

GUIDELINES FOR EVENTS AT THE MUSEUM OF COMMERCE

1. **FEES - Mon-Thurs: \$600.00 plus tax for 5 hours**
Fri-Sun: \$1,600.00 plus tax for 8 hours

Each additional hour or part thereof, will be billed at \$100.00/hr. **Florida sales tax (7.5%) will be added** unless tax exempt forms are provided. *The fee must be paid and proof of insurance must be provided one month prior to the event.*

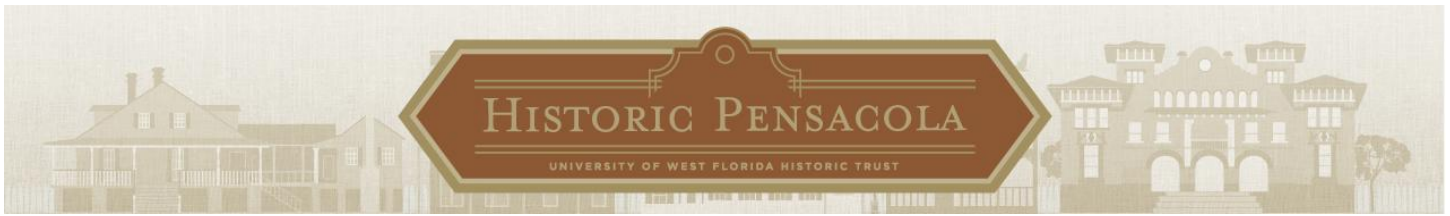
2. **DEPOSIT** - An additional check for \$500.00 is required to hold your date. Provided no damages have occurred, the premises are left clean and in acceptable condition, and time limits are not exceeded, this deposit will be refunded following the event. The deposit is also refundable should you cancel your reservation in writing at least 6 months prior to your scheduled event.

3. **INSURANCE** - Any person or organization using the property of UWF Historic Trust must provide, at least two weeks prior to scheduled event, a copy of insurance certificate naming the Trust as co-insured with the individual(s) or agency using the property, for the entire period of the event, and in the minimum amount of \$300,000 combined single limit of liability. If your homeowner's insurance company will not provide you with temporary coverage, there are several agencies online that specialize in wedding/reception insurance only, such as WedSafe www.wedsafe.com, One Day Event www.1dayevent.com, The Event Helper www.theeventhelper.com, and WedSure www.wedsure.com.

4. **CONDUCT** - Because of the value of the collections and materials in the museum, the user agrees to maintain order and proper conduct. Such shall be the responsibility of the individual(s) sponsoring the event and the organization which they represent. A staff member of UWF Historic Trust will be present at all times during your function and is available to answer any questions that you might have. The staff person is the final authority on any questions or restrictions during an event.

5. **EQUIPMENT** – UWF Historic Trust will provide chairs and tables-*we do not provide linens-* to seat up to 200 guests. We do not provide other equipment such as lecterns, slide equipment, trash bags or cans, or services such as catering, bar setup, security, cleaning crews, etc. All such requirements are the responsibility of the persons or organization concerned. In addition, all arrangements for the delivery of equipment or setup activities by caterers, musicians, florists must be coordinated in advance with the staff of WFHPI at (850)595-5985 ext. 107. If your event is on Friday, the equipment **MUST** be removed Friday night. If your event is on a Saturday, and there is **NO** event on Sunday in the Museum, you must have the equipment picked up the following Monday by 10:00 a.m. **YOU MUST PROVIDE YOUR OWN TRASH RECEPTACLES AND REMOVE ALL GARBAGE AND TRASH FROM THE MUSEUM IMMEDIATELY FOLLOWING YOUR EVENT.**

***WE PROVIDE 12- 8' RECTANGLE, 12- 6' RECTANGLE, AND 12- 60" ROUND TABLES WITH WHITE WOODEN WEDDING CHAIRS. HOWEVER, WE DO NOT PROVIDE LINENS and WE DO NOT SET UP OR BREAK DOWN TABLES AND CHAIRS and WE DO NOT CLEAN UP THE MUSEUM FOLLOWING THE EVENT. THIS IS THE RESPONSIBILITY OF THE PERSON/PERSONS WHO RENT THE MUSEUM.*



6. **ARTIFACTS** - Please do not move any of the items in the gallery. The trolley car will be locked during special events. The Museum of Commerce is a museum, and because of the building's unique features and historic furnishings, we ask that you help us preserve the integrity of our collections and that you respect the fragility of the artifacts that are part of this exhibit. Please do not allow guests to remove the bicycles from behind the fence – they are part of the museum exhibit and are NOT to be removed!

