

**THE BARNACLE HISTORIC STATE PARK**  
**DAYTIME SPECIAL EVENTS**  
**Effective Date: February 12, 2010**

Thank you for considering The Barnacle for your special event. This policy sets the terms and conditions for special events held at The Barnacle Historic State Park; permits and encourages events; and regulates them to avoid detracting from our mission of protecting and interpreting this site to the public.

**SITE AVAILABILITY**

1. INTERIORS OF THE HISTORIC HOUSE AND THE BOATHOUSE *ARE NOT* AVAILABLE FOR SPECIAL EVENTS – GUIDED TOURS OF THE HOUSE MAY BE RESERVED AT THE TIME OF EVENT RESERVATION.
2. The Division of Recreation and Parks reserves the right to deny any group or special event, which in its opinion is inappropriate at this historic site.
3. Daytime rental fee reserves the Micco pavilion for you event. **50 guest maximum for daytime events.** Micco Pavilion floor dimensions are: 27.5”x 53”; covered area is slightly larger.

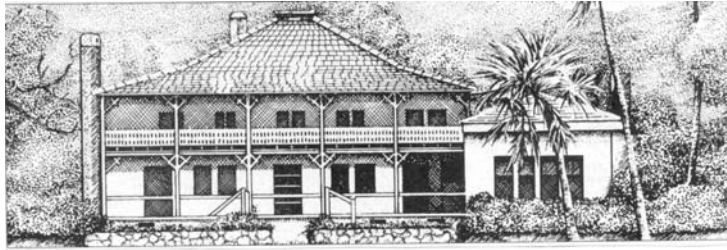
**FEES & DEPOSIT**

- 1) **Daily Pavilion Rental**                      **\$200 Fee plus \$14 tax.**  
Check made payable to The Barnacle Historic State Park. Access allowed during park hours from 9 a.m. – 4 p.m. Events running longer will be governed by the Evening Special Events Policy. Events beginning as Day Events and running into evening events must be approved by Park Manager.
- 2) **Cleaning/Damage Deposit**      **\$250.**  
Check made payable to The Barnacle. Payable at time reservation is confirmed, at least 2 weeks prior to event. All groups are expected to clean up after their event. ***It is event host's responsibility to see that garbage is removed at conclusion of event.*** If area is cleaned to Division specifications and there is no damage, deposit will be returned.
- 3) **Admission fee to the park is \$2 per person for everyone aged six and over. Admission fees are not included in rental fee.** If paying by check, please make check payable to The Barnacle Historic State Park. This fee must be paid by the conclusion of the event.
- 4) **Off-duty Ranger - \$30 per hour (3 hour minimum)**  
An off-duty ranger must be hired for the duration of event, including set-up and clean-up. Check made payable to the ranger. Depending upon the scope of the event, a second off-duty ranger may be required.
- 5) **Optional Fees** – Check payable to The Barnacle Society:

A) Tables (Optional) – 10 available	\$10 each
B) Chairs (Optional) – 80 available	\$1 per chair
- 6) **Donations** made payable to The Barnacle Society, Inc., the park's citizen support organization, are accepted and greatly appreciated – they are also tax deductible to the fullest extent of the law.

***\*All fees and deposit require separate checks.\****

***Payment of deposit and all fees (except admission fees) due at least 2 weeks prior to event.***



## CONDITIONS

- 1) Event host will meet with park staff prior to event to discuss the set up.
- 2) The following items are PROHIBITED:
  - ANYTHING that could litter the grounds: balloons, breakable plastic cups, breakable plastic plates, plastic drink stirrers, rice, glitter, confetti, rose petals, toothpicks, individually-wrapped anything, etc.
  - Nails, staples, tape, or other attachments harmful to plants or historic structures
  - Tiki Torches and other open flame devices except candles in votive cups or hurricane globes used as centerpieces on tables.
  - Disposing anything anywhere on the ground: food, ice, beverages, charcoal, floral arranging materials, etc.
  - Bounce houses, inflatable slides, water slides, climbing walls, kiddie cars, etc.
  - Any action(s) or item(s) deemed by park staff as harmful to the park's natural and cultural resources or its visitors.

No propane, gas stoves, or open flames are permitted within 100 feet of historic buildings.

Event host *must* make cigarette receptacles available for smoking guests. If none are provided, then smoking is prohibited.

