

Goodwood

MUSEUM & GARDENS

1600 Miccosukee Rd. Tallahassee, FL. 32308
850.877.4202 ext. 228 (office) 850.877.3090 (fax)
leisenhauer@goodwoodmuseum.org

Thank you for your interest in hosting your event at Goodwood Museum and Gardens. From lush weddings on the front lawn to team meetings in our conference rooms, from extravagant galas in the Carriage House Conference Center to cocktail receptions on the Magnolia Terrace, we will cater to your individual requests in one of the most picturesque venues in the area for ceremonies, receptions, meetings and other special events.

Please find enclosed an overview of Goodwood's rental program, including catering information and rental pricing. The information provided will explain in detail the different rental aspects of Goodwood.

After consideration, if you would like a tour of the facilities, please contact me to schedule an appointment for you to preview the property and further discuss how Goodwood Museum and Gardens can help to make your event memorable.

Again, thank you for considering Goodwood Museum and Gardens as a possible location for your upcoming event. We look forward to the opportunity of working with you.

Sincerely,

Leigh Eisenhauer
Hospitality Assistant
850-877-4202 ext. 228
leisenhauer@goodwoodmuseum.org

Goodwood

MUSEUM & GARDENS

1600 Miccosukee Rd. Tallahassee, FL. 32308
 850.877.4202 ext. 228 (office) 850.877.3090 (fax)
 leisenhauer@goodwoodmuseum.org

Facility Rental Fees

Carriage House

January, February, July, August, September*

	8 a.m. - 10 p.m.	8 a.m. - 2 p.m.	3 p.m. - 10 p.m.
Monday - Thursday	\$1,800	\$700	\$800
Friday/Sunday	\$2,200	\$1,300	\$1,500
Saturday	\$2,400	N/A	N/A

March, April, May, June, October, November, December*

	8 a.m. - 10 p.m.	8 a.m. - 2 p.m.	3 p.m. - 10 p.m.
Monday - Thursday	\$1,800	\$700	\$1,000
Friday/Sunday	\$2,500	\$1,500	\$1,800
Saturday	\$2,700	N/A	N/A

*\$150/each additional hour, when available

Jubilee Cottage

(Mon - Sun)

8 a.m. - 5 p.m. \$55/hour with a two-hour minimum, including set up time

5 p.m. - 10 p.m.	Up to 50 people	\$300
	51 - 75 people	\$400
	76 - 100 people	\$550

*Saturday rentals are only available between the hours of 8 a.m. - 1 p.m.

Laundry Cottage

(Sun - Fri)

\$45/hour with a two-hour minimum, including set-up time

Grounds Special Events/Weddings

(Sun - Fri)

Includes Jubilee Cottage and Grounds for up to 7 hours

\$750 (maximum 100 people)

*When available, Carriage House can be reserved as weather back up for an additional \$500.00

All rental fees are subject to 7.5% sales tax.

Goodwood

MUSEUM & GARDENS

1600 Miccosukee Rd. Tallahassee, FL. 32308
850.877.4202 ext. 228 (office) 850.877.3090 (fax)
leisenhauer@goodwoodmuseum.org

Rental Agreement for Jubilee & Laundry Cottages

Today's Date: _____

Date of Event: _____ Number of Guests: _____

Property Access Time: _____ Event Start Time: _____ Event End Time: _____

Contact Name: _____ Type of Event: _____

Phone (day): _____ (evening): _____ Cell: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Area(s) Rented:

Jubilee Cottage: _____ Laundry Cottage: _____

1. **Indemnification:** The Renting Party shall be solely liable and responsible for all costs, expenses, damages, liabilities, claims or suits incurred or resulting from its use of the property rented pursuant to this agreement, and the Renting Party covenants and agrees to fully indemnify and save and hold harmless Goodwood and the Margaret E. Wilson Foundation, and their respective officers, trustees, agents, servants and employees, from and against any and all claims, liabilities or causes of action of any kind or nature brought by any person or party, arising out of the use or conduct of the Renting Party or any of its agents, employees, guests, visitors, vendors or subcontractors pursuant to this agreement.

2. **Waiver of Claims:** The Renting Party agrees that Goodwood and the Margaret E. Wilson Foundation, and their respective officers, trustees, agents, servants and employees, shall not be liable or responsible for, and the Renting Party hereby releases them from, any and all claims for damages or loss sustained by the Renting Party or any of its agents, employees, guests, visitors, vendors or subcontractors resulting from any fire, accident, act of God, occurrence or situation on the rented premises/facility or any other part of the Goodwood property or buildings.

2. **Additional Agreements:** The undersigned, on behalf of the Renting Party, has read and understands, and agrees to abide by the terms and provisions of the rules and regulations of Goodwood Museum and Gardens, Inc. including, but not limited to those pertaining to the Financial Responsibilities, and all such rules and regulations are incorporated herein and made parts of this agreement.

Goodwood

MUSEUM & GARDENS

1600 Miccosukee Rd. Tallahassee, FL. 32308
850.877.4202 ext. 228 (office) 850.877.3090 (fax)
leisenhauer@goodwoodmuseum.org

3. Cancellation Policy:

a. If a written notice of cancellation of the scheduled event is received by the Goodwood Events Manager at least 270 days prior to the scheduled and reserved event, 100% of the Security Deposit shall be returned to the Renting Party.

b. 50% of the Security Deposit shall be retained by Goodwood and 50% shall be returned to the Renting Party if written notice of cancellation is received between 270 and 180 days prior to the scheduled event.

c. If written notice of cancellation is received less than 180 days but more than 90 days prior to the scheduled event, Goodwood shall retain 75% of the Security Deposit and the remaining 25% shall be returned to the Renting Party.

d. If the scheduled event is cancelled less than 90 days prior to the event, the entire Security Deposit shall be retained by Goodwood. In addition, if the scheduled event is cancelled less than 30 days prior to the event, the Renting Party shall be responsible for all fees, including Rental Fee and any Additional Fees, called for under this agreement.

