



Client Initials _____

Special Events Rental Agreement

We are pleased that you will be holding your event at The Bronson-Mulholland House. The Bronson-Mulholland House is owned by the City of Palatka and is listed on the National Register of Historic Places. It is a multi-use facility utilized by federal, state and city agencies and organizations. It is a historic building and not a full-service hotel or event space.

It is the mission of The Bronson-Mulholland House to preserve the historic site and educate the public about Palatka History as well as Florida history in the late 19th and early 20th century. The policies pertaining to events held at The Bronson-Mulholland House were developed with the mission of preservation and education in mind.

Highlights

The historic Bronson-Mulholland House is located in Reid's Garden, a historic district along the St. Johns River in Palatka, Florida. It is approximately 30 miles (around 30 minutes) southwest of St. Augustine, Florida and 65 miles (around 1 & ¼ hours) south of Jacksonville, Florida. There are two major hotels in the area. The House was built in 1854 by Judge Isaac Bronson, a noted politician from New York state who helped form the legislation that helped Florida become a state. The building contains rooms furnished to reflect the style of the late 1800s, and as such contains many antiques and irreplaceable items. It overlooks a great lawn to its north and west, while to the east the St. Johns River is visible. The House sits on three acres of natural parkland and has stately moss-covered live oak and palm trees among other plantings.

The first floor interior space of The House can be rented in part or in total. There is beautiful period furniture, décor, and chandeliers as well as more modern lighting and floor-situated outlets. Bear in mind The House was built before electricity, air conditioning, and many other modern amenities we are accustomed to. As such, the interior space of the house is limited to very small intimate weddings, gatherings, or dinner parties. The building is currently undergoing restoration and care must be taken to preserve and respect The House in its entirety.

Capacity

Clients are encouraged to plan high-quality events and to limit the number of guest to allow for adequate service and aisle and exits as required by the Fire Code. Depending on the size of the group, events may be required to take place outside The House with the interior of The House open for touring but monitored for capacity.

Special Event Rules and Guidelines

General Rules

- No date will be held without a non-refundable "Save the Date" deposit of \$150.
- Total rental payment is due (including all estimated fees and security deposit) to The City of Palatka no later than thirty (30) days prior to the event.
- The House provides only the site. The Client will provide all services such as catering, décor & rentals.

- **Guests/vendors may set up for an event up to twenty-four (24) hours prior to their contracted event start time.**
- Nothing may be attached or anchored in any way to any part of The House.
- **All art objects and carpets may not be moved without prior arrangements with The House Docent. Please keep in mind that indoor space is limited, and many objects are delicate and should not be moved.**
- The House reserves the right to remove from the premises any person(s) behaving in a manner considered to be potentially harmful or detrimental to The House and/or other event guests.
- Client agrees to adhere to all instructions of The House staff and/or security officers.
- Client agrees to hold harmless and indemnify The City of Palatka and its employees or agents against any and all liability, loss, damages or expenses which may be incurred by the Client or the Client 's subcontractors as a result of willful disregard or gross negligence during your Special Event.
- The House **does not** maintain a generator in case of power outage.
- Florida law prohibits smoking inside a public building.
- The House shall not be responsible for the damage or loss of any merchandise or articles brought into The House or for any items left unattended.
- The employment of unauthorized aliens by any Client is considered a violation of Section 274A(e) of the Immigration and Nationalization Act.
- The Client shall comply with all applicable federal, state and local rules and regulations, including compliance with all applicable federal, state and local health and safety rules and regulations.

