



**CORAL CASTLE’S SIGNIFICANCE AND COMMITMENT TO PRESERVE THIS UNIQUE  
LANDMARK**

Thank you for choosing to hold your event at Coral Castle Museum and Gardens. Coral Castle is one of the world’s most unusual attractions and architectural treasure that was designated a National Historic Landmark by the United States government in recognition of its importance to the history of our nation. We preserve Coral Castle’s educational and environmental resources to engage people in connecting with the past, to understand the present and shape the future.

Coral Castle is an enchanting monument that was built with natural materials of oolite limestone. These megalithic stones are an architectural marvel and unlike other venues, its walls, furniture, and doors were all hand cut and carved by one man and include unique hidden designs. We ask that you acknowledge the historic importance and artistic nature of Coral Castle and commit to doing everything in your power to support our mission to preserve it during your event. Thank you!

I understand Coral Castle’s historic significance and commit to supporting the preservation of this unique architectural landmark.

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Print Name

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Date

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Signature

**FACILITY RENTAL RULES & REGULATIONS**

## Reservation and Payment

1. Permittee shall at all times herein be defined as the party holding the event at Coral Castle Museum and Gardens. A rental retainer of \_\_\_\_\_ is due from Permittee. **The retainer consists of 50% of all rental fees and is non-refundable and will be applied toward the payment for the event. In addition, a \$500 security deposit is required and refundable as per the terms of this agreement.**
2. Permittee must pay the outstanding balance for the event **at least 45 days prior to the event**; payment must be accompanied by a signed executed copy of this rental permit application. In addition, Permittee must provide all vendor and subcontractor names and phone numbers, tent sizes, etc. Reservations made within 45 days of the event must be paid in full at the time the contract is executed. Any payments made within 45 days prior to the event must be made in the form of credit card or wire transfer. Make all payments to: "Coral Castle Inc." Coral Castle reserves the right to retain deposit and cancel any events that have unpaid balances 45 days prior to the event date.
3. **Cancellations made for any reason, other than a hurricane watch or warning as described below, following the payment of the deposit, will result in Permittee's forfeiture of the \_\_\_\_\_ non-refundable retainer. For cancellations made within 30 days of the event date, for any reason other than hurricane watch or warning as described below, Permittee is financially responsible for the total amount of rental fee.**
4. The Permittee will be invoiced and is responsible for payment of any undercharge. Overcharges will be refunded upon written request from Permittee. Coral Castle will take a headcount at the event and Permittee, or host will sign and approve said headcount. If the Permittee does not agree with Coral Castle's headcount, Permittee must state the disagreement on the headcount form prior to the conclusion of the event; failure to do so will constitute forfeiture of right to appeal headcount.
5. Total event attendance may not exceed 100 people, including all paid and complimentary guests of Permittee, such as media representatives and sponsors, but not including event staff.

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## Insurance

6. A certificate of insurance for \$2,000,000 combined public liability for personal injury and property damage naming Coral Castle Inc. 28655 South Dixie Highway, Homestead, FL 33033 as additional insured, is required and must be provided by the Permittee and received by Coral Castle one month prior to the event.

### **Wedding Rehearsals**

7. All wedding rehearsals must be scheduled with the Coral Castle. Rehearsals at Coral Castle are scheduled the week of the wedding and are subject to additional cost.

### **Vendors/Subcontractors**

8. Permittee is responsible for the actions of all subcontractors and/or vendors, which may include but are not limited to party planners, entertainers, florists, caterers, musicians, etc. Permittee is responsible for ensuring that all subcontractors and vendors are aware of Coral Castle's historic significance and of these Rules and Regulations. Permittee is required to select their caterer and party planner from the Coral Castle Approved Vendor list. Vendors must provide a valid business license, and certificate of insurance for the day of the event.

### **Event Set Up**

9. Coral Castle Museum and Gardens is a public attraction during daytime hours and Permittee acknowledges that visitors expect a memorable experience at Coral Castle. As such, Permittee agrees to fully minimize the negative impact of event set up in the area agreed upon, in respect to Coral Castle's daytime visitors.
10. Permittee is responsible for ensuring that its subcontractors and/or vendors provide sufficient extension cords, electrical panels, etc. to cover the event's electrical needs. Failure to notify Coral Castle in writing of electrical requirements may result in inadequate power or power failure. Cables are not permitted to cross walkways unless covered by appropriate cable covers.

