

***The Barnacle Historic State Park
Evening Special Events***

Effective Date FEBRUARY 12, 2010

Thank you for considering The Barnacle for your special event. This policy sets 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. Special events are limited to the hours between **4:30 pm and 11:30 pm. *Park closes at 11:30 pm.***
DELIVERIES, SET UP, TAKE DOWN, AND CLEAN UP WILL OCCUR DURING THIS TIME.
2. Music quiet hour is **10:00 pm**, due to proximity of neighbors.
Music levels must comply with City Ordinances in order to not disturb our neighbors.
3. **THE INTERIOR OF THE HISTORIC HOUSE AND THE BOATHOUSE ARE NOT AVAILABLE FOR SPECIAL EVENTS. SPECIAL PERMISSION IS REQUIRED TO USE THE FRONT PORCH OF THE RESTORED HOUSE.**
4. The Division of Recreation and Parks reserves the right to deny any group or special event, which in its opinion is inappropriate at this State Park.

DEPOSIT & FEES

1. The site rental fees are payable to The Barnacle.

	Fee	Tax
A) by the evening 4:30p – 11:30p	2,000.00 +	\$140.00 tax
OR		
by the hour with a 3 hour minimum	\$500.00/hr +	\$35.00/hr tax
2. Special events require the presence of an Off-duty Park Ranger and Gate Attendant from set up to clean up –
Checks are made payable to each staff.

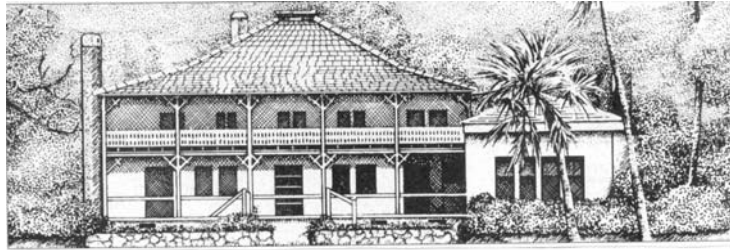
B) Off-duty Ranger Fee (Minimum 3 hours)		\$30.00/hr
C) Gate Attendant (Minimum 3 hours)		\$30.00/hr
3. All groups are expected to clean up after their event. If the area is cleaned to Park Service specifications and there is no damage, deposit will be returned. Make check payable to The Barnacle.
ALL GARBAGE MUST BE REMOVED FROM THE PARK AT THE CONCLUSION OF THE EVENT.
NO GARBAGE MAY REMAIN IN THE PARK OVERNIGHT.

D) Cleaning/Damage Deposit		\$1,000.00
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4. Optional Fees. Checks payable to The Barnacle Society:

E) Gas Lanterns (Optional) – 10 available		\$10.00/each
F) Tables (Optional) – 10 available		\$10.00 each
G) Chairs (Optional) - 80 available		\$1.00/chair
H) EZ Limo – passenger golf cart (Optional) – Off-Duty Park Staff Driver Required		\$50.00/event
I) Off-Duty Park Staff as EZ Limo driver (Minimum 3 hours). Check payable to staff.		\$30.00/hour

IF EVENT RENTAL IS BY THE EVENING, THEN DRIVER IS HIRED FOR DURATION.

- Rental Fees and the Cleaning/Damage Deposit payable to The Barnacle must be received at least **ONE (1) month** prior to the event and issued in separate checks.
- Payments to Off-duty Ranger, Gate Attendant, EZ Limo Driver, and The Barnacle Society **MUST** be received at least **ONE (1) month** prior to the event by issuing separate checks.



