



# PRIVATE VENUE RENTAL AGREEMENT

8365 Highway 90, Milton, FL 32583  
850-623-0602 info@pinelandsfl.com

A venue reservation is **not confirmed** until client receives confirmation e-mail with receipt of payment.

Pinelands Nursery Company is a fast paced retail plant nursery. Due to the nature of the industry, this venue space does have limitations on time and dates by season.  
Caution should be used with small children while at our nursery.

*Please email the signed agreement and event payment to info@pinelandsfl.com or drop off/mail to 8365 Highway 90, Milton, FL 32583.*

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Event Name: \_\_\_\_\_  
Event Theme: \_\_\_\_\_

**We will do our best to coordinate the plants around the tables to fit your theme, however our inventory is always changing so specific plant styling will vary, day to day, depending on the inventory on hand.**

## A 50% DEPOSIT MUST BE MADE IN ORDER TO RESERVE AND CONFIRM AN EVENT

**Private Event Rental Fee:** The cost to rent the indoor and/or outdoor garden venue is \$150/hr. + tax (3 hr. minimum) - you must include your setup & breakdown time in cost). Each event rental includes an folding rectangle tables with seating for up to 50 guests, lighting, surround sound outdoor speakers, use of restroom, and plant green screen setup. Additional amenities & add-ons are available to rent. Any additional activity addons such as Workshops or Flower Bar are priced separately. Please see page 5.

**Requested Date(s):** \_\_\_\_\_  
**Time:** \_\_\_\_\_  
**Total Due:** \_\_\_\_\_

Please ensure that you have enough time allocated for event setup and breakdown. Each additional 1/2 hour over the reservation time is \$75 per extra 1/2 hour and will be debited from the debit/credit card on file. 3-hour minimum for all reservations.

PLEASE REVIEW AND INITIAL ALL RULES & REGULATIONS THAT ARE IN PLACE. FAILURE TO DO SO OR COMPLY WITH NURSERY RULES WILL RESULT IN ADDITIONAL CHARGES.

## CLIENT MUST READ AND INITIAL EVERY SECTION



### **DEPOSITS & CANCELLATIONS**

To secure scheduling, a non-refundable deposit of 50% is mandatory. The remaining balance must be settled in full on the day PRIOR to the event. In case of cancellation, refunds will only be issued for the amount paid excluding the non-refundable deposit. Should you need to cancel, a minimum 30-day notice is required to receive a refund on amounts paid in excess of the non-refundable deposit. Cancellations made with less than 30 days' notice will result in forfeiture of all funds.



### **WEATHER**

We provide an indoor/outdoor garden experience for our venue rental guests. There are no refunds due to weather except those that cause emergency closure. For non-emergency weather related incidents, rescheduling is available as an alternative option.



### **MEDIA RELEASE**

By initialing here you are authorizing Pinelands Nursery to use any photos and videos from your event for promotional purposes on our website and social media.



### **OUTSIDE VENDORS & FOOD TRUCKS**

If you would like to bring in outside vendors you MUST have approval prior to the day of the event. Each outside vendor will need to be approved by Pinelands Management, and be licensed and insured. No exceptions. (No Food Trucks as we have one on site)



### **ALCOHOL**

Is only permitted in the nursery to those who are 21 and up. It is the responsibility of the client to make sure that all of your guests obey local alcohol laws.



### **PARKING**

Parking is located in front of Pinelands Nursery. We do have overflow if needed. No vehicles (including vendor vehicles) may be left in the parking lot overnight. Vehicles left overnight are subject to being towed at owners expense.



### **SETUP & CLEANUP**

Anyone attending the event (this includes all guests and vendors) must exit the grounds no later than the reserved / contracted time. The actual setup, takedown, and cleanup is the client's responsibility and must be factored into the total venue rental time, minus chairs and tables. If cleanup is required by Pinelands, it will result in additional charges of \$125/hr to your debit/credit card on file. Any items (decorations, arbors, extra tables etc.) used for your event may not be left overnight.



