibility to ensure that the subcontractors are aware of and adhere to Historic Rossetter House Museum Rules and Regulations that apply. All subcontractors present at The Historic Rossetter House **MUST** be approved by the Rossetter House Museum at least **21 DAYS PRIOR TO EVENT** .

The renting party is responsible for all trash removal and supplying all materials necessary, i.e., garbage cans, liners, cleaning supplies, mops, extension cords, etc. Clean up after an event is required and the total responsibility of the renting party. Failure to comply will result in the loss of Damage Deposit. It should be clearly understood that the duties of The Historic Rossetter House Museum staff concern only the preservation and security of the site. Historic Rossetter House Museum staff shall be present to supervise during the function and to close the building and grounds after the function ends.

The renting party and all hired caterers and vendors must be willing to work closely and cooperatively with Historic Rossetter House Museum staff. **The renting party** should ensure that there is enough catering staff to service the event, including set-up and break-down. **The renting party** is responsible for overseeing and ensuring the removal of all trash from Rossetter House property immediately after the event. Failure to comply with Historic Rossetter House Museum rules may result in suspension of ANY vendor's privilege to work at the Rossetter House and the forfeiture of the renter's (renting party's) deposit. Rossetter House may refuse any vendor access.

Renter's Initials: _____

Rev. 03/22/2017

Caterer's Insurance Requirements

The caterer must provide at least 21 days prior to the event, a Certificate of Insurance providing evidence of:

- (1) Current Comprehensive General Liability Insurance in a minimum amount of \$1 million per occurrence, Combined Single Limit Coverage including Product Liability. The following entities shall be named as additional insured: **The Rossetter House Foundation, Inc., and The Florida Historical Society, Inc.**
- (2) If alcoholic beverages are to be dispensed, served, sold or distributed, the caterer/vendor shall, in addition, provide Liquor Liability Insurance in a minimum amount of \$500,000,

Alcohol will be served: Yes _____ No _____ (Renters initial in line).

If box is checked NO and alcohol is served at event, the event may be terminated immediately with the renter and all fees and deposit will be forfeited.

Combined Single Limit Coverage. In each instance the following entities shall be named as additional insured: **The Rossetter House Foundation, Inc., and The Florida Historical Society, Inc.**

- (3) Caterer shall also provide evidence, in the form of a Certificate of Insurance, of current Workers' Compensation Insurance. All evidence/certificates must be received at least 3 weeks prior to date of event.

RENTAL RULES & REGULATIONS

1. **CANCELLATION:** To receive a full refund of deposit, notice of cancellation must be received by the Rossetter House Museum in writing no later than 60 days prior to the date scheduled and reserved. Notice of cancellation less than 60 days but before 30 days of the event will result in a 25% cancellation fee of both deposit and fees received. Notice of cancellation less than 30 days prior to event will result in **FORFEITURE OF THE TOTAL DEPOSIT AND ANY FEES PAID**. Return of deposit to the renter may occur within 30 days after the event providing no claims for damages or non-performance are documented.
2. Changes in rental hours and the difference in rental fees must be requested of the Historic Rossetter House Museum Site Manager no later than 30 days prior to the event.

Renter's Initials: _____

Rev. 03/22/2017

3. The Historic Rossetter House Museum must be informed at least 21 days prior to the event of all outside contractors/ vendors secured by the renter.
4. Placement of equipment and electrical needs must be approved at least 21 days prior to the event. Electrical availability is limited and restricted.
5. Access to the Historic Rossetter House Museum and its grounds is strictly controlled for security and preservation purposes. Visitors and vendors are not allowed on the grounds unescorted or without prior arrangement. Parking, gate entry, deliveries, drop-off points and times of arrival/departure must be scheduled at least 21 days prior to the event, with the Museum Manager.
6. No open flame is allowed on the property. This includes, but is not limited to, candles, luminaries and lanterns. Candles may be used if the flame is covered by glass, such as a hurricane lantern. Sternos may be used by a caterer, but fire extinguishers must be placed at every site where sternos are to be used.
7. If alcoholic beverages are to be served, Renter shall make certain that the subcontractors have appropriate State of Florida licenses/permits to dispense alcoholic beverages, copies of which are to be filed with Site Manager.
8. Caterers' must close bars serving alcoholic beverages at least 30 minutes prior to the scheduled end of the rental period. Caterers' are prohibited by Florida law from serving alcoholic beverages to those persons under 21 years of age or who appear to be intoxicated.
9. Music must conclude at least 15 minutes prior to an event's ending time.
10. Renter is responsible for ensuring that vendors provide sufficient extension cords, electric panels, lighting, etc. to cover the event's electrical needs. Failure to notify the Museum Manager of electrical requirements may result in inadequate power or power failure and The Historic Rossetter House shall not be responsible for any resulting loss.
11. No nails, staples, tacks or glue are to be used as securing fasteners for any decorations

