

Goodwood

MUSEUM & GARDENS

1600 Miccosukee Rd. Tallahassee, FL 32308
(850) 877-4202 ext. 228 (office) • (850) 877-3090 (fax)
jspector@goodwoodmuseum.org

Thank you for your interest in hosting your event at Goodwood Museum and Gardens. From lush weddings on the front lawn to team meetings in our conference rooms, from extravagant galas in the Carriage House Conference Center to cocktail receptions on the Magnolia Terrace, we will cater to your individual requests in one of the most picturesque venues in the area for ceremonies, receptions, meetings and other special events.

Please find enclosed an overview of Goodwood's rental program, including catering information and rental pricing. The information provided will explain in detail the different rental aspects of Goodwood.

After consideration, if you would like a tour of the facilities, please contact me to schedule an appointment for you to preview the property and further discuss how Goodwood Museum and Gardens can help to make your event memorable.

Again, thank you for considering Goodwood Museum and Gardens as a possible location for your upcoming event. We look forward to the opportunity of working with you.

Sincerely,

Jessica Spector
Director of Hospitality
850-877-4202 ext. 228
jspector@goodwoodmuseum.org

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Facilities Rental Fees

Carriage House

January, February, July, August, September*

	8 a.m. - 10 p.m.	8 a.m. - 2 p.m.	3 p.m. - 10 p.m.
Monday - Thursday	\$1,800	\$700	\$800
Friday/Sunday	\$2,200	\$1,300	\$1,500
Saturday	\$2,400	N/A	N/A

March, April, May, June, October, November, December*

	8 a.m. - 10 p.m.	8 a.m. - 2 p.m.	3 p.m. - 10 p.m.
Monday - Thursday	\$1,800	\$700	\$1,000
Friday/Sunday	\$2,500	\$1,500	\$1,800
Saturday	\$2,700	N/A	N/A

* \$150/each additional hour, when available

Jubilee Cottage

8 a.m. - 5 p.m. \$55/hour with a two hour minimum, including set up time

5 p.m. - 10 p.m.	Up to 50 people	\$300
	51 - 75 people	\$400
	76 - 100 people	\$550

Laundry Cottage

8 a.m. - 5 p.m. (Mon - Sat)

\$45/hour with a two hour minimum, including set-up time

5 p.m. - 10 p.m. (Mon - Sat)

\$45/hour with a two hour minimum, including set-up time

Grounds Weddings/Special Events

Year around

Jubilee and grounds

8 a.m. - 3 p.m. \$750 (maximum of 100 people)

Ceremony and reception outside, with Carriage House reserved as weather back-up - \$500, in addition to the Grounds Wedding/Special Events

Additional hours, if available \$150/hour

All rental fees are subject to 7.5% sales tax.

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Rental Agreement

AGREEMENT dated _____, 20____, between Goodwood Museum & Gardens, Inc. (“Goodwood”) and _____ (the “Renting Party”).

Renting Party agrees to rent the following areas of Goodwood property for the following purpose upon the terms and conditions set forth in this agreement.

The Event

Type of Event _____

Date of Event: _____ Time of Event _____

Property Access Time: _____ Number of people _____

The Renting Party

Contact Person(s):

Phone (day): _____ (evening): _____ cell: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____

Areas Rented

Carriage House: _____ Laundry Cottage: _____ Jubilee Cottage: _____

Ceremony site: _____ Grounds: _____

Renting Party _____ Goodwood Staff _____

Rental Agreement Page 1 of 4
Revised 4/16/08

Fees

Basic Facilities Rental Fee: \$ _____

Security Deposit: \$ _____

Additional Fees:

Sheriff \$ _____ Table/Chair/Dishes Rentals \$ _____ Other \$ _____

Total Estimate: \$ _____

(This subtotal includes rental sums only and does not reflect the Security Deposit.)

Full payment of the Rental Fee and any Additional Fees shall be due 30 days prior to the event. A late fee of \$25 per day will be charged if full payment is more than 2 weeks late.

7.5% Sales tax will be added to the final invoice

Additional Terms and Provisions

1. **Indemnification.** The Renting Party shall be solely liable and responsible for all costs, expenses, damages, liabilities, claims or suits incurred or resulting from its use of the property rented pursuant to this agreement, and the Renting Party covenants and agrees to fully indemnify and save and hold harmless Goodwood and the Margaret E. Wilson Foundation, and their respective officers, trustees, agents, servants and employees, from and against any and all claims, liabilities or causes of action of any kind or nature brought by any person or party, arising out of the use or conduct of the Renting Party or any of its agents, employees, guests, visitors, vendors or subcontractors pursuant to this agreement.