Subcontractors

- Client is responsible for the actions of all subcontractors such as party planner, entertainers, florists, caterers, musicians, etc. and is responsible for ensuring that all subcontractors are aware of The House's Special Event Rules and Guidelines Agreement pertaining to their work at The House.
- Client is responsible for ensuring that their subcontractors provide sufficient extension cords, electrical panels, etc. to cover the event's electrical needs. Failure to notify House Docent of electrical requirements may result in inadequate power or power failure. All subcontractors must comply with state, federal, park, city, and municipal authorities relating to the use of these premises.
- Client is responsible for ensuring that their contracted caterer is aware of all catering rules and clean up responsibilities. When Client hires a caterer for their event, Client assumes the responsibility of the caterer. Caterer is responsible for clean up (reasonable removal of garbage related to catering prep activities, reasonable clean up of kitchen/prep area) during and after the event. If alcohol is to be served, the caterer **must** hold a liquor license. No self-catering of events (aside from home-made wedding cake baked off-site) is allowed unless prior arrangements have been made with The House Docent.
- No drinks, ice, water or oil may be dumped on the grounds.
- After the event, all items must be removed by noon the following day (in the case of weekend events, items may be left until the following Monday at noon). The House will not be held responsible for items left on the property overnight. The Client may choose to remove items (such as tents, tables, chairs, etc) on the day/evening of the event at the Client's own expense with the individual contractor.

Parking / Traffic

- Parking for The House is limited and arrangements should be made with The House Docent prior to the event.
- Parking for catering services/other necessary services is available behind the Putnam County Historical Society Museum, located directly adjacent to The House.
- The House Docent must be advised when valet parking or charter bus has been arranged.

Cancellation Policy

If the Client cancels the Event, such decision would constitute a breach of its obligation to The House and The House would be harmed. Should the Event not be held at The House or it is canceled at any time after the signing the Special Event Agreement, the Client agrees to forfeit fees as follows:

- 30 days or more prior to the event - \$150 Save-the-Date deposit is forfeit
- Two weeks to 29 days prior to the event - \$150 Save-the-Date deposit PLUS 20% of Estimated Fees is forfeit
- One week to 13 days prior to the event - \$150 Save-the-Date deposit PLUS 30% of Estimated Fees is forfeit
- 6 days or less prior to the event - \$150 Save-the-Date deposit PLUS 40% of Estimated Fees is forfeit

The House agrees that, after receipt of such amounts, it will not seek additional damages.

Notwithstanding the foregoing, should The House confirm another event for the same date originally booked by Client, Client shall not be charged/will be refunded all fees paid.

FORCE MAJEURE: No damages shall be due for a failure of performance occurring due to Acts of God, war, terrorist act, government regulation, riots, disaster, or strikes, any one of which make performance impossible.

Event Details

I wish to apply my non-refundable "Save the Date" deposit of \$150 to the following date:

The event will be of the following nature (i.e. wedding, dinner party, etc)

My estimated number of guests is:

I wish to have exclusive use (within policies and guidelines) of the following area(s):

My exclusive use will fall between the following times:

Breakdown of Fees Due

- Refundable Security Deposit: \$500
- House Rental Fee: \$ _____
- House Docent Fee: _____ Hours at \$18/Hour = \$ _____
- Additional Security Fee: _____ Hours at \$23/Hour = \$ _____
- Janitorial Fee \$ _____
- Additional Fees, if applicable: \$ _____
 - Nature of Additional Fees: _____

My payment to The City of Palatka, due in full no less than thirty (30) days prior to my event will be:

\$ _____

This is only an estimate of necessary fees for the event as described. Damages, additional security, and other unforeseen circumstances may result in additional fees assessed post-event.

I have read this Rental Agreement, The Bronson-Mulholland House Events Policies, and the Rate Sheet and accept all responsibilities listed and agree to the terms set forth within these documents. I understand that my date is not reserved until I bring this Agreement and my \$150 Save-the-Date deposit to the City of Palatka Building Department located at 205 N 2nd St, Palatka, FL 32177.

Client

Date

I have responsibly gone over all necessary information for the above Client, have confirmed that the date is available for reservation, have outlined a Site Plan for the event, and have filled out a City Reservation sheet.

House Docent/ Representative

Date

For Building Department Use Only

I have received the \$150 Save-the-Date deposit in full and have directed the Client as to the next steps in the payment/events process.

City of Palatka Building Department Representative

Date