



**PENSACOLA LIGHTHOUSE ASSOCIATION
FACILITY RENTAL AGREEMENT**

Please provide the following event information:

****ALL INFORMATION MUST BE FILLED IN BY FINAL PAYMENT OR LISTED AS N/A****

Client Name: _____ Phone # _____

Address: _____ City: _____ Zip: _____

Email Address: _____

Emergency Contact: _____ Phone: _____

Event Day/Date: _____ Start Time: _____

Specify Each Event: Wedding _____ Reception _____ Other _____

Rehearsal Date and Time _____ **\$50.00 fee for rehearsal**

Set-up Time: _____ Event Ending Time: _____

Number of people attending: _____ Will Alcohol be served? _____

Caterer (Name) _____ Phone: _____

Equipment Rental Firm: _____ Phone: _____

Entertainment (Name): _____ Phone: _____

Florist (name): _____ Phone: _____ Date: _____

Wedding Planner (name): _____ Phone: _____

Please designate a person to be the POC to represent you during the event: Name _____

CLIENT MUST PROVIDE A COPY OF CONTRACT AND POLICIES TO CATERERS _____ Initial

****ALL CATERERS MUST SUBMIT A PROOF OF LIABILITY INSURANCE PRIOR TO EVENT****

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FEE SCHEDULE FOR VENUE RENTAL

The rental fee includes the site (fenced yard) (4) HOURS. For weddings in the yard the four (4) hour time frame includes the ceremony/reception as well as time for photographs. Please be aware that the Lighthouse and Museum will be open to the public during normal business. The yard will be blocked off for your use. The rental fee does NOT include admission to the tower or photos at the top.

Please note due to base security you will need to provide a list of your guests and vendors names that do not have a military ID or a DOD badge or if the guest is over 18 years of age. Please have the full legal name including middle names, (no nicknames please) and date of birth for a background check. Please type and submit this by email to volunteers@pensacolalighthouse.org 45 days or more in advance of your event. Additional information may be requested from base security if a guest does not pass the background check. Base access could be denied if the list is not submitted in the required time frame stated above. All guests who do not have a military ID or DOD badge will be required to come through the west gate located on Blue Angel Parkway during their regular business hours, Monday – Friday 6am to 9pm and Saturday and Sunday 8am to 6pm. Please see the map attached on pg 7.

Top of Tower Rental (after business hours), (1hour limit) 15people	\$150.00 +11.25 tax
Porch (after business hours) limit 20 people (1 hour limit)	\$200.00+ 15.00 tax
Rental fee for the yard with beach access (4 hour limit)	\$600.00+ 45.00 tax
Rental fee for the lighthouse beach area only (1 hour limit)	\$200.00+ 15.00 tax
Rental fee for the yard, no beach access (4 hour limit)	\$450.00+33.75tax
Deposit (NON-Refundable)	\$100.00
Keeper Officiant	\$ 50.00
Clean-up Deposit	\$200.00
Additional hour costs (any hours after the original four (4) hours) NO later than 10pm	\$100.00 +7.50 tax

NOTE: The clean-up deposit is refundable as long as the property is left in the same condition as prior to the guest's arrival. Please see general policies for complete clean-up requirements.

Please see page six for equipment rental prices.

FACILITY RENTAL AGREEMENT

General Policies

Rental Policies: All events are subject to the Association Rental Policies which are in place to protect the integrity of the historic structures and natural habitat of the Pensacola Lighthouse and Museum.