Events at The Barnacle

CONDITIONS

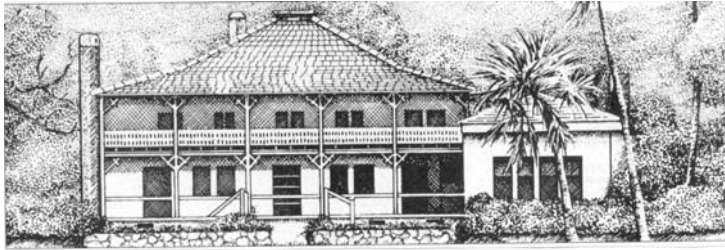
- 1) Event sponsor and vendors must meet with park staff before the event.
- 2) Vendors must provide a copy of their certificate of insurance with a minimum of \$300,000 liability insurance listing The Barnacle Historic State Park/State of Florida Trustees of the Internal Improvement Trust Fund as additional insured or certificate holder.
- 3) Event sponsors must have someone present at the park for all deliveries, set up of equipment, and clean up. No deliveries or set up may begin prior to 4:30pm. Set-up will not begin without Event Planner/Host.
- 4) Special events require the presence of an off-duty Park Ranger and Gate Attendant from beginning of set-up to end of cleanup. If EZ Limo Driver is hired then he/she is required in the park as well.
- 5) Vehicle use is restricted within the park. Prior approval by the Park Manager of all vehicle traffic within the park is required, therefore a list of all deliveries and sizes of vehicles must be provided prior to event. 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; it is the responsibility of the event host to alert all delivery companies. Parking on site is limited to EIGHT (8) spaces – host provides gate attendant with a list prior to event. Due to roadway conditions, stretch limousines are not permitted in the park.
- 6) The carrying capacity of the park is 150 people maximum. *Micco* Pavilion floor dimensions are: 27.5"x 53"; covered area is slightly larger.
- 7) Tents are permitted only if set up and removal is accomplished within the 4:30 to 11:30 pm rental time.
- 8) Event sponsors are responsible for cleaning up immediately after the event.
- 9) NO GARBAGE MAY REMAIN IN THE PARK OVERNIGHT.
Event sponsors must have someone present until ALL clean up is completed.
- 10) 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.
 - Any action(s) or item(s) deemed by park staff as harmful to the park's natural and cultural resources or its visitors.
- 11) No propane or gas stoves or open fires are permitted within 100 feet of the historic buildings...this includes candles regardless of glass cover.
- 12) You are required to make cigarette receptacles available for your smoking guests; if none are provided then smoking is prohibited.
- 13) Event sponsors are responsible for the behavior and actions of their guests and must comply with all local and state laws (including use of alcoholic beverages).
- 14) This state park is covered by the Florida Administrative Code. Any action harmful to this park and its natural and cultural resources may be subject to DEP fines and penalties.
- 15) Drive only where directed in order to protect the park's natural and cultural resources.

RESERVATIONS

- Signed agreement must be received within two weeks of making reservation or reservation will be cancelled.
- No reservations will be taken within 2 (two) weeks of an event.
- Complete the 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.



SPECIAL EVENTS CONTRACT

The Barnacle Historic State Park

3485 Main Highway

Coconut Grove, Florida 33133

Phone (305) 442-6866

Fax (305) 442-6872

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

My signature below certifies that I have read and understand all rules governing the use of The Barnacle Historic State Park for Special Events.

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

Event Sponsor (print)	Event Planner:
Bride/Groom	Planner's Phone number:
Address	
City/State/Zip	
Contact Number	Alternate Number & whose
E-Mail Address	
Event Type	Event Date
Estimated number attending (Not to exceed 150)	
Estimated Length of Event (include set up & clean up)	From To
Caterer	Phone
Table Vendor	Phone
Tent Vendor	Phone
Flower Vendors	Phone
Other Vendors	Phone

Site rental fee	\$2,000.00 4:30 pm - 11:30 pm	OR _____ number of hours at \$500/hr	\$ _____
Sales tax	\$140	OR _____ number of hours at \$35/h	\$ _____
Off-duty Ranger	\$30.00/hr (3 hour min)		\$ _____
Gate Attendant	\$30.00/hr (3 hour min)		\$ _____
Lanterns	_____ @ \$10.00 each (10 available)		\$ _____
Tables (6ft)	_____ @ \$10.00 each (10 available)		\$ _____
Chairs	_____ @ \$1.00 each (80 available)		\$ _____
EZ Limo	\$50.00		\$ _____
EZ Limo Driver	\$30.00/hr (3 hour min)		\$ _____
Cleaning/Damage Deposit	\$1000.00	refundable if area is clean and/or no damage done	\$ _____