2. **Waiver of Claims.** The Renting Party agrees that Goodwood and the Margaret E. Wilson Foundation, and their respective officers, trustees, agents, servants and employees, shall not be liable or responsible for, and the Renting Party hereby releases them from, any and all claims for damages or loss sustained by the Renting Party or any of its agents, employees, guests, visitors, vendors or subcontractors resulting from any fire, accident, act of God, occurrence or situation on the rented premises/facility or any other part of the Goodwood property or buildings.

3. **Insurance.** The Renting Party shall submit proof of liability insurance in the amount of no less than \$1,000,000, naming Goodwood as additional insured, for the date and hours of the event covered by this agreement. A certificate of liability insurance, in form and substance satisfactory to Goodwood, shall be provided to Goodwood at least 14 days prior to the contracted event. You may visit www.rvnuccio.com or www.wedsafe.com.

4. **Security Deposit.** A Security Deposit in the amount of 50 % of the basic rental fee is required for contracting an event. This deposit is separate from the total amount due and is potentially refundable, subject to the terms of this agreement. This deposit is due at the signing of the Rental Agreement. No date shall be confirmed until the Rental Agreement and deposit have been received by the Goodwood Events Manager.

Renting Party _____ Goodwood Staff _____

The Security Deposit will be refunded 30 days after the event, provided there is no damage to the facility, the terms and provisions of the Rental Agreement have been met, the event ends at the times listed on the contract, and the property is left clean and in the same order as it was found. If the Security Deposit is not sufficient to cover the cost of the repairs and/or replacements, the Renting Party will continue to be responsible and will be billed separately for any charges incurred as a result of such damage. \$75 will be retained from the Security Deposit in the event of a returned check.

5. Cancellations/Refunds.

a. If written notice of cancellation of the scheduled event is received by the Goodwood Events Manager at least 270 days prior to the scheduled and reserved event, 100% of the Security Deposit shall be returned to the Renting Party.

b. 50% of the Security Deposit shall be retained by Goodwood and 50% shall be returned to the Renting Party if written notice of cancellation is received between 270 and 180 days prior to the scheduled event.

c. If written notice of cancellation is received less than 180 days but more than 90 days prior to the scheduled event, Goodwood shall retain 75% of the Security Deposit and the remaining 25% shall be returned to the Renting Party.

d. If the scheduled event is cancelled less than 90 days prior to the event, the entire Security Deposit shall be retained by Goodwood. In addition, if the scheduled event is cancelled less than 30 days prior to the event, the Renting Party shall be responsible for all fees, including Rental Fee and any Additional Fees, called for under this agreement.

6. **Force Majeure.** If the performance by either party of any obligation under this agreement (other than payment obligation) is delayed or prevented in whole or in part by any cause not reasonably within its control (including, without limitation, acts of God, terrorist attacks, war, civil disturbances, accidents, damage to its facilities, labor disputes, acts of any governmental body, or failure or delay of third parties), it will be relieved of performance of such obligation to the extent such performance is so limited or prevented, without liability of any kind. Nothing contained in this agreement will be construed as requiring either party to accede to any demands of labor or labor unions, suppliers or other entities which it considers unreasonable.

7. **Additional Hours.** Opening the property earlier than 8:00 a.m. and closing the property after 11:30 p.m. will result in an additional charge. If anyone or the contracted vendor associated with the event arrives outside of the contracted hours, the property and buildings will not be available. Therefore, if additional time is needed, the total number of hours and the total amount due will be determined 30 days prior to the event. If there are no scheduling conflicts, those hours requested will be scheduled in accordance with the published rate schedule and specified in a signed contract addendum.

Renting Party _____ Goodwood Staff _____

8. **Deputy Sheriff.** All events are required to have a deputy sheriff on site until the last gate is locked. The rate for one deputy sheriff covers events up to 200 people and has been included in the rental fee schedule. Goodwood will secure and schedule the officer. For events over 200 persons, Goodwood will secure officers at a rate of \$45.00 per hour based upon one additional officer for every 100 people over 200. The hours for the additional deputy sheriff(s) will be determined 30 days prior to the event. At this time, fees for the additional sheriff's hours will be determined and added to the total amount due. When the fees for the additional deputy sheriff(s) exceed the original contract the difference will be taken out of the Security Deposit unless other arrangements have been made.