- 3) Event hosts are responsible for the behavior and actions of their guests.
- 4) As the park is open to the public, music levels must be kept at respectful levels.
- 5) Alcohol is not permitted in the park during regular park hours (9am-5pm).
- 6) Vehicle use is restricted within the park. Event host is allowed ONE (1) vehicle parking space inside park.  
**Event Host must request prior approval by the Park Manager of all vehicle traffic within the park.**  
Vehicle will be parked in parking area behind The Barnacle House, not on the lawn by the pavilion  
Vehicle use on the park drive is limited to set up and clean up activities.  
Sponsor will advise vendors that they cannot drive on grass without specific permission of staff.  
**No vehicle with dimensions greater than 7' wide by 10' high may enter the park.**

## RESERVATIONS

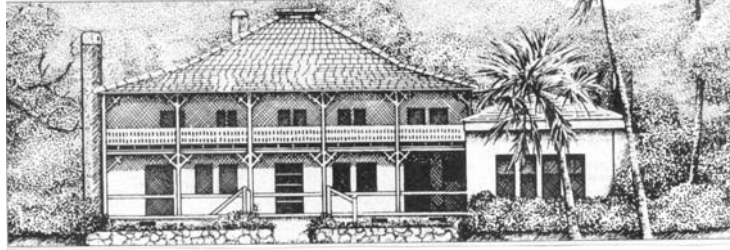
Signed agreement and fees must be received within 2 weeks of making reservation or reservation will be cancelled.

No reservations will be taken within two (2) weeks of an event.

Complete attached special events form and mail or fax to:

**The Barnacle Historic State Park**  
3485 Main Highway, Coconut Grove, Florida 33133  
Fax (305) 442-6872

**For additional information or questions: phone (305) 442-6866**



## Daytime Special Events Form

**The Barnacle Historic State Park**  
**3485 Main Highway**  
**Coconut Grove, Florida 33133**  
**Phone (305) 442-6866                      Fax (305) 442-6872**

The Event Host, by signing this form, assumes all responsibility for the event, including clean up and the conduct of their Guests.

**My signature below certifies that I have read and understand all rules governing Special Events.**

***I UNDERSTAND THAT THE EVENT MAY BE CANCELLED AT ANY TIME BY PARK STAFF DUE TO NON-COMPLIANCE WITH THESE CONDITIONS.***

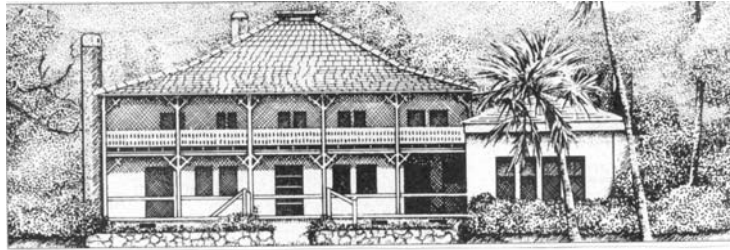
Event Host (print or type)			
Address			
City/State/ZIP			
Contact Number		Alternate Number	
E-Mail Address			
Event Type		Event Date	
Estimated number attending (Not to exceed 50)			
Estimated Length of Event (include set up & clean up)		From	To
Caterer		Phone	
Other Vendor		Phone	

**Vendors must provide a copy of their certificate of insurance with a minimum of \$300,000 liability insurance listing The Barnacle Historic State Park/State of Florida Trustees of the Internal Improvement Trust Fund as additional insured or certificate holder.**

Pavilion rental fee	\$200	payable to The Barnacle	\$ _____
Sales tax	\$ 14	payable to The Barnacle	\$ _____
Admission Fee - \$2 for each person aged 6 and over		payable to The Barnacle	\$ _____
Off Duty Ranger (3 hour minimum)	_____	@ \$30 p/hour payable to Ranger	\$ _____
Tables (6ft)	_____	@ \$10 each (10 available) payable to TBS	\$ _____
Chairs	_____	@ \$1 each (80 available) payable to TBS	\$ _____
Refundable Cleaning/Damage Deposit	\$250	payable to The Barnacle	\$ _____