***SEPARATE CHECKS MUST BE ISSUED AS NOTED IN AGREEMENT. ***

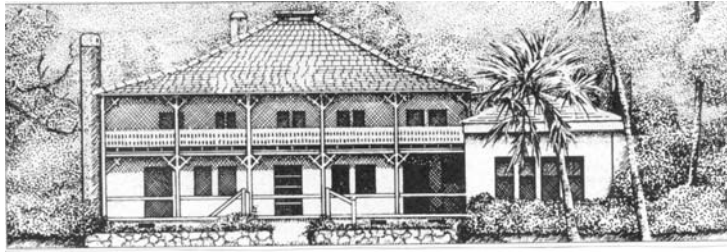
TOTAL DUE \$ _____

***I agree to deliver deposit and all fees to The Barnacle Historic State Park at least ONE MONTH PRIOR to event.**

SIGNATURE _____ / _____ DATE _____
Print Name here

PARTY RESPONSIBLE FOR PAYMENT IF DIFFERENT FROM SPONSOR

_____ PHONE _____



AGREEMENTS

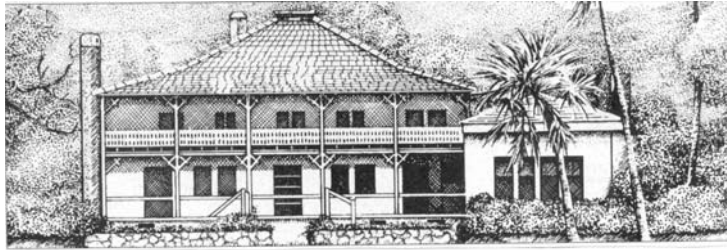
I/WE, _____, have met with a park representative and have discussed the following issues. By initialing each topic, I agree to the terms and limitations of each item.

Sponsor Name _____

Signature _____

- 1. I/We understand that access to the park is from 4:30 pm until 11:30 pm. _____
- 2. I/We understand that no deliveries, vendors, caterers, guests, or other people involved with the event may enter before 4:30 pm or remain after 11:30 pm. _____
- 3. I/We agree to have event planner or a responsible party onsite for deliveries and set up _____
- 4. I/We agree to conclude the event early enough to insure that clean up will be completed and departure will occur no later than 11:30 pm. _____
- 5. I/We understand that vehicles may not be driven off the concrete path unless permission is granted. _____
- 6. I/We understand that music quiet hour begins at 10:00 pm. Music will be turned off at 10:00 pm. _____
- 7. I/We agree to forfeit the \$1000 Cleaning/Damage Deposit if we fail to clean event site adequately or our party causes damage to park property. _____
- 8. I/We will ensure that stretch limousines and large vehicles greater than 7' wide by 10' high will not enter park. I/We accept responsibility to alert any delivery companies I/We hire of this fact. _____
- 9. I/We understand that all fees (site rental, cleaning/damage deposit, Off-duty ranger, Gate Attendant, and The Barnacle Society fees) must be received at least ONE (1) month in advance of the event. Separate checks must be submitted for each fee as described in agreement. _____
- 10. I/We understand there is a limit of eight (8) parking spaces in the park for our use. All other vehicles will be parked at off-site locations. I/we will present park with list of approved vehicles to park inside the park. I/We understand that Caterers, Planners, DJ/Band, Photographers count in this limited number of parking spaces. I/We will advise my/our guests for their convenience and planning. _____
- 11. I/We agree to remove all trash and garbage from the park by 11:30 pm. _____
- 12. I/We understand that open fire, fireworks, and other hazardous materials are prohibited from the park and I/We will provide cigarette receptacles for my/our smoking guests. _____
- 13. I/We understand that all pets must be on a hand-held leash, well behaved, and cleaned up after. _____
- 14. I/We understand that the dock and interiors of historic buildings are not available during event. _____
- 15. I/We understand that I/we are responsible for the conduct of our guests. _____
- 16. I/We understand that I/we must comply with all local and state laws governing the use of alcohol. _____
- 17. 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. 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. _____
- 18. 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. _____

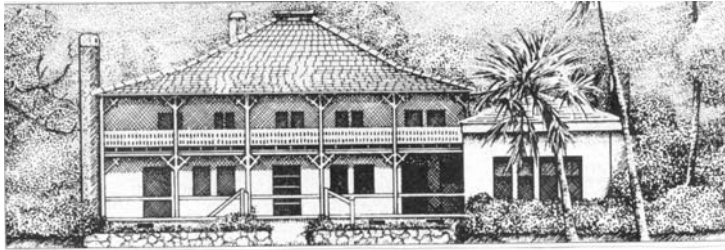
Park Representative Initials _____



SUGGESTED TIMEFRAME FOR WEDDINGS/RECEPTIONS/PARTIES

The Barnacle hosts numerous parties and events and this timeframe can and does work. Depending on the size of the event, this suggested schedule will help you to meet the requirement that the park close by 11:30 pm.

4:30 – 6:30 pm	Set-up - Fewer attendees or more helpers, the shorter the set-up, so be realistic
6:30 – 6:45 pm	Ceremony Cocktails/hor d'ourvres
6:30 – 8:30	Dinner
8:30 – 10:00	Dancing
9:45	Cake cutting & toasts
10:00	Music turned off/clean-up begins
10:30	Bride & Groom make their exit Hosts thank guests for coming
10:30	BAR CLOSES
10:45	Musicians/DJ packs up
11:00	All guests depart
11:00 – 11:30	Major Clean-up – tables and benches back to original locations.
11:30	Vendors depart leaving a clean park



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 27th 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 40th 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.