9. **Bartender.** Only professional bartenders may serve alcohol on the Goodwood property. Bars may be set up only on "hard surfaces" of the property. A diagram showing the location of bars must be signed by both parties and be attached to this document. Alcohol consumption is limited to the property. Goodwood reserves the right to terminate the event if behavior of guests is deemed inappropriate by Goodwood Staff or law enforcement.

In accordance with Florida Law, no persons under the age 21 should be served alcohol.

10. **Additional Agreements.** The undersigned, on behalf of the Renting Party, has read, understands and agrees to abide by the Rules and Regulations of Goodwood. All such Rules and Regulations are incorporated herein by reference and made parts of this agreement.

11. **Florida Agreement, Misc.** This agreement is made and entered into in the State of Florida and it shall be interpreted in accordance with the laws of Florida. Any dispute hereunder shall be heard and determined in the courts of Leon County, Florida, and the prevailing party shall be entitled to recover from the other party, without limitation, its reasonable attorney's fees and costs. This is the entire agreement between the parties, and it may not be changed, extended, amended or modified except in writing signed by all parties hereto.

Printed Name of Renting Party

By _____
Renting Party Contact

By _____
Financially Responsible Party

For Goodwood Museum & Gardens, Inc.

By _____
Events Manager*

*Not valid until signed by Goodwood Events Manager and accompanied by executed copy of the Rules & Regulations.

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Rules and Regulations

Introduction

Goodwood Museum and Gardens, Inc. is a private foundation created for the restoration of the historic Goodwood Estate as a museum and garden that are available to the public. The grounds are a historic garden and are kept as such, and, in keeping with their historic character, are not overly manicured. Over 300 events are held on the Goodwood property annually. For those events to be successful, you are expected to read and agree to the following Rules and Regulations when scheduling an event at Goodwood. These terms are in place to preserve the unique character of Goodwood for future generations to enjoy. ***Failure to follow these Rules and Regulations will result in a non-refunded Security Deposit and/or the termination of the event.***

Public Hours of Operation

Monday – Friday 9 a.m. to 5 p.m.; Saturday 10 a.m. to 2 p.m.
Closed: Thanksgiving Day, Christmas Day, New Years Day and Sundays.

Opening Goodwood's property any day earlier than 8 a.m. and closing the property later than 11:30 p.m. will result in an additional charge. Please see the Rental Fee Schedule.

Be advised that Goodwood is open to the public during designated daytime hours.

- 1) The use of the grounds and/or buildings at Goodwood shall be in compliance with municipal, county and state laws and with these Rules and Regulations. Any event involving illegal activities will be terminated.
- 2) Any publicly listed information regarding the contracted event should read: Goodwood Museum & Gardens.
- 3) The Carriage House, Jubilee Cottage, and Laundry Cottage are available for rental seven days a week from 8 a.m. to 10 p.m. Rough House Cottage and the Main House are not available for rental at anytime. The Renting Party will have use of the rented buildings or property for those hours specified in the rental agreement. All events must end at 10:00 p.m. All vendors contracted for specific events must have completed their clean up and be off the property no later than 11:30 pm. If your event is contracted to conclude beyond 11:30 p.m., an additional fee will be incurred. Please see the Rental Fee Schedule. Goodwood is not responsible for vehicles left on property at the conclusion of events. There will not be access to Goodwood to pick-up vehicles until normal Public Hours of Operation, listed above.

Renting Party _____ Goodwood Staff _____
(Please initial)

Rules and Regulations page 1 of 4
Revised 4/23/08

- 4) Driving or parking on the grass or brick walkways is not permitted. Rental firms, caterers, beverage providers or any other contracted vendor may make deliveries only from the designated areas. It is the Renting Party's responsibility to communicate this with their vendors.
- 5) Goodwood is not responsible for any loss or inconvenience to the Renting Party or its guests as a result of power failures which may cause an interruption of the electrical service to the premises.
- 6) A representative of Goodwood will be on the premises during the hours of the contracted event. The Goodwood staff member must assist the Renting Party or its representative turning on/off lights or adjusting the room temperature.
- 7) In keeping with Florida law, smoking is not permitted in any building at Goodwood.
- 8) Only service animals for persons with disabilities are permitted in the buildings.
- 9) Children under the age of 14 must be supervised and remain near the function which they are attending. Goodwood personnel will return unsupervised children to their designated event.

