

**Historic Rossetter House Museum & Gardens**  
**1320 Highland Ave., Melbourne, FL 32935**  
**321-254-9855**

**Roesch Parlor Event Contract**

Name: \_\_\_\_\_ Today's Date \_\_\_\_\_.

Contact Phone # \_\_\_\_\_ Email address: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Time of Event: From \_\_\_\_\_ to \_\_\_\_\_

# of Guests: \_\_\_\_\_ (20 Maximum)

Rental Fee: \$50 (for 2 hours) + \$25 each additional hour \$ \_\_\_\_\_

Do you want Rossetter House tables, chairs? (Linens NOT included)

Set-up Fee (if applicable) \$50 Yes/ No \$ \_\_\_\_\_

# of Round Tables \_\_\_\_\_ # of Rectangle Tables \_\_\_\_\_ # of Chairs \_\_\_\_\_

Do you want to rent any of the following? : \$25 \$ \_\_\_\_\_

Tea set/s Yes/No If yes, how many? \_\_\_\_\_

Three tier tea tray Yes/No If yes, how many? \_\_\_\_\_

Beverage dispenser Yes/No If yes, how many? \_\_\_\_\_

Special Event ¾ hour Tour: All Event attendees only \$50 total: \$ \_\_\_\_\_  
(Paid when fees are due, no refunds.)

7% Tax: \$ \_\_\_\_\_ Total Received: \$ \_\_\_\_\_

Total fees due no later than 21 days prior to event date.

Save the date deposit of \$50 required. This is a totally refundable security deposit. Property must be in same condition as before event started. And event start and stop times adhered to.

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## RULES and REGULATIONS

No nails, staples, tacks or glue are to be used as securing fasteners for any decorations. Use only "Command" type products. No rice or glitter is permitted. No open flame is allowed. The Historic Rossetter House is not responsible for items left on the property either prior or at the end of event. All trash and decorations must be cleared at the conclusion of the event. Facility should look as it did before event setup.

## CANCELLATION POLICY

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.

## INSURANCE

Event insurance is required. - It's easy just Google event insurance on the web. Renter must provide a Certificate of Insurance with current Comprehensive General Liability Coverage (including Host Liquor Liability, if alcohol will be served), in the amount of \$1 million. A copy of the Insurance Certificate must be received by Historic Rossetter House Museum Site Personnel at least **21 days prior to the event Date Due** \_\_\_\_\_. The Rossetter Foundation, Inc. and The Florida Historical Society, Inc. shall be named as additional insured for the date of the event.

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.

## OTHER

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 occur as a result of or during the function, and for any personal injury which may occur during or as a

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result of the function or use of the property. Children under 12 years of age **MUST** be under the supervision of an adult guest at all times when they are on the Rossetter House premises.

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.

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

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.

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Signature of Renter

Date

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Museum Representative

Date

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**HISTORIC ROSSETTER HOUSE MUSEUM & GARDENS**  
**Receipt of Fees and Insurance**

Name of Renter: \_\_\_\_\_

Scheduled Event Date: \_\_\_\_\_ Time: \_\_\_\_\_

Deposit of \$50 Received on: \_\_\_\_\_.

Returned Deposit on: \_\_\_\_\_.

Address to return deposit: \_\_\_\_\_

\_\_\_\_\_

Event Fees Due: \_\_\_\_\_ Received on: \_\_\_\_\_

Copy of Event Insurance received on: \_\_\_\_\_

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

**\*Event Fees 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 each day this is late.**

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