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11. Permittee or caterer must accept deliveries. Coral Castle staff will not accept or sign for deliveries.

12. Rental equipment may be delivered/set up in the outside perimeter of designated area contractually agreed upon no earlier than 5pm. For setup and delivery of the back courtyard or back terrace area Deliveries may begin 3 hours prior to scheduled event. There will be no exceptions to these times. Additional costs for setup time apply.
13. Tents placed in the open area on the northeast corner of the property must be properly secured and inspected with vendors and Coral Castle. Tents must be ordered and paid for a minimum of 30 days in advance of the event. Stakes may not be used to secure tenting. Tenting may be secured with water barrels or concrete blocks. Permittee must supply proof of contract with a tent vendor.
14. Auxiliary kitchens (hot box, plating areas, etc.) are prohibited, except for in the catering tent in the prior contractually agreed upon location. Bars are only permitted in the open area in the northeast section of the property.

### **Facilities**

15. Coral Castle provides only the site. The Permittee shall provide all services such as catering, music, flowers, decorations, including the rentals of tables, chairs, etc. Coral Castle does have items for rent such as small tables, chairs, benches, tablecloths, and other wedding related items for an additional cost.
16. Coral Castle's restrooms are the only dressing facilities available.
17. Coral Castle is an outside venue and Permittee is advised to rent a tent. Such rental is required to ensure that guests will have access to a covered area in the event of inclement weather.
18. If determined necessary, portable sanitation units must be secured and paid for by the Permittee. Coral Castle must be notified prior to the event if sanitation units will be used during the event. Coral Castle will determine the location of any sanitation facilities on the property.

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### **Parking**

19. Parking on the west side of Coral Castle is for catering or large vehicles essential to the event.

Parking must be in designated spots available. Vehicles must not block other cars, disabled parking spaces, ramps, or paths so that the area always remains clear for emergency vehicles. Permittee and subcontractors/vendors shall adhere to traffic directions given by Coral Castle staff. Improperly parked vehicles may be towed at owners' expense.

20. Coral Castle has ample private parking. If more parking is needed, arrangements must be made through Coral Castle for an additional fee.
21. Coral Castle will retain, at sole cost to Permittee, security officers required by Coral Castle to provide traffic control and ensure orderliness of event. Based on the complexity of an event, Coral Castle staff may require additional security guards at its discretion.
22. Coral Castle must be advised when a charter bus arrival has been arranged. Parking attendants and drivers must park cars/buses, so they do not block Coral Castle's entrance or exit for emergency vehicles.

### **Time Restrictions**

23. Arrival of guests can begin no earlier than 30 minutes before event time.
24. Music and beverage service must conclude at least 15 minutes prior to an event's ending time.
25. Events must conclude by 10:00 p.m., unless additional hours are agreed to contractually (see fee schedule). Under no circumstances may an event continue past 11pm.

### **Fundraising**

26. Coral Castle must approve any auction, sale, games of chance, or other such fundraising ventures.

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### **Alcohol Use**

27. If liquor is sold, an appropriate liquor license must be obtained by Permittee and displayed at the event. Prior to the event, Permittee must provide Coral Castle with a copy of the liquor license. Alcoholic

beverages shall not be consumed by anyone less than 21 years of age as this is strictly prohibited and criminally penalized under Florida Statute 775.082-083 as a misdemeanor of the second degree. Violation of this term shall be grounds for immediate termination of this Permit.

28. For the safety of your guests and the protection of Coral Castle's property, Permittee is responsible for requesting that anyone serving alcoholic beverages desist from doing so to intoxicated guests.