Rented Items

10) Tents and party rental equipment (i.e., heaters, dance floor, etc.) are permitted in specific areas approved by Goodwood (locations may vary with weather conditions.) If a tent or rented equipment is set up in areas other than where permitted, Goodwood reserves the right to have the tents/equipment moved to the permitted areas and any additional fees incurred will be paid by the Renting Party.

11) Acceptance of rental items is the responsibility of the Renting Party. Delivery of rental equipment is permitted only during regular business hours and when the contracted building is available. Arrangements must be made with Goodwood's Events Manager for scheduling delivery of rented items. Failure to do so may result in the delivery not being accepted.

12) Rented equipment must be removed from the premises as soon as possible after the contracted event. This should be scheduled, communicated and approved by the Goodwood's Events Manager 30 days prior to the event.

Decorations and Clean up

13) Decorating the Carriage House, Jubilee Cottage, Laundry Cottage and grounds requires prior approval by Goodwood's Events Manager. No plans that include decorations and/or other paraphernalia hung or attached to the rafters, woodwork, ceiling or walls will be approved. No nails, staples, push pins, glue or tape are to be used on any interior or exterior building surfaces. Nothing may be floated in the pool or hung from the lattice work or columns around the pool area. Nothing is to be hung or nailed to any trees, bushes, fencing or columns. The gazing globe on the front lawn may not be moved for any reason. Cutting plants or flowers on the Goodwood property is not permitted.

14) Any approved items of decoration and/or personal property must be removed from Goodwood's property by the end of the event. Goodwood is not responsible for theft or other loss of any personal property during or after the event, including vehicles. Items left more than 10 days after an event will be donated or disposed.

Renting Party _____ Goodwood Staff _____
(Please initial)

Rules and Regulations page 2 of 4
Revised 4/23/08

15) Fog/smoke/misting machines, confetti, confetti machines, candy hearts, streamers, sunflower seeds, fake flower petals, glitter or sparklers are strictly prohibited on/in any of Goodwood's properties. Bubbles, petals from live flowers and bird seed may be used outside. Items must be biodegradable and safe for wildlife and the environment.

16) Candles in hurricane lamps, votives in holders or otherwise enclosed in glass are permitted, with discretion, only in the Carriage House and/or on the grounds, outside of other buildings. Sterno may be used by caterers.

17) All trash must be placed in the black cans behind each building, using garbage bags that the Renting Party provides. All party rental equipment must be organized and ready for pick up.

18) The Renting Party or its representative must be present until the last guest has departed. Thirty days prior to the scheduled event, the Renting Party shall supply the name of the individual who will be the representative for end of event cleanup.

Food and Beverage Vendors

19) Food and beverage vendors contracted by the Renting Party must be approved by the Events Manager. Renting party is responsible for briefing all vendors on Goodwood Rules & Regulations; it is the responsibility of the Renting Party to see that their vendors adhere to the regulations. Failure by any vendor to adhere to the Rules & Regulations may result in the loss of return deposit for Renting Party. Should the Renting Party wish to meet at Goodwood with any of their vendors, the Events Manager must be aware of the meeting in order to coordinate the availability of buildings for review.

20) Only professional bartenders may serve alcohol on the Goodwood property. Bars may be set up only on "hard surfaces" of the property as specified Property diagram. Alcohol consumption is limited to the property. Goodwood reserves the right to terminate the event if behavior of guests at any time is deemed inappropriate by Goodwood Staff or law enforcement.

In accordance with Florida Law, no person under the age 21 is to be served alcohol.

Other Notable Items

21) Many of the electrical circuits/outlets within the buildings and on Goodwood's property will not accommodate additional loads. Discuss your electrical needs with the Events Manager a minimum of 30 days prior your event. Should your event require additional electrical power, you may need to rent a generator.

22) Wedding rehearsal location and time must be scheduled at the time of contracting for a wedding on the property.

23) Additional limitations/restrictions may be imposed by the Events Manager if it is determined such restrictions are necessary to protect the house, grounds, or individuals.