7. **SMOKING** - SMOKING IS NOT PERMITTED IN THE MUSEUM BY STATE LAW.

8. **TIME AVAILABILITY** - The museum is available for rent after 4:00 p.m. Monday through Friday, after 12:00 pm on Saturday, and all day on Sunday. This includes any time needed to set up prior to your event. Your rental of the Museum of Commerce provides you with 5 hours only for Monday-Thursday events, and 8 hours only for Friday-Sunday events. **All set-up time, event time, and clean-up time is to be conducted within the rental period. Additional hours may be purchased at \$100 per hour.**

9. **COORDINATION** - Many special events are held in the area of Seville Square. Any event involving a number of guests which may conflict with the normal flow of activity or traffic in the area must be coordinated with the City of Pensacola Police Department. It is suggested that you also check with the Pensacola Area Chamber of Commerce, the City of Pensacola Leisure Services Department, and the Visitor Information Center for other scheduled events which may be occurring on the day of your event. UWF Historic Trust does not provide or guarantee any parking.

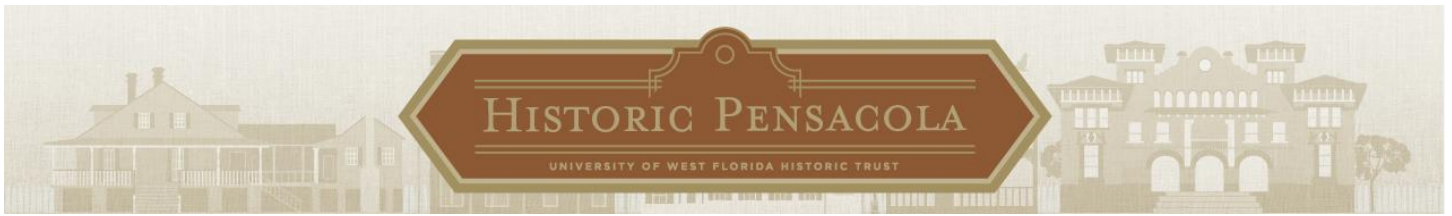
10. **CLEAN UP - ALL TABLES AND CHAIRS MUST BE BROKEN DOWN AND PUT BACK INTO THE CATERING AREA. ALL TRASH MUST BE PICKED UP AND REMOVED FROM THE PREMISES. THE BUILDING AND THE RESTROOMS MUST BE SWEEP FOLLOWING THE EVENT. IF DRINKS HAVE BEEN SPILLED, THE MUSEUM MUST ALSO BE MOPPED.**
PLEASE LEAVE THE MUSEUM IN THE CONDITION THAT YOU FOUND IT!!

11. **CONFETTI** - Throwing rice, birdseed, glitter or confetti is NOT allowed either inside or outside the museum. Confetti or glitter should not be used to decorate the museum.

12. **ALCOHOL** - Alcoholic beverages may be served. Alcoholic beverages may be sold only if a liquor license is posted and a copy of the liquor license has been provided to UWF Historic Trust prior to the effective date of the event.

13. **THERMOSTAT SETTINGS** - The museum's climate control system is engineered to provide an ideal environment. No adjustments can be made to the temperature. **Event-related personnel should be advised to keep the doors closed at all times to avoid drastic changes in temperature.**

14. **DECORATIONS** - Decorations in the museum should be simple. Please do not hang decorations from the ceilings or from the balconies, and please DO NOT use staples, nails or tacks on any of the



posts, fences, walls, or other woodwork in the museum. No glitter or confetti should be used to decorate, and ALL decorations must be removed immediately after your event.

15. **ADDRESS** - The street address of the Museum of Commerce is: **201 East Zaragoza Street, Pensacola, Florida, 32502** should you wish to use it on invitations.

16. **EXCEPTIONS** - Any exception to these rules must be negotiated with UWF Historic Trust in writing.