

Southern Palm Bed & Breakfast
15130 Southern Palm Way
Loxahatchee Groves, FL 33470
561-790-1413
www.southernpalmbandb.com

Thank you for considering Southern Palm Bed & Breakfast for your special event. We are committed to making certain that your event is everything you hope for. The following provides the information to make your vision a reality.

Rental of facility to include:

- Use of grounds for engagement photographs
- Use of grounds for rehearsal dinner
- Paved venue and surrounding outdoor areas
- Bistro lighting
- Stage for band or DJ
- Gazebo and island
- Seating (chairs and tables) for 100 guests (if additional required, it is renter's responsibility) with staff set-up
- Projector and screen
- Tablecloths (132" and white in color)
- Kitchen for staging area for your caterer
- Air-conditioned 6 station restroom trailer
- Complimentary room (Steinbeck)***
- Chafing dishes
- Wedding arch
- Generous time allotted for set-up in advance of event
- White 136 inch tablecloths

***Available April through December only

Guidelines: We ask that you observe the following:

- Vendors must be licensed and insured professionals
- Music & alcohol service, per municipality, must stop at 10:00 p.m.
- Guests must depart premises by 11:00 p.m.**
- Liability insurance (million-dollar policy) must be purchased through Wedsafe.com or comparable company (under \$200.00) 30 days prior to event
- Open fires, BBQ, sparklers, fireworks, sky lanterns, or anything flammable not allowed
- All children must be accompanied by an adult
- Only 2 guests per room, with exception of Hawthorne and Steinbeck
- No pets allowed within facility
- Dining room/kitchen must be thoroughly cleaned the night of the venue
- No food preparation in kitchen allowed; kitchen provided for staging only, per Health Department

*Price of rental is \$5000.00, plus \$1000.00 for security deposit. Security deposit to be refunded immediately upon favorable inspection of premises day following wedding. Full deposit to be granted if grounds are thoroughly cleaned and no damage has occurred. Clean-up must be completed by 12:00 noon following day of wedding. Note that a \$1000.00 non-refundable deposit is necessary to secure your venue date; the \$500.00 will be applied toward \$5000.00 rental fee. **PAYMENT PLANS ACCEPTED.**

Seating (tables and chairs) to be included for 100 guests. The cost for any additional seating to be the responsibility of bride and groom (or funding party) to rent. Tablecloths (132" and white in color) to be provided by Southern Palm.

NOTE: WEDDING ONLY RENTAL FOR \$1500.00. INCLUDES SETTING UP OF CHAIRS AND ARCH. INSURANCE STILL REQUIRED

You may bring any vendor of your choosing or we can suggest vendors who are familiar with our venue, are reasonably priced and do outstanding work. Please know that we accept NO COMMISSIONS so you can trust that our referrals are genuine.

Rental fee: \$5000.00

Security Deposit: \$1000.00

ALL FEES AND INSURANCE POLICIES ARE DUE 30 DAYS PRIOR TO EVENT. CONTRACT TO BE NULL AND VOID IF MONIES ARE NOT RECEIVED ON APPOINTED DAY.

DATE: _____

RECEIVED FROM _____
the amount of \$1000.00 non-refundable retainer for wedding/reception venue.
Deposit to be applied toward balance owed.

EVENT DATE: _____

TIME OF EVENT: _____

NUMBER OF GUESTS _____

BRIDE _____

GROOM _____

B & B OWNER _____

PHONE NUMBERS _____

E-MAIL ADDRESSES _____

**ALL MONIES
& INSURANCE DUE** _____

NOTE: FAILURE TO PAY MONIES BY DUE DATE NULLIFIES CONTRACT.