All Rules and Regulations are directed and approved by the Goodwood Board of Directors. Exceptions may be granted only by the Executive Committee.

Renting Party _____ Goodwood Staff _____
(Please initial)

Rules and Regulations page 3 of 4
Revised 4/23/08

By 30 days prior to your scheduled event, you must have:

_____ Made full payment of the Rental Fee and any additional fees, which includes reviewing and finalizing the hours of your event and the projected size of the event for appropriate sheriff coverage.

_____ Identified and scheduled delivery and pick up for any party rental equipment and met with your vendors to review your vendor's responsibilities and ensure their familiarity with the property Rules and Regulations.

_____ Identified the party responsible for remaining on the property until all vendors have completed their clean up and the site is closed, if it is not the Renting Party.

_____ Reviewed the decorating and electrical requirements for your event with the Goodwood Events Manager.

By 14 days prior to your scheduled event, you must have:

_____ Submitted a certificate of liability insurance to Goodwood.

Renting Party _____ Goodwood Staff _____
(Please initial)

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CATERING AGREEMENT TERMS AND CONDITIONS

This AGREEMENT is between GOODWOOD MUSEUM AND GARDENS (“Goodwood”) and _____ (“Caterer”). This agreement is effective upon execution by both Parties.

The Caterer is required to schedule an appointment for an orientation meeting with the Goodwood Events Manager thirty (30) calendar days prior to its first catering assignment at Goodwood Museum & Gardens. During this orientation meeting the Caterer will be provided a tour of the facilities and have an opportunity to address any concerns at that time. The Caterer must also provide the Goodwood Events Manager with present copy of its current business insurance certificate and State of Florida food service license at this meeting. These will be held on file at Goodwood and presented again only upon expiration. On the day of the event, please check in with the Goodwood Events Manager prior to beginning work.

The Carriage House kitchen is a state of the art kitchen. The Caterer must leave the kitchen in the same condition it was prior to beginning work. The Caterer must complete the attached check list of requirements and must initial prior to and after utilizing the Carriage House kitchen. All trash must be placed in black garbage cans located behind each building, using garbage bags provided by either the Renting Party or the Caterer. Under no circumstances may caterers pour grease or greasy substances, coffee grounds, or excess food into the drains or pour or dump substances onto the grounds of Goodwood.

It is the Renting Parties responsibility to organize and make arrangements for the return of all rental equipment (plates, glassware, silverware, serving pieces and table linens, etc.) prior to departing from the property. Goodwood will allow the rental company access, as previously scheduled, to pick-up the rental equipment. Goodwood will not be responsible for the handling of any rental items or for the quantity returned.

The Caterer must remove any items brought to Goodwood for the event immediately following the conclusion of the event. Exceptions require prior written approval by the Goodwood Events Manager. Goodwood assumes no responsibility for any items left unattended prior to or after an event.

Should damages occur to Goodwood as a result of any action of the caterer or any member of the catering staff, the damage will be deducted from the Renting Party’s security deposit.

Date of Event _____

Printed Name of Renting Party _____ Signature _____

Printed Name of Caterer _____ Signature _____

Caterer Phone number _____

Goodwood Events Manager: _____ Signature _____

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BARTENDING AGREEMENT TERMS AND CONDITIONS

This AGREEMENT is between GOODWOOD MUSEUM AND GARDENS (“Goodwood”) and _____ (“Bartender”). This agreement is effective upon execution by both parties. The Bartender is required to schedule an appointment for an orientation meeting with the Goodwood Events Manager thirty (30) calendar days prior to its first bartending assignment at Goodwood Museum & Gardens. During this orientation meeting the Bartender will be provided a tour of the facilities and have an opportunity to address any concerns at that time. The Bartender must also provide the Goodwood Events Manager with present copy of its current business license at this meeting. This will be held on file and only need be presented again upon expiration. On the day of the event, please check in with the Goodwood Events Manager prior to beginning work.

The Bartender is responsible and liable for all employee or subcontracted staff.

The Bartender must set up bars on “hard surfaces” of the property only, as specified on the Property diagram attached. Alcohol consumption is limited to the Goodwood property. Goodwood reserves the right to terminate the event at any time should the behavior of the event’s guests be deemed inappropriate by Goodwood Staff or law enforcement.

The Bartender may have access to the ice machine in the Carriage House kitchen however Goodwood will not be held responsible for the sufficiency to cover the event’s needs.