1. This rental contract must be signed by the renter along with a \$100.00 deposit in order for the rental date to be confirmed.
2. Events can be held at any time during the four-hour rental period, if you are renting the yard. The client will have 3 hours on the day of the event to set up beforehand please make all arrangements with the events coordinator.
3. All items brought in for the events must be removed by the end of the rental period unless otherwise arranged by the events coordinator.
4. No preparations that begin prior to the Lighthouse closing shall interfere with its daily operations. Wedding guests and vendors will not enter through the gift shop but by a designated gate that is determined prior to the event, _____
5. In consideration for your guests, please let them know there is no indoor space for them to wait, please don't arrive more than 30 minutes before the event. _____
6. Remember that weather is always a factor so arrangements should be made if inclement conditions arise.
7. Pensacola Lighthouse and Museum is a smoke-free environment inside the fenced-in areas. **Smoking is only allowed in designated areas outside the fence, if this policy is violated the clean-up deposit will be forfeited.**
8. Pensacola Lighthouse and Museum is not responsible for scheduling outside deliveries. The staff will not assist with any set-up beyond directing to the location. This includes chair set-up or break-down, flower placement or any other decorating and preparations.
9. All vendors/ client must provide their own electric cords, lighting and transport of equipment to ceremony locations.
10. There are limited bathroom facilities at the Lighthouse so please advise your guests accordingly.
11. There is limited parking available and it is recommend you car-pool as much as possible.
12. Chair, tables, runners, arches, and other décor may be allowed if provided by approved vendor. Deliveries must be coordinated with the events coordinator.
13. Bubbles, butterflies, and flower peddles may be used during the event. Helium balloons are allowed provided they are weighted down at all times. Sparklers, rice, birdseed, glitter, confetti, non-biodegradable and environmentally inappropriate materials will not be allowed.
14. Nails, staples may NOT be affixed to any part of the Lighthouse, Oil House, Carriage house, wedding arbor, or trees.
15. No open flames will be allowed except for butane canisters used to heat food.
16. All animals, excluding guide dogs are prohibited.
17. The tower will not be open after regular business hours. Please be advised if your event takes place during business hours and alcohol is being served climbing the tower, by client and their guests, is prohibited.
18. The client must respect all city, county and Florida laws regarding noise, liquor and lottery. **The Museum reserves the right to expel any individual(s) not in compliance with these policies.** Alcohol may be served under conditions set by The Department of Alcohol and Tobacco. It is the responsibility of the client/renter to insure that Florida State Laws regarding the serving of alcohol are enforced. Under no circumstances may liquor be consumed on Museum premises before 5:30 p.m. If you or your caterers have questions, it is your responsibility to check out the specifics by calling DAT at 1 -239-278-7195. If alcoholic beverages are to be served, Client must provide copy of required permit(s), or licenses, and additional liquor liability insurance is required. Alcohol beverage services shall be discontinued promptly at 9:00 p.m. _____
19. The client will have one (1) hour for clean- up at no charge after the event. If the client is unable to properly clean up due to a night event, you will be required to return the next morning to finish. Arrangements can be made with the lighthouse staff at the end of the event. _____
20. The Lighthouse does NOT have an indoor reception area or kitchen, a list of approved caterers for NAS Pensacola is attached.

21. All TRASH must be removed and taken and put into the dumpster located at the south east corner of the lighthouse at the conclusion of the event by the client. Please provide your own bags.
22. All decorations are required to be removed immediately following the event. Tables, chairs and other equipment must be removed by 12 pm the following day. The Pensacola lighthouse and Museum is not responsible for items left overnight.
23. All landscaping, trees, plants, shrubs are subject to seasonal change.

Please initial yellow highlighted areas.

ARBITRATION: In the event any dispute shall arise between the parties, related to this agreement or not, it is hereby agreed that the dispute(s) shall be settled by binding arbitration in accordance with Florida law. The parties shall mutually agree to an arbitrator. If an agreement on the arbitrator cannot be reached, the parties shall each select an arbitrator, both of whom will be asked to jointly agree upon an arbitrator to settle any disputes. The selected arbitrator's decision shall be final and legally binding and judgment may be entered thereon. The party initiating arbitration shall be responsible for all arbitrators' fees and the costs associated with arbitration. **THE PARTIES UNDERSTAND THEY ARE WAIVING THEIR RIGHT TO JURY TRIAL AND ARE ADVISED TO SEEK COUNSEL ON THE AFFECT OF THIS RELEASE PRIOR TO EXECUTION.** Notwithstanding the foregoing, the parties are permitted to seek injunctive relief in a court of competent jurisdiction, subject to the choice of law and forum agreement herein, outside of arbitration.

• Please note that the staff does not wish to interfere with your celebration/event however, do to historic preservation; the staff reserves the right to ask anyone to leave who does not cooperate with the policies as written in this document. Simply stated, the Museum will provide the agreed upon facilities and services. It is the client's responsibility to leave the facilities in the same condition as they were found and to adhere to City, State and Federal Ordinances. The Pensacola Lighthouse and Museum reserves the right to refuse the use of the facility for any reason and/or to cease any activities, without refund, that violates policies.

BALANCE MUST BE PAID IN FULL 14 DAYS PRIOR TO EVENT (Make Checks Payable to Pensacola Lighthouse Association).

CANCELLATION POLICY

If the event is canceled **due to severe weather**, all monies (less \$100.00 non-refundable deposit) will be refunded within 30 days.

If the event is canceled for other reasons except weather by the client within 14 days of the event there will be no refunds.

I acknowledge the receipt of the policies governing the use of the Pensacola Lighthouse and Museum and agree to abide by them. I understand that non-compliance of any policy by me or any of my guests may result in forfeiture of all or part of the

Client Signature: _____ Date: _____

Mailing Address: Pensacola Lighthouse and Museum Events
 2081 Radford Blvd
 NAS Pensacola, FL 32508

Email: volunteers@pensacolalighthouse.org Phone: 850-393-1561

Brick Information

A Commemorative BRICK on the Keeper’s Walkway (\$100.00) value is included with the rental of the yard only. If you would like to purchase a brick to commemorate your special event at the lighthouse, you can do so at a discounted rate of \$75.00 per brick.

