



CORAL CASTLE MUSEUM – WEDDING VENUE CONTRACT

This Agreement is made effective as of _____, by and between Coral Castle Museum and (names of clients)

The Clients represent that they desire to hold a wedding event on (date)

_____ with the arrival time of _____ on the

date of _____ and a departure time of _____ on the date of

_____.

1) VENUE RENTAL FEE(S):

(a) The Clients or Representative for the Client (s), agree to pay an initial nonrefundable retainer of 50% of the total of all fees. This payment serves to hold the venue for the specified date of the wedding and is payable at the time of contract signature. A \$2500.00 refundable security deposit is required for all weddings and will be returnable to the client (s) up to 30 days after the event has been held once property has been inspected for any potential damage from the event or wedding.

(b) The remaining agreed upon venue rental fees will be due 45 days prior to the date of the event. The agreed upon date of payment will be the following:

Maximum ceremony/reception guests – 100. Price does not include catering, music, flowers, photography, or officiant. The event must end by 11pm, unless previous contractual arrangements have been made.

Complete wedding - \$6000

Venue for ceremony and reception for up to 100 guests for 4 hours

Micro-Wedding - \$5000

Venue for ceremony and reception for up to 20 guests for 4 hours

Elopement - \$3750

Couple only for ceremony and reception for 2.5 hours

Ceremony only - \$2750

Venue for up to 50 guests 1.5 hours

Reception only - \$4500

Venue for up to 50 guests for 3 hours

We are an outdoor venue with plenty of open space for a large tent. Tents are not provided by the venue and must be obtained directly from a rental company.

2) DATE CHANGES:

In the event the Client (s) is forced to change the date of the event every effort will be made by Coral Castle Museum to transfer reservations to support the new date. The Client(s) agrees that in the event of a date change any expenses including but not limited to deposits and retainer fees that are nonrefundable and non-transferable are the sole responsibility of the Client(s). The Client(s) further understands that last minute changes can impact the quality of the event and that Coral Castle Museum is not responsible for these compromises in quality.

3) CANCELLATIONS:

In the event of a cancellation of a special event or wedding, all payments made to date are non-refundable and all outstanding payments will be due immediately. We understand that sometimes it is necessary to change or cancel a reservation. We cannot refund any advance payment for a canceled reservation unless the date is re-rented for the entire period and prepayment has cleared. We will make every effort to re-book the location; however, if it is not re-booked, you forfeit all monies paid. If a cancellation is successfully re-rented, all the rent, taxes and damage/security deposit

will be refunded, less a 10% cancellation fee. Coral Castle may cancel rentals due to emergency conditions, or events beyond the control of Coral Castle. In case of cancellation initiated by Coral Castle, all rental and deposit monies will be refunded.

4) RULES AND REGULATIONS:

The following is a list of rules and regulations to be upheld by Client(s), which includes all EVENTS PLANNERS, WEDDING COORDINATORS, and VENDORS who are involved in the planning and execution of the special event on the premises of Coral Castle.

(a) Parking: All vehicles associated in any way with the event or wedding must be parked within the parking area. No vehicles shall be parked on any lawn surface.

6) EVENT ENDING TIMES:

All outdoor events must end by 11pm (unless previous contractual arrangements have been made) to comply with sound ordinances, respect to other guests, and in order to allow for cleanup and closure of the site by midnight.

7) DECORATIONS:

Decorations may not be hung with tape, command strips, wire, staples, nails, or screws anywhere on the property. All decorations must be removed without leaving damages directly following the departure of the last guest unless special arrangements have been made between the Client(s) and the venue.

Note: For weddings and reception farewells the following is allowed outdoors: bubbles, biodegradable confetti, real flower petals. Rice, bird seed, confetti, glitter, pyrotechnics, and sparklers are not permitted.

8) INSURANCE:

Client(s) shall maintain Commercial General Liability Insurance including Host Liquor liability, in an amount not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage. Such Insurance shall name Coral Castle Museum as additional insured, and a certificate of insurance with an endorsement must be provided 30 days prior to the event. Permittee may obtain insurance through Gather Guard at: <https://app.gatherguard.com/?v=G044-000>.

Failure to provide evidence of this insurance to the Coral Castle Museum 30 days prior to your event, can cause immediate cancellation of your event.

Cancellations resulting from failure of Client to provide the Coral Castle with a proper and timely certificate of liability insurance will be treated as a client caused cancellation occurring less than 30 days prior to the event.

9) LIQUOR/ILLEGAL SUBSTANCES:

All alcohol must be served by Caterer or with pre-arrangements, an OLCC licensed bartender. Alcohol service ends at 10pm or at the end of the event, whichever is earlier. Alcohol may not be served to minors. Any visibly intoxicated guests will be refused service. Illegal substances are not allowed at any time on the premise. Drunken/Violent disturbances are prohibited and subject to immediate removal from the premise and possible termination of event without refund. Coral Castle may ask guests for identification to verify age and reserves the right to ask the entire party to leave if **(1)** a minor is consuming alcohol; **(2)** an adult is providing alcohol to a minor; or **(3)** a guest or guests appears intoxicated and refuses to leave the Premises. Client shall indemnify and hold Coral Castle Museum harmless from all liability for improper use of alcohol.

10) SECURITY DEPOSIT: A \$2500.00 security deposit will be returned 30 days after the event if there is no damage. If any damages that exceed the amount of the security deposit shall be the responsibility of the person financially responsible for the event.
FAILURE TO COMPLY WITH VENUE POLICIES WILL FORFEIT SECURITY DEPOSIT.

11) MUSIC:

All music must end by 11pm.

12) SMOKING:

Coral Castle Museum is a non-smoking venue. Smoking will be permitted only in designated parking lot area.

13) CHILDREN:

All children must be supervised at all times.

14) PETS:

Pets are not allowed at Coral Castle.

15) FOOD AND CATERING

The client agrees that they will contract separately and directly with a vendor approved caterer. Outside food and drinks are not allowed. The only exception: wedding cakes may come from any licensed bakery.

The client will provide a final guarantee for the number of guests a minimum of two weeks before the event.

16) INDEMNIFICATION AND HOLD HARMLESS AGREEMENT:

The Client agrees to indemnify and hold Coral Castle Museum, its officers and agents harmless from and against any and all liability, claims, actions, demands or losses of any kind and nature that may occur or be claimed with respect to any person or persons, corporation, on or about the Coral Castle, or to the property itself resulting from any act done, or omission by or through the client, its agents, contractors, employees, invitees, or any person on the premises of Coral Castle by reason of Client's use thereof. These may include, but are not limited to accident, injury or damage to property arising from any act of the Client or Client's guest, whether intentional or negligent, which occur during use. Client agrees to pay all costs and attorney fees incurred by Coral Castle's owner and representatives in defending any such claim or action brought against the owner and representatives.

17) PERSONAL AND ABANDONED PROPERTY:

The Coral Castle Museum and its representatives assume no responsibility for any property placed in the facility or on the premises or any property that is left on the premises after the event is over.

SIGNATURES:

Wedding couple, Client(s) or agent of couple: Financially responsible for all the above.

By: _____ Date: _____

By: _____ Date: _____

By: _____ Date: _____

The Coral Castle Museum:

By: _____ Date: _____

Laura Maye, General Manager