### **Limitations on Music and Other Forms of Noise**

29. Coral Castle is located near residential neighborhoods, which is susceptible to noise from events. We pride ourselves on being good neighbors. In addition, County Code, City ordinances, and the common law of Florida subject Coral Castle to fines and damages if noise and music from our property interfere with our neighbors' reasonable use and enjoyment of their property. Accordingly, by signing this agreement, the Permittee agrees (1) to abide by all County and City noise ordinances and (2) to prevent Permittee's use of Coral Castle and any action related to its use from being the basis in whole or in part of a successful nuisance action against Coral Castle.
30. Among other things, the Permittee agrees that any noise and music resulting from its event at Coral Castle will be sufficiently low at 10:00 p.m. and cease by 11pm and that such noise and music will not be audible outside the Coral Castle property.
31. Permittee agrees that it will be liable for the full payment to Coral Castle for any fines, penalties, or damages entered against Coral Castle by a court of law based in whole or in part upon Permittee's use of Coral Castle or violation of this agreement. In addition, Permittee agrees to reimburse Coral Castle for the full amount of its attorney's fees and costs incurred in defending Coral Castle in any action that results in a judicial or administrative levy of such fines, penalties, or damages against Coral Castle.

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### **Restrictions and Prohibited Items**

32. To protect the property, the throwing of rice, confetti, glitter, or birdseed, or other small particles is not permitted. Limited use of smokeless, dripless candles is permitted with prior approval. Painting/spray paint is not permitted on the property. The use of sparklers, cold sparks and sky lanterns are not permitted.

Smoke machines are not permitted. Water-based smoke machines are allowed outside in open area facing away from any structures.

33. During facility rentals, smoking of tobacco or other substances and other use of tobacco products, e-cigarette products and related vapor devices are only permitted in open outside area designated by Coral Castle personnel. Smoking and the above related activities are not permitted anywhere else on Coral Castle property. Fireworks or open flames (tiki torches) are not permitted on any part of the Coral Castle property.
34. Dancing and/or band set up and chairs for seating are not permitted anywhere or at any time on stone structures.
35. Food, beverages, and other objects must not be placed on any stone structure or stone items such as furniture, fountains, and sundial, etc. Failure to adhere to this rule may result in fines, suspension of privilege of working at Coral Castle, or a loss of the security deposit.
36. For the safety of guests and the preservation of the historic interior of the castle, there will be no climbing or sitting on stone structures.
37. Nothing may be attached or anchored in any way to any part of Coral Castle. Decorations shall in no way damage property, buildings, furnishings, and artifacts.
38. Historical display items must not be moved. The wrought iron furniture in Coral Castle's Courtyard and terrace is moved/removed only by Coral Castle staff and only by request prior to the event date.
39. Only service animals for persons with disabilities are permitted on Coral Castle property.

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40. Drones are not permitted on any part of Coral Castle property.
41. No alteration, trimming, or cutting of any plants or trees is allowed. Tree climbing is not permitted.

## **Fireworks**

42. Fireworks are not permitted on the property of Coral Castle nor as part of facility rental events.

### **Event Clean Up and Breakdown**

43. Permittee is responsible for all event clean up. Permittee is responsible for ensuring that their contracted caterer is aware of all catering rules and clean up responsibilities. If caterer cannot, for any reason, provide full clean up, Permittee is responsible for contracting a clean-up service. When Permittee caters his or her own event, Permittee assumes the responsibility of the caterer. Caterer is responsible for clean up during and after the event. When caterer leaves Coral Castle, the facility should look as it did when caterer arrived. Coral Castle does not provide after-party clean up service. Failure to adhere to clean up rules may result in fines, suspension of caterer's privilege of working at Coral Castle, and/or a loss of the security deposit. Any labor required by Coral Castle personnel to clean the event site will be done so at an additional charge of \$200 per hour.

44. All events require a professional cleaning crew secured and paid for by the contracted caterer; in addition, the cleaning crew is required to staff the restrooms during the event. Restrooms are cleaned from the day's visitors to Coral Castle.

45. Coral Castle provides adequate trash cans and liners for facility rental event. Permittee or Caterer must place them on grounds where needed, empty trash from cans, replace liners throughout the event, and return cans at the end of the event. If determined necessary by Coral Castle for your event, payment for a dumpster will be made by the Permittee to Coral Castle with the final payment.

46. Drinks, ice, water, or oil may not be dumped on the grounds or in drains. Failure to adhere to this rule will result in fines, suspension of privilege of working at Coral Castle, and/or loss of the security deposit.

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47. After the event, all items placed on Coral Castle property for special events (tables, chairs, decorations, staging, etc.) must be removed that same evening. Coral Castle will not be responsible for items left on the property.

