



## Hourly Rental Contract

**Hourly Rates: 3 Hour Maximum, 1 Hour Minimum - Friday through Sunday \$ 200.00 plus .07% tax Per Hour**

Rental time is from 5pm-8pm. Set-up may begin by 4pm & tear down must be completed by 9pm.

Before and/or after this time will incur a **\$150.00 an Hour Fee.**

Our seating capacity is **100 people max** Number of Guests Expected: \_\_\_\_\_

Deposit 50% (non-refundable/non-transferable): \_\_\_\_\_ (Date will not be reserved until deposit is made)

Type of Event: \_\_\_\_\_

If Wedding: Ceremony \_\_\_\_\_ Reception (MUST be held at Tent) \_\_\_\_\_ Both \_\_\_\_\_

Date of Event: \_\_\_\_\_

Scheduled Start Time of Event: \_\_\_\_\_ Scheduled End Time of Event: \_\_\_\_\_

Location(s) of Event within Gardens: \_\_\_\_\_

Renter Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email Contact: \_\_\_\_\_

Name of Contact Day Of: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Please List Vendors (ie. Photographer, Caterer, Entertainment, etc. If more room is needed, please attach a sheet):**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

No modification of this contract will be effective unless it is in writing and is signed by both parties. This Contract binds and benefits both parties and any successors. This document is the entire agreement between both parties. This contract is governed by the laws of the State of Florida.

By signing this document, I acknowledge that if anyone is hurt or property is damaged while on the property (including participant's animal (s) or equipment) during any participation, I may be found in a court of law to have waived my right to maintain a lawsuit against Cedar Lakes Woods and Gardens based on my claim from which I have released herein. I had sufficient opportunity to read this entire document. I have read and understood it and agree to be bound by its terms.

\_\_\_\_\_  
Signature of Cedar Lakes Woods and Gardens Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Renter/Responsible Party

\_\_\_\_\_  
Date



### Renter's Rules

- ❖ **Proof of renters' liability insurance is required.**
- ❖ Please be advised that the rental space is for the renter's sole use during the rented times agreed upon.
- ❖ Renter provides all catering and setup. NO GLASS PLEASE.
- ❖ Setup is one hour prior to the rental time, and breakdown is to be completed one hour after the rental time is concluded. (Before and/or after this time a \$150.00 HOURLY FEE will be imposed for each hour thereafter). Setup cannot start before 4pm.
- ❖ If rental is for a wedding, rehearsal must be predetermined.
- ❖ Entering or wading into water, even for photos, is strictly prohibited.
- ❖ Do not move benches, potted plants or flowers from their permanent locations.
- ❖ Rental includes the botanical gardens as they are. Park staff will clean the rented area prior to the rental time and will strive to accommodate any practical and reasonable request.
- ❖ Décor can only be attached with string. (NO tacks, staples, or tape).
- ❖ GLITTER, CONFETTI, and BIRDSEED are NOT permitted, please use BUBBLES and REAL FLOWER PETALS instead.
- ❖ Please leave rented space in the same condition as found prior to the rental of the space.
- ❖ Children of minor age are to be accompanied by an adult while on CLWG premises.
- ❖ Water is non-potable.
- ❖ There is a non-refundable deposit of 50% of your total rental cost.
- ❖ Payment: Full payment must be made by 7 business days prior to the day of your event.
- ❖ Maximum seating capacity is 100 people.
- ❖ Reception must be held at the tent area by the office.
- ❖ Please see our website for a full list of the Gardens regulations.

### Tent Rental

- ❖ Includes utilization of the Wedding Chapel (10' x 10').
- ❖ Convenient vehicle access for loading and unloading.
- ❖ Located next to the children's garden for the children in the group.
- ❖ Space to the East of the main tent can also be utilized for additional tenting for larger weddings. (Additional tents will need to be rented from a party supply establishment).
- ❖ The tent coverage is 23' x 40'. The concrete floor is 22' x 50'.
- ❖ The tent contains 6 custom made picnic tables measuring 5'x 8' and 7 picnic tables measuring 5' x 6'. Tabletops are 2.5' wide.
- ❖ The tent also features a 7' x 10' covered greeting station and two other concrete slabs measuring 7' x 8' and 8'x 10' that would allow places for a band/DJ area and a meal/food station.
- ❖ Rental guests may utilize the ceiling fans, lights, large charcoal grille, and electrical outlets.
- ❖ Your guests also have full access to tour the gardens during daylight hours only.
- ❖ Dolly or wheelbarrow available upon request.