### **FORCED CLOSURE**

Neither party will be liable for any failure or delay in event due to causes beyond our control. Acts of God, natural disasters, fire, etc

Client's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Pinelands Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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

# CREDIT CARD AUTHORIZATION

**Card Type:**  MasterCard  Visa  Discover  AMEX  Other: \_\_\_\_\_

Check here if paying by check

Cardholder Name (as shown on card): \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date (mm/yy): \_\_\_\_\_ Security Code: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email to send confirmation and receipt to: \_\_\_\_\_

**I authorize Pinelands Nursery to charge to my credit card provided above in case of any accidental damages.  
I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement.**

Cardholder Signature \_\_\_\_\_

Print Cardholder Name: \_\_\_\_\_

Date: \_\_\_\_\_

**If paying by check, please make payable to Pinelands Nursery,  
and mail or deliver to: 8365 Highway 90, Milton, FL 32583**

**Once the agreement and payment have been confirmed a confirmation letter and receipt of payment will be  
emailed or mailed to client as final confirmation.**



8365 Highway 90, Milton, FL 32583  
www.PinelandsNurseryFL.com

# VENUE RENTAL OVERVIEW

## Dining / Event Space



- Seating at the tables that can accommodate up to 50 guests.
- Outdoor Bistro Lights or indoor lights in Greenhouse
- Use of outdoor surround sound speaker system with access to your own play list through Spotify
- Use of electrical outlets (must provide your own extension cords)
- Use of Restrooms
- Use of Trash Cans
- All access to nursery and Garden Cafe as needed.
- Food Truck is a separate business but can be open upon discussion.

## Plant / Green Screen Setup



A variety of green plants and shrubs are positioned, with intention, throughout the venue, creating a magical and whimsical garden experience. We will do our best to accent with foliage and flowers to compliment event themes. This is based on availability of plants currently situated on the nursery grounds at the time of event. If additional, or specific plants requested, a plant rental will be an added expense.

## Decorations



Pinelands does not decorate, however decorations are allowed. The Bloom Shoppe can be hired to decorate the venue with florals. Please discuss and confirm all decoration ideas at booking. Please also secure the necessary time to accommodate setup, breakdown and cleanup. Please no use of Command Strips or anything that will leave behind a sticky residue. Please no use of silly string, glitter, confetti, rice, or anything that could be potentially harmful to the plants or wildlife in the garden. Please no use of flamed candles.

## Food, Beverage & Alcohol



Outside vendors are permitted, including alcohol, however all vendors must be licensed and insured. A waiver will need to be signed agreeing that only those who are 21 and over will be allowed to consume alcoholic beverages on property. It is the responsibility of the contractee, to ensure that all guests obey local alcohol laws. Food Truck on site but they book separately.

## Venue Rental Cost



Starts at \$450+tax (3 hour minimum). Each additional hour is \$150/hour. Set-up and breakdown time must be included in your calculated rental time. Private venue waiver will need to be signed and returned with a 50% nonrefundable deposit in order to reserve your after-hours venue space. The remaining balance for the event rental is due prior to and no later than the start of the event.

# PRIVATE AFTER-HOURS WORKSHOPS & EVENTS

Pinelands is excited to offer and host hands on workshops that are perfect events for a variety of occasions including team building opportunities for clubs & organizations, church groups, spousal & military groups, birthdays and more! We offer onsite instructor lead Workshops, or host-assisted.

## Instructor Lead Workshops



We offer a variety of private after-hour Workshops. We offer Painting, Flower Arranging, Crafts, plus more. Call to discuss any other ideas or suggestions. Workshops are generally 2 hour activities, to be factored into your hours reserved for you event.

## The Bloom Shoppe Flower Bar



The Bloom Shoppe offers a variety of flowers arranged in an a la carte setting with the assistance of a florist to help guide you through the bouquet or arrangement making process. This is great for bridal parties, baby showers or even children's birthday parties.

## Pricing and Payment



Workshops start at \$55 per person depending upon activity and number of people attending.



After-hours Workshops are an added experience to your Event Rental and are priced separately

All workshops and activities must be paid in full when paying the deposit for the Event Rental as this is needed to ensure all the proper materials are sourced and available for your event. There are NO refunds on Workshop activities as all material will be purchased specifically for your event based on your number of attendees and to cover all staffing scheduled for your event. Reservations can be re-scheduled in accordance with our policies stated on page 2 of this agreement. Workshops in conjunction with a party are highly recommended to be scheduled for a minimum of 3 hours to accommodate the time to enjoy both your party and activity.

Type of Workshop or Activity Requested: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_