The Bartender must place all trash in the black garbage cans located behind each building, using garbage bags provided by either the Renting Party or the Bartender. Under no circumstances may the bartender pour substances other than water onto the grounds of Goodwood.

The Bartender must remove any items brought to Goodwood for the event immediately following the conclusion of the event.

The Bartender must abide by Goodwood’s “Rules and Regulations” and the terms and conditions of this agreement. A signed copy of this document must be on file with the Goodwood Events Manager prior to working events at Goodwood. It is the Bartenders responsibility to notify all employees or subcontractors of these Rules & Regulations and terms and conditions. Failure to comply with the above rules and regulations will result in additional charges to the Bartender.

Date of Event _____

Printed Name of Renting Party _____ Signature _____

Printed Name of Bartender _____ Signature _____

Bartender’s Contact Number _____

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PREFERRED CATERER OF CHOICE LIST (alphabetical order listing)

The Preferred Caterer of Choice is a list of caterers that Goodwood Museum and Gardens recommends to meet your catering needs.

- Andrew's Catering - Brandi Gregory (850-645-9255)
- Cafe Cabernet - Jay Burleson (850-251-1175)
- Catering Capers - Katheryne Veldhouse (850-385-5953)
- Cowboy Catering - John Thomas (850-933-7990)
- Cureton and Company - Vickie Cureton (850-893-6856)
- Klassic Katering - Karen Chapan (850-894-0423)

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RENTAL PRICE LIST 2010

Tables	Price per item	Available
60" Round Table	\$7.00	25
48" Round Table	\$7.00	10
8ft. Banquet Table	\$7.00	15
30"x42" Hi-top Table	\$7.00	2

Chairs	Price per item	Available
Indoor Only Upholstered Chairs	\$2.75	200
White Resin "Winchester" Chairs	\$2.75	200

**10% Service Charge for Sub-Contracted Rental Items*

Dishes	Price per item	Available
10" Dinner Plate	\$.30	250
7" Salad/Dessert Plate	\$.30	250
Bread Plate	\$.30	250
Coffee Cup w/Saucer	\$.60	144 sets

Flatware	Price per item	Available
Dinner Knife	\$.20	250
Dinner Fork	\$.20	250
Salad/Dessert Fork	\$.20	250
Teaspoon	\$.20	250

Glassware	Price per item	Available
11oz. Universal Beverage Goblet	\$.25	250
8.5oz. Universal Wine Glass	\$.25	250

**All dishes and glassware will be assessed a \$100 handling fee*

**Goodwood does not offer linen rental*

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CLIENT PRE-EVENT CHECK LIST DUE 30 DAYS PRE-EVENT

PAPER WORK & PAYMENT DUE BY: _____

TODAY'S DATE: _____ DATE(S) OF EVENT: _____
NAME: _____ TYPE OF EVENT: _____
ADDRESS: _____ CITY: _____ ZIP: _____
PHONE: _____ E-MAIL: _____
DEPOSIT PAID: _____ TOTAL AMOUNT DUE: _____ AMOUNT DUE DATE: _____

IF THE DEPOSIT IS TO BE RETURNED, PLEASE LIST THE NAME AND ADDRESS OF THE RECIPIENT:

PROPERTY ACCESS TIMES SET-UP/BREAK-DOWN: _____ EVENT START TIME: _____ EVENT END TIME: _____

TOTAL#OF GUESTS: _____ (IF OVER 200, A SECOND DEPUTY IS NEEDED AT \$35.00 PER HOUR FOR EVERY 100 PERSON)