### **Building Condition and Appearance**

48. To ensure the preservation of Coral Castle and its collections for future generations, there may be restoration or building on the premises. Visible alterations may include areas closed off for safety, visible materials and/or equipment. While Coral Castle will endeavor to keep the premises clean and attractive for all visitors and clients during this process, Coral Castle cannot accept liability for its appearance due to necessary restoration work. Staff will endeavor to inform the client in advance if any restoration work is scheduled to occur in areas on or near the planned event site. Restoration work is a responsibility and priority of those who oversee Coral Castle and will not be rescheduled or delayed for the convenience of clients.
49. Permittee agrees to accept the event site in “as-is” condition. By executing this Permit, Permittee shall be deemed to have accepted the event site in acceptable order, condition, and repair.

### **Property Damage and Repairs**

50. Any Coral Castle property, which is broken or damaged during Permittee’s event, will be subject to repair at the sole cost to the Permittee. Where necessary, the security deposit will fund repairs to broken or damaged property.
51. Coral Castle reserves the right to collect from Permittee any charges and/or damages not covered by the security deposit.

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### **Inclement Weather**

52. At no time shall Coral Castle be responsible or liable for inclement or severe weather (such as hurricanes) that may, in any way, affect Permittee’s event at Coral Castle, directly or indirectly. Coral Castle Museum and Gardens may close to the public in the event a tropical storm or hurricane watch or warning is established for Miami-Dade County. And in the event of a storm strike, Coral Castle may be impacted in its capacity to serve the public or accommodate evening events for a period thereafter. If Coral Castle must cancel an event due to preparation for, occurrence, or aftermath of severe weather, the Permittee will be

offered the opportunity to select an alternate available date on which to have their event at Coral Castle. There shall be no concessions or additional expenses for changing the date; the appropriate fees for the rescheduled event shall apply and the difference, if any, shall be refunded by Coral Castle or paid by the Permittee as appropriate. If the Permittee chooses to cancel their event at Coral Castle due to Coral Castle's closing or incapacity to hold the event due to the preparation for, occurrence, or aftermath of severe weather, a refund of all monies paid by the Permittee will be granted upon written notification of cancellation by Permittee to Coral Castle. Notwithstanding the above, Coral Castle will in no way be responsible for any consequential damages resulting from a closure or other disruptions to operations due to the preparation for, occurrence, or aftermath of severe weather.

### **Additional Terms and Conditions**

53. Permittee agrees to adhere to all instructions of Coral Castle staff and/or Security Officers.
54. Permittee agrees to abide by all federal, state, and local laws.
55. Coral Castle reserves the right to remove from premises any person(s) behaving in a manner considered to be potentially harmful or detrimental to Coral Castle and/or other event guests.
56. Coral Castle reserves the right to cancel this Permit at any time, with or without notice, if any term, condition, or promise in this Permit has been or is being violated. In such event, there will be no reimbursement or credit towards any fee previously paid or any fee still owing, and Coral Castle will not be responsible for any consequential damages. Coral Castle also reserves the right to cancel this Permit in the interest of public safety or in the event of an emergency. Coral Castle will in no way, be responsible for any consequential damages resulting from a closure decision due to an emergency or a closure decision made in the interest of public safety.

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57. Permittee shall indemnify and hold harmless Miami-Dade County, and Coral Castle Museum and Garden, and their officers, employees, agents and instrumentalities from any and all liability, losses, or damages, including attorneys' fees and costs of defense, which the Permittee or its officers, employees, agents, or instrumentalities may incur as a result of claims, demands, suits, causes of actions, or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Permit by the Permittee or its employees, agents, servants, partners, principals, subcontractors, or vendors. Permittee shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any

kind or nature in the name of Miami-Dade County, and Coral Castle Museum and Garden, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon.

58. Application is not accepted, and date is not reserved unless this document is signed and submitted along with the attached Original Permit Application and required rental retainer and security deposit.

59. This agreement may not be altered in any way.

I have read and understand these rules and regulations and agree to be bound by the terms of the rental permit.

\_\_\_\_\_ Print Name

\_\_\_\_\_ Date

\_\_\_\_\_ Signature