

**GUIDELINES FOR EVENTS AT THE
T.T. WENTWORTH, JR. STATE MUSEUM TRADER JON'S EXHIBIT**

I. FEES-

Flat rate: \$500.00 plus tax for 4 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 two (2) weeks prior to the event.*

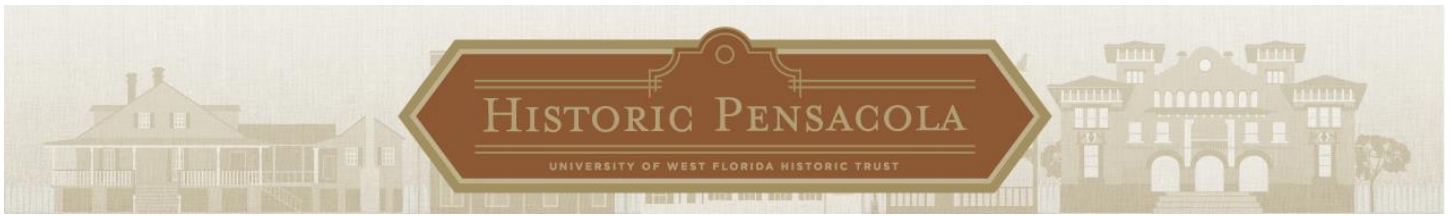
2. **DEPOSIT** - An additional \$200.00 refundable deposit is required to hold your date. Provided no damages have occurred, the premises are left clean and in acceptable condition, and time limits are not exceeded, this deposit will be refunded following the event. The deposit is also refundable should 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. There are several agencies online that specialize in event insurance only, such as The Event Helper www.theeventhelper.com, One Day Event www.1dayevent.com, and Private Event Insurance www.privateeventinsurance.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 cocktail tables--we do not provide linens. We do not provide other equipment such as chairs, 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, etc. must be coordinated in advance with the staff of UWF Historic Trust at (850)595-5985 ext. 107.

ALL EQUIPMENT MUST BE REMOVED FROM THE MUSEUM IMMEDIATELY FOLLOWING THE EVENT.



6. **ARTIFACTS** – You may not touch or move any of the items in the Trader Jon’s exhibit gallery. Your guests may not touch or remove any items that are a part of the museum exhibit. This exhibit is part of a State 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.

7. **EXHIBIT USAGE** – All food must be served and contained in exhibit space. The bar inside the exhibit gallery may be used for food and drink service. The Trader Jon statue inside the bar area may not be touched or moved by you or your guests. Specific rules for food and beverages are detailed in section 13 of the agreement. You must select vendors from our registered vendor list.

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

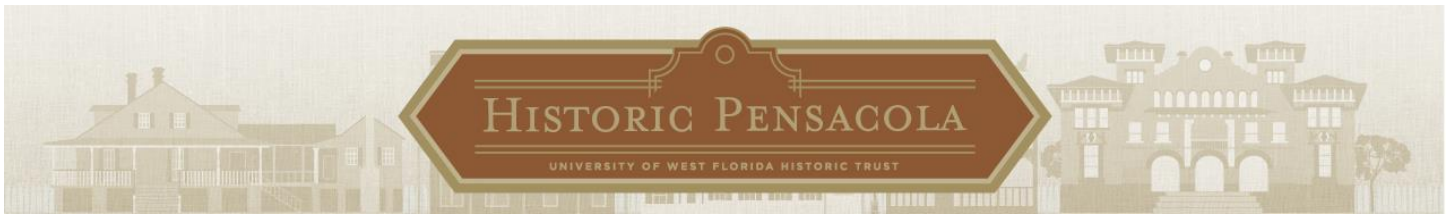
9. **TIME AVAILABILITY** - The museum is available for rent after 4:00 p.m. Tuesday through Sunday, and any time on Monday. This includes any time needed to set up prior to your event. Your rental of the T.T. Wentworth Museum Trader Jon’s Exhibit provides you with 4 hours only. **All set-up time, event time, and clean-up time is to be conducted within the rental period. Additional hours may be purchased at \$100 plus tax per hour.**

10. **COORDINATION** - Many special events are held in the areas surrounding the museum. 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.

II. CLEAN UP - ALL TABLES MUST BE BROKEN DOWN AND PUT BACK INTO THE DESIGNATED STORAGE 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 FLOORS MUST ALSO BE MOPPED. PLEASE LEAVE THE MUSEUM IN THE CONDITION THAT YOU FOUND IT!

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

13. **FOOD & ALCOHOL** – There is no kitchen or catering prep space in the museum, so all food must be prepared and delivered on trays. Alcoholic beverages may be served. Alcoholic beverages may be given away to guests for free, but may only be sold 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. You must select caterers and bartenders from the UWF Historic Trust Registered Vendors list, since these vendors are familiar with our museum operations and rules regarding event set-up, event activities, and breakdown/cleanup. Vendor information must be submitted to UWF Historic Trust two (2) weeks prior to your event.



14. **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.

15. **DECORATIONS** - Decorations in the museum should be simple and approved by UWF Historic Trust in advance. You may not hang any decorations from the ceilings or walls of the museum, and **DO NOT** use staples, nails or tacks on any of the posts, walls, or other woodwork in the museum. No glitter or confetti should be used to decorate. Candles are **NOT** allowed in the museum. All decorations must be removed immediately after your event. Plans for decorations must be submitted to UWF Historic Trust two (2) weeks prior to your event.

16. **ADDRESS** - The street address of the T.T. Wentworth Museum is: 330 S. Jefferson Street, Pensacola, Florida, 32502 should you wish to use it on invitations. The Trader Jon's exhibit is on the 2nd floor.

17. **EXCEPTIONS** - Any exception to these rules must be negotiated with UWF Historic Trust in writing at least two (2) weeks prior to the event.