BUILDINGS RENTED: CARRIAGE HOUSE LAUNDRY COTTAGE JUBILEE COTTAGE

EVENT PLANNER'S NAME AND NUMBER: _____

CATERER'S NAME AND NUMBER: _____

BAR SERVICE NAME AND NUMBER: _____

FLORIST'S NAME AND NUMBER: _____

RENTAL COMPANY NAME AND NUMBER: _____

RENTAL COMPANY: DELIVER DAY/TIME: _____ PICK UP DAY/TIME: _____

ADDITIONAL RENTAL COMPANIES: _____

PHOTOGRAPHER: _____

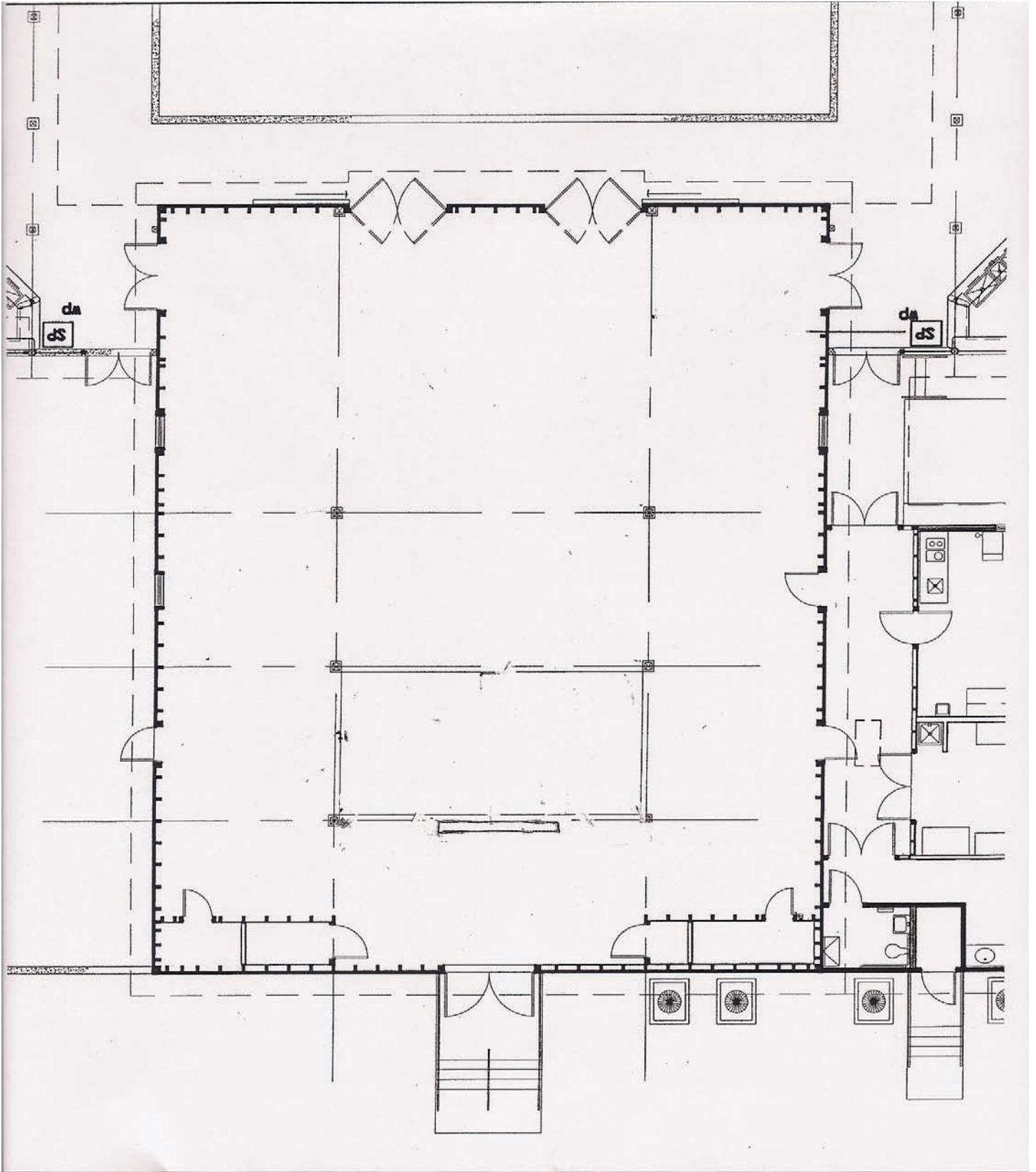
MUSIC PROVIDED BY: _____

INSURANCE CERTIFICATE RECEIVED: _____

PERSON(S) RESPONSIBLE FOR THE END OF EVENT CHECK LIST: _____

Please take this opportunity to review your contract to ensure you receive full deposit post event.

Please return Check list, Final payment and Insurance Certificate to: Jessica Spector,
Goodwood Museum & Gardens, 1600 Miccosukee Rd., Tallahassee, FL 32308
850.877.4202 (o) 850.877.3090 (f)



CARRIAGE HOUSE CONFERENCE CENTER LAYOUT