**\*SEPARATE CHECKS MUST BE ISSUED FOR ALL FEES.\***

**\*TOTAL DUE\***      \$ \_\_\_\_\_



AGREEMENTS

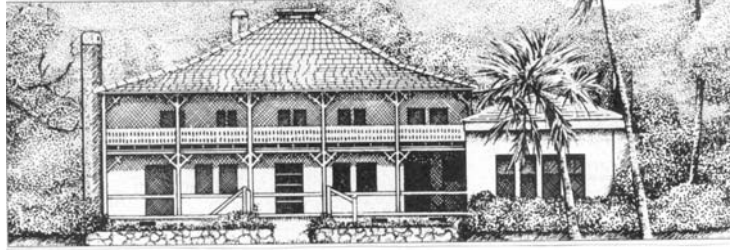
- 1. I/We agree to pay The Barnacle Historic State Park fees at least TWO WEEKS PRIOR to the event. \_\_\_\_\_
- 2. I/WE agree to remove all trash and garbage from the park immediately after event. \_\_\_\_\_
- 3. I/WE agree to forfeit the \$250 Cleaning/Damage Deposit to the park if we fail to clean event site adequately or our party causes damage to park property. \_\_\_\_\_
- 4. I/WE understand that open fire, fireworks, and other hazardous materials are prohibited. \_\_\_\_\_
- 5. I/WE will provide cigarette receptacles for my/our smoking guests. \_\_\_\_\_
- 6. I /We understand that Day Events and cleanup must be completed by 4:00 pm.  
Events running longer must be approved by the Park Manager and will be governed by the Evening Event Policy and fees. \_\_\_\_\_
- 7. I/We understand pets must be on a hand-held leash, well behaved, and cleaned up after. \_\_\_\_\_
- 8. I/WE understand that the dock is not available during the event. \_\_\_\_\_
- 9. I/We understand that I/we are responsible for the conduct of my/our guests. \_\_\_\_\_
- 10. I/We understand that alcohol is not permitted during regular open hours. \_\_\_\_\_
- 11. I/WE agree to have any vendor we hire contact the park representative to discuss the planning and details of the event. Doing so is important to the success of my event. \_\_\_\_\_
- 11. Vendors must provide a copy of their certificate of insurance with a minimum of \$300,000 liability Insurance listing The Barnacle Historic State Park/State of Florida Trustees of the Internal Improvement Trust Fund as additional insured or certificate holder. \_\_\_\_\_
- 12. I/We understand there is limited parking in the park.  
Host/Hostess is allotted ONE parking space in the park. \_\_\_\_\_
- 13. I/We agree to return moved picnic tables/benches to rightful locations at event's end. \_\_\_\_\_
- 14. I/We understand that the park entrance fee is \$2 per person over the age of 6 and is due at conclusion of event. This is not included in the rental fee. \_\_\_\_\_
- 15. I/We understand that this state park is covered under the Florida Administrative Code and any action by me/us or my/our guests that is harmful to this park and its natural and cultural resources may be subject to DEP fines and penalties. \_\_\_\_\_

DATE \_\_\_\_\_

Park Representative Initials \_\_\_\_\_

SIGNATURE \_\_\_\_\_ / \_\_\_\_\_

Print Name



**Directions to**

**The Barnacle Historic State Park  
3485 Main Highway  
Coconut Grove, Florida 33133**

**305-442-6866**

***BY ROAD FROM THE NORTH***

Take I-95 South to the end, which becomes US 1.  
Continue South and turn left at SW 27<sup>th</sup> Avenue.  
Continue to the end and turn right on Bayshore Drive.  
As Bayshore Drive bends right, it becomes MacFarlane Road.  
Move into left lane and take a hard left at the traffic light on Main Highway.  
The park is on the left shortly after the intersection of Commodore Plaza Street.  
It is across the street from Senor Frog's restaurant, a green building.  
Park on the street.  
- There is no parking available in the park except for those with disabilities.

***BY ROAD FROM THE SOUTH***

Take US 1 North to Bird Road/SW 40<sup>th</sup> Street.  
Turn right at McDonald Road and continue to the end which has a traffic light.  
Turn left on Grand Avenue, making an immediate right on Commodore Plaza Street.  
Continue to the end and turn right on Main Highway.  
The park is on the left across the street from Senor Frog's restaurant, a green building.  
Park on the street.  
- There is no parking available in the park except for those with disabilities.

***BY METROBUS***

Buses #22 and #42 from Douglas Metrorail Station.  
Bus #27 from Coconut Grove Metrorail Station.  
Bus #48 from Government Center and Douglas Metrorail Stations.