Information for BRICK (20 characters to include spaces MAX on each line / three lines total)

APPROVED CATERERS FOR NAS

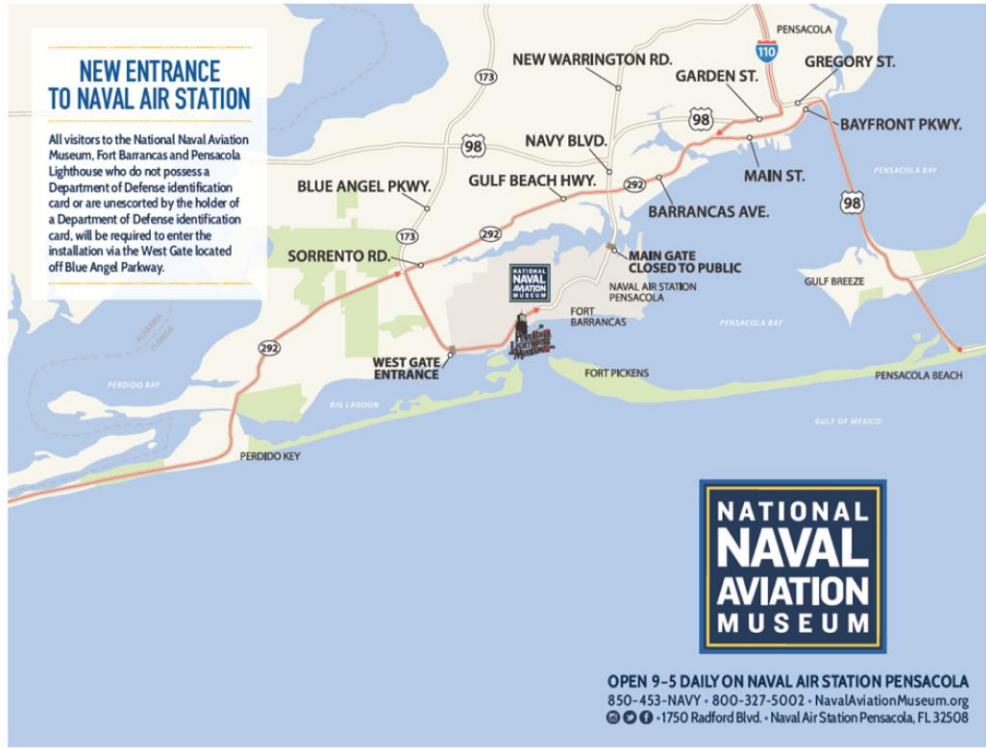
CLASSIC CITY CATERING	850-433-8060
NANCY’S HAUTE AFFAIRS	850-434-0112
PORTABELLO MARKET	850-439-6545
EMERALD COAST CATERERS	850-291-6160
APPLE MARKET	850-516-2319
NOUVEAU PASTERIES &CATERING	850-626-1615
CULINARY PRODUCTIONS, INC.	850-469-0445
BROTHER’S BAR-B-Q CO.	770-656-1363
SONNEY’S BAR-B-QUE	850-456-2107
FISH HOUSE	850-470-0003

Equipment Rental

White Folding Chair	146 chairs available	\$2.00 per chair + tax (yard only)
60" Round Tables (seats 8-10)	14 tables available	\$7.00 per table + tax
Round Bistro Table	10 tables available	\$4.00 per table +tax
6ft rectangular Table	3 tables available	\$4.00 per table +tax
5ft rectangular Table	6 table available	\$ 3.00 +tax
Fender PA/Music system	Per Event	\$ 100.00 + tax
40'x 30' Pole Tent	\$600.00 + tax without sides	\$700.00 +tax w/sides
30'x 60' Pole Tent	\$700.00 + tax without sides	\$ 800.00+tax w/sides
Sheppard Hooks (14)		\$2.00 each + tax
Lanterns (10)		\$3.00 each + tax
Set Up and Breakdown Service for Tent		\$100.00
Set Up and Breakdown Service for Table and Chairs		\$50.00
Café lighting 2, 100 ft. strands		\$75.00 a strand + tax
Bliss Lights Blue, 3 available		\$25.00 each
Dance floor 12x12 parquet		\$225.00 +tax
White Benches 9		\$5.00 each +tax can be used on beach
Popcorn machine		\$50.00/ with popcorn
Active Duty Discount		10%
Package Discount (Tent, tables and chairs)		15% off

NEW ENTRANCE TO NAVAL AIR STATION

All visitors to the National Naval Aviation Museum, Fort Barrancas and Pensacola Lighthouse who do not possess a Department of Defense identification card or are unescorted by the holder of a Department of Defense identification card, will be required to enter the installation via the West Gate located off Blue Angel Parkway.



OPEN 9-5 DAILY ON NAVAL AIR STATION PENSACOLA
850-453-NAVY • 800-327-5002 • NavalAviationMuseum.org
📍 📞 🌐 • 1750 Radford Blvd. • Naval Air Station Pensacola, FL 32508