12. The Historic Rossetter House Museum is not responsible for deliveries, pick-ups or storage.
13. Only service animals for persons with disabilities are permitted on Rossetter House Museum property.
14. The Historic Rossetter House Museum allows property rental from 11:00 am until 9:00 pm. Extension of hours the evening of the event is not permitted.
15. The Historic Rossetter House Museum reserves the right to remove from the premises any person behaving in a manner considered potentially harmful or detrimental to the Historic Rossetter House Museum and/or other guests at the event. Rudeness or excessive rowdiness will not be tolerated.

EVENT CLEAN-UP

1. The Historic Rossetter House Museum is not responsible for items left on property either prior to, at the end and after the event.
2. All rental equipment must be stacked neatly at the end of the event. All rental equipment must be removed from The Historic Rossetter House Museum premises within 1 hour of the end of the event unless other arrangements have been made with the Site Manager.
3. Renter is responsible for clean-up during and after the event. When the renter leaves The Historic Rossetter House Museum, it should look as it did before event setup. Renter is responsible for ensuring all subcontractors provide their own supplies such as but not limited to brooms, mops, cleaning supplies, extension cords, trash cans and liners. Failure to adhere to clean-up rules may result in suspension of any entities privilege to work at the Historic Rossetter House Museum and the forfeiture of Renter's Deposit.
4. No drinks, liquids, ice, water, oil, etc. may be dumped on the grounds.
5. All trash, garbage debris, and decorations must be bagged and removed from the property at the conclusion of the event. Trash removal is the responsibility of the Renter. A substantial charge shall be incurred if Historic Rossetter House Museum trash receptacles are used, or if debris is not removed, and shall be deducted from the Deposit.

Renter's Initials: _____

Rev. 03/22/2017

The signature indicates that Renter has read, understands and fully agrees with the Rules and Regulations listed in this document. Renter agrees to hold the Rossetter House Foundation, Inc., and the Florida Historical Society, Inc. harmless for any and all damages, injuries and/or losses occurring on its premises and to indemnify the Rossetter House Foundation, Inc., and the Florida Historical Society, Inc., for any and all claims for damages, injuries and/or losses by any of Renter's guests, invitees, caterers or service contractors. As of the date listed, this agreement is entered into between Renter and the Rossetter House Foundation, Inc., and the Florida Historical Society, Inc.

 Renter signature

Date

 (Renter) Print Name

 Address

City

State

ZIP

 Contact Number

 Email

 Museum Manager

Date

Renter's Initials: _____

Rev. 03/22/2017

HISTORIC ROSSETTER HOUSE MUSEUM & GARDENS

Receipt of Fees and Insurance

Name of Renter: _____

Scheduled Event Date: _____ Time: _____

Deposit of \$150 Received on: _____.

Returned Deposit on: _____.

Address to return deposit: _____

Event fees \$ 150.00

Number of additional hours: _____ Price of additional hours: \$ _____

Set-up fee (if applicable) \$50 \$ _____

7% Tax: \$ _____

Total Received: \$ _____

Event Fees Due: _____ Received on: _____

Copy of Event Insurance received on: _____

Copy of Caterer Certificate of Insurance received on: _____

Copy of Liquor Liability Insurance (if applicable) received on: _____

***Event Fee and Copy of Insurance due no later than 4pm
(21 days prior to Event Date) A \$10 a day late fee may be added to contract.**

Name of Caterer: _____

Name of Rental Company: _____

Name of other Vendors: _____

Renter's Initials: _____