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

Requested Date(s):_____

Time: _____

Total Due:_____

Client's Signature:_____Date:_____

Print Name:_____

PRICES

Micro Venue Rental
$175.00 per hour

Includes tables and seating for up to 40 guests.

Mini Venue Rental
$200.00 per hour

Includes tables and seating for up to 60 guests.

Venue Rental
$250.00 per hour

Includes tables and seating for up to 100 guests.

3-hour minimum for all reservations.

4-hour minimum for wedding reservations.

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.

A refundable facility security deposit of $250.00 is required.
This will be fully refundable if there is no damage to the venue, excessive cleaning required, no missing items or no violations of rental policies.

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. 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

Each outside vendor will need to be approved by Pinelands Management, and be licensed and insured. No exceptions. Vendors must be finished loading and cleared off the premises within rental time frame. A person from your party must remain onsite until all vendors have left Pinelands Nursery property. Names and contact information must be provided for all vendors to Pinelands Nursery.

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 and must purchase event insurance and provide proof of coverage (Ex: Eventsured, Gatherguard, The Event Helper, Geico. etc.)

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

DAMAGE

I acknowledge that I will be fully responsible for any damage to the venue or its property that occurs during the rental period. I agree to cover the costs of any repairs or replacements required as a result of such damage.

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.

Pinelands NURSERY CO.

8365 Highway 90, Milton, FL 32583

www.PinelandsNurseryFL.com

VENUE RENTAL OVERVIEW

Dining / Event Space

- Seating at the tables that can accommodate up to 60 guests. (8 foot long tables)
- Outdoor Bistro Lights or indoor lights in Greenhouse
- Use of outdoor surround sound speaker system with access to your own play list via bluetooth.
- Use of electrical outlets (must provide your own extension cords)
- Use of Restrooms
- Use of Trash Cans
- All access to nursery
- Food Truck is a separate business but can be open upon discussion
- Private rental of Garden Cafe is available during closed business hours
  Cafe with Barista $175.00 per hour/3 hour minimum ● Cafe no Barista $125.00 per hour.
- Additional amenities & add-ons are available to rent. Any additional activity add-ons such as Workshops or Flower Bar are priced separately.

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. $1.50 per gallon for plants 15 gallon or larger from the Tree Farm.**

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. Event insurance is required. 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.

Venue Rental Cost

Set-up and breakdown time must be included in your calculated rental time. This includes vendors. 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 30 days prior to the start of the event.

VENUE EXTRAS

Initial each extra wanted with venue rental

_____ **Dance floor - $350**

18'x 18' Black and White Checkered Dance Floor. Each panel is 3'x3'.

_____ **Large Wicker chair - $40.00**

29.5" deep x 29.5" wide x 27.9" high. Beige Rattan and Iron Egg Chair with beige cushion.

_____ **Sweetheart Table - $75.00**

74" long x 40" wide x 29 inches tall. Distressed white wooden table.

_____ **Metal Market Bike - $30.00**

55" long x 30" tall x 23" wide.

_____ **Metal Market Table - $30.00**

43" long x 33" tall x 15" wide.

_____ **Small Round Rustic Wooden Table - $20.00**

24" Wide x 28" Tall. Distressed white wooden table.

_____ **Two Round Arches for Backdrop - $35.00 for set**

_____ **Large Plants (15 gallon+) from Tree Farm - $1.50/gal**

_____ **Wedding Arches - $50.00 each**

Square. Octagon. Metal Round.

_____ **Large Wooden Lanterns - Starts at $7.00. Prices vary per lantern.**

Different Sizes

_____ **Candles and Glassware - Ask For Quote**

_____ **Bud Vases - $2.00**

Does not include flowers

_____ **Coffee Shop Rental**

Private rental of Garden Cafe is available during closed business hours
Cafe with Barista $175.00 per hour/3 hour minimum. Cafe no Barista $125.00 per hour.
Same minimum hours as venue rental.

_____ **Cake Stands - $30.00 for 2**

22" wide x 10" tall (Large) and 16" wide x 9.5" tall (small)

_____ **Toddler White Bounce House - $75.00**

Dimensions : 8.33ft L x 5.4ft W x 6.17ft H. Holds up to 4 children with weight limit of 200lbs

EVENT VENUE RENTAL

COST BREAKDOWN & PAYMENT SUMMARY

Event Name: _____	**Event Date:** _____
Renter Name: _____	**Phone / Email:** _____

RENTAL COSTS

Description	Amount
Facility Security Deposit	$ _____
Venue Rental Fee	$ _____

ADDITIONAL ITEMS / FEES

Item / Description	Amount
	$ _____
	$ _____
	$ _____
	$ _____
	$ _____
	$ _____

Additional Items Total	$ _____
NOTES:	

GRAND TOTAL	**$ _____**

Payment Received: $ _____	**Remaining Balance Due:** $ _____

Vendor Contact Information

Name	Phone Number	Email Address	

Wedding Party Onsite Representative: _____