

Key West Heritage House • 410 Caroline Street • Key West, FL 33040

Garden Rental Contract Terms & Reservation Form

Renter's Information:

Name: _____

Address: _____

Phone: _____

E-mail address: _____

Event Description (please select one):

Wedding **Reception** **Wedding & Reception** **Other**

Event Date: _____ **Event Time:** _____

You may easily estimate the cost of your rental with this itemized form and send it to: heritagehouse@aol.com

You will be promptly contacted regarding availability and any questions prior to submitting your Reservation Fee to secure the date.

Accepted Forms of Payment:
Personal Checks, Visa and MasterCard.

Item	Date	Notes	Amount
Location Fee: Garden Wedding Limitations: Ceremony may include up to 60 guests seated or standing. Limited parking is available on grounds for caterers. A public parking lot is located across the street.		2 hours for \$250 Garden Wedding may last up to 2 hours*, including set up and breakdown by renter. Wedding may be scheduled 10 a.m. to 10 p.m. on weekdays and until 11 p.m. on weekends. Wedding must conclude by the designated time. *Additional rental time is available for a fee of \$100 per hour.	\$
Location Fee: Garden Reception Limitations: The garden can accommodate up to 40 guests for a formal seated reception or up to 60 guests for an informal standing reception. Limited parking is available on grounds for caterers. A public parking lot is located across the street.		4 hours for \$400 Garden Reception may last up to 4 hours*, including set up and breakdown by renter. Reception may be scheduled 10 a.m. to 10 p.m. on weekdays and until 11 p.m. on weekends. Reception must conclude by the designated time. *Additional rental time is available for a fee of \$100 per hour.	\$
Additional Time Fee		_____ hours @ \$100 per hour	
Rehearsal Fee (after 4 p.m.)		_____ hours @ \$50 per hour	
Rental Chairs		_____ chairs @ \$3.50 per chair Only 40 black folding chairs are available for rental. Fee includes set up and breakdown of chairs by staff.	
Sub-Total			\$
Sales Tax (7.50%)			\$
Refundable Damage & Security Deposit (RD&SD)		\$100 Return of RD&SD is contingent on the location being left in the condition in which it was found.	\$ 100.00

Total			\$
Less Payment of Reservation Fee		\$150 Payment of the Reservation Fee is required to hold your date and is fully refundable up to 90 days before your event.	
Balance Due		The balance is due 30 days prior to your event.	\$