



License Agreement Request Form Crosley Weddings

Today's Date _____ Rental date(s) requested _____ Type of event _____
Move-in time _____ * Event Start/End _____ Complete move-out _____ *

** This must include move in and move out for all vendors. Extensive lighting and/or a tent may require several additional hours.*

Engaged Couple's Names _____

Requested Rental Type: _____ Crosley Estate Event Rental _____ Crosley Estate Event Rental Plus Lawn
_____ Ceremony Only Event Rental – Bayside Lawn _____ Crosley Estate Elopement _____ New Year's Eve Rental

Caterer selected ___ Yes ___ No If yes, please list _____

Where did you hear about us? _____

LICENSEE (RENTER) INFORMATION

For businesses and organizations

Legal Name of Organization _____

** Florida Sales Tax Exemption certificate required at time of license agreement is prepared for exemption*

For individuals

Applicant's full name _____

Note – Joint agreements with "and" will require signatures of both parties

Address for individuals and organizations

Address _____ City _____ State _____ Zip _____

Cell phone _____ Secondary phone _____ Email _____

Contact Person (Partner, Family Member, Event or Wedding Planner are suggested as the contact person)

This person will be called for information and can authorize charges on you or your organization's behalf.

Name _____ Relationship to Licensee _____

Address _____ City _____ State _____ Zip _____

Cell phone _____ Secondary phone _____ Email _____

Authorization for verification of Space Utilization History, Bank Account Records, Credit Report and Public Records.

I hereby authorize the release of Convention/Conference/Meeting Space Utilization History, Bank Account Records, Credit Report and Public Records whether by telephone, fax, photocopy or original to Crosley Estate. I agree to hold harmless Crosley Estate and all providers of information on the prospective licensee described above. I hereby covenant and warrant that the information provided on this Application is true and accurate. Any resulting contract shall be voidable by the Center if this information is shown to be false or inaccurate. **The Crosley Estate reserves the right to review and approve applicants and events to determine their acceptability for the facility. Completion of a written contract is required to secure your rights.**

Important Crosley Estate Contract Highlights

Please initial all boxes.

1. _____ **Standard Rental hours** for the Crosley Estate Event Rental is from 12pm until 11pm. Additional hours are available for rent at \$250 per each additional hour. Additional hours must be listed in the initial license agreement or added by addendum. Move in hours before 12pm are not exclusive use of the facility. Site visits and rehearsals may be taking place. Hours not listed at the time of contracting may not be available later. Unscheduled additional hours are charged at time and a half. ***Please make sure you have contracted enough time for ALL vendors including deliveries to move in and out. Large tents can take several hours.*** Ceremony only rentals, Elopements, photo shoots, and business meeting rentals do not fall within the standard rental hours; hours for these rentals will be defined in the license agreement.
2. _____ **Guaranteeing Space and Refunds** - Space is not guaranteed until a license agreement is signed by both parties. *Cancellations less than six months prior to the event date are not eligible for refunds.*
3. _____ **Rental space** –1st Floor + 2nd Floor Common Areas include all public areas of the 1st floor (great room, dining room, library, breakfast nook, 1st floor guest suite and public restrooms); and public areas of the 2nd floor (the balcony, bayside room, ship room, 2nd floor guest suite and public restrooms); plus, the patio and pavilion. There are locked rooms upstairs used for storage that are not included. *“Grounds or Lawn”* refers to the bayside lawn. Set up of equipment including tables, chairs, etc. on the bayside lawn will be considered “rental” and will incur additional charges. Ceremony only rentals, Elopements, photo shoots, and business meeting rentals have varied access to the property which will be defined in the license agreement.
4. _____ **Rehearsal** – Rehearsals of up to 1-hour in length may be scheduled and are included in the rental rate. If scheduled on a Manatee County holiday or observed holiday there will be a charge of \$300 for a 1-hour rehearsal. A rehearsal time may be requested at 60 days and confirmed any time after. Rehearsal times are based on availability of the facility. Food service during rehearsal is not permitted. Rehearsals are intended as a practice for the wedding ceremony. They are a non-exclusive use and showings, move ins or other business may be taking place during rehearsals. Rehearsals do not take precedence over a contracted, scheduled event’s hours and can be adjusted once scheduled to accommodate for a full rental.
5. _____ **Liability insurance** is required on all events. Insurance requirements will be provided in your License Agreement. Sources will be provided to you to purchase insurance.
6. _____ **Catering** – Powel Crosley Estate has multiple in-house caterers to provide your food and beverage service. These in-house caterers work closely with the Crosley staff and fully understand the rules of the facility. The Caterer must handle rentals (including, but not limited to, linens, lighting, tenting, flooring, and furniture) and will pay a commission to the Crosley Estate. You may handle the handle entertainment, limos, clothing, planning services, and flowers. Referrals may be available from the in-house caterers as well.
7. _____ **Rentals** – For catered events, the caterer must handle rentals (see above). For events without a caterer, licensee is required to use vendors from a preferred list, available from the sales office.
8. _____ **Alcohol Service** - Powel Crosley Estate or its designee (caterer) have an exclusive right to provide and handle all alcohol service. *You cannot bring in personal alcohol to the building.* Liquor cannot be removed from the premises.
9. _____ **Equipment** - The following equipment will be available: 20 – 60” round tables, 12 – 8’ tables and 4 – 6’ tables. Set up and tear down of this equipment will be the responsibility of the caterer as per our agreement with them. Furniture in the guests’ suites should not be removed from those spaces. Damage to those items could result in post event charges.
10. _____ **Not Permitted** – Sparklers, **sky lanterns**, fireworks or other things projected into the air are not permitted on the facility property. Dark colored live rose petals are not permitted. Drones are not permitted by the FAA due to airport proximity without official permits.
11. _____ **Site visits** - The Estate is *not* an open facility. Site Visits and deliveries must be scheduled in advance.
12. _____ **Payments** - Estimated balance of charges, per your **pre-event invoice**, will be due no less than 10 days prior to the event. Payments can be made through the online payment portal via our website “make payment” button. Checks are not accepted less than 30 days prior to event. All charges must be paid in advance. A final invoice will be issued following the event showing all charges and credits to the account.
13. _____ **The weather in Florida** can be unpredictable. It is suggested you have “Rain Plan” in place with your caterer.
14. **IMPORTANT** – The business office will retain your file with signed license agreement until approximately two months prior to the event. At that time an Advance Form will be emailed to you for completion. This is the starting point of your coordination journey for you and the Crosley Estate.

Signing this confirms you have read and understood this information and that you will pass this on to those involved in your event planning.

Signature _____ Date _____

Return this application to Crosley Estate, Attn. Business Office, One Haben Blvd., Palmetto, Florida 34221 - Fax to 941-729-1820