Fees Due:

Damage Deposit: \$150.00 Date Due: Within Contract Date Paid: _____
Facility Rental Fee: \$ _____ Notes: _____

Total Facility Fee + 7.5% sales tax = \$ _____

Total Estimate (Includes Deposit): \$ _____ Due Date: 30 days from event

Table order: _____ Chair Order: _____

Layout: _____

Printed Name of Renting Party: _____

Signature of Renting Party: _____ Date: _____

Goodwood Hospitality Representative: _____ Date: _____

*Do not use candles or tea lights. Do not use confetti. Do not nail, tape, or use push pins on the walls. Do not take the pictures off of the walls, or take the cushions and pillows of the benches. Do not drive on the grass or leave the gravel roads. At the end of the event, take out the trash and put it in the black trashcans behind the building. take away all decorations and personal items. Do not put away the tables and chairs, as Goodwood staff will take care of this equipment.

Goodwood

MUSEUM & GARDENS

1600 Miccosukee Rd. Tallahassee, FL. 32308
850.877.4202 ext. 228 (office) 850.877.3090 (fax)
leisenhauer@goodwoodmuseum.org

Rules and Regulations for Jubilee & Laundry Cottage

Goodwood Museum and Gardens, inc. is a private foundation created for the restoration of the historic Goodwood Estate as a museum and gardens that are available to the public. The grounds are a historic garden and are kept as such, and, in keeping with their historic character, are not overly manicured. Over 300 events are held on the Goodwood property annually. For those events to be successful, you are expected to read and agree to the following Rules and Regulations when scheduling an event at Goodwood. These terms are in place to preserve the unique character of Goodwood for future generations to enjoy. Failure to follow these Rules and Regulations will result in a non-refunded Security Deposit and/or the termination of the event.

1. Candles/open flames are NOT permitted inside Jubilee Cottage or Laundry Cottage. Sterno may be used under the supervision of the caterer.
2. Alcoholic beverages may be served in Jubilee Cottage and on the immediate grounds. If out-of-doors, the bar tables must be placed on the bricked or concrete surface in front of Jubilee Cottage or on the pool deck. No coolers shall be placed on the rugs/floors of Jubilee unless plastic/rubber mats are placed underneath them. The bartender must remove all bottles and garbage from the bar, and must at all times protect the floors from melting ice. Alcohol consumption is limited to the property. The bartender must be a licensed, professional bartender. If drinking reaches a level that is considered out of control, Goodwood reserves the right to shut the event down. We urge all visitors to use good judgment and moderation when alcohol is served. Please designate non-drinking drivers. No person under the age of twenty-one (21) should be served alcohol.
3. Decoration of Jubilee Cottage and the grounds: Please bare in mind that we are trying to preserve Goodwood for all visitors. No nails, staples, push pins, glue or tape are to be used on/in building surfaces (interior or exterior) or mantels. All decorations and other belongings must be removed immediately after the event. Goodwood is not responsible for anything left behind. This includes vehicles.
4. There is no access to Rough House or the Carriage House kitchen. Please inform your caterer prior to the event. There will be no exceptions to this rule.
5. Driving or parking on the grass or brick walkways is not permitted. All caterers, beverage providers or any other contracted vendor may make deliveries only from the designated areas. It is the Renting Party's responsibility to communicate this with their vendors.
6. Goodwood is not responsible for any lost or inconvenience to the Renting Party or its guests as a result of power failure which may cause an interruption of the electrical service to the premises.

Printed Name of Renting Party: _____

Signature of Renting
Party: _____

Goodwood's Event
Manager: _____

Date: _____

Date: _____

*Not valid until signed by Goodwood's Event Manager and accompanied by executed copy of the Rental Agreement

Goodwood

MUSEUM & GARDENS

1600 Miccosukee Rd. Tallahassee, FL. 32308
850.877.4202 ext. 228 (office) 850.877.3090 (fax)
leisenhauer@goodwoodmuseum.org

Preferred Caterer List (alphabetical order listing)

Goodwood Museum and Gardens Preferred Caterer of Choice:

- Catering Capers - Katheryne Veldhouse (850-385-5953)

Goodwood Museum and Gardens Approved Caterer's:

- Andrew's Catering - Brandi Gregory (850-645-9255)
- Cafe Cabernet - Jay Burlison (850-251-1175)
- Cowboy Catering - John Thomas (850-933-7990)
- Cureton and Company - Vickie Cureton (850-893-6856)
- Klassic Katering - Karen Chapan (850-894-0423)

Goodwood

MUSEUM & GARDENS

1600 Miccosukee Rd. Tallahassee, FL. 32308
850.877.4202 ext. 228 (office) 850.877.3090 (fax)
leisenhauer@goodwoodmuseum.org

Catering Agreement Terms and Conditions

This AGREEMENT is between GOODWOOD MUSEUM AND GARDENS (“Goodwood”) and _____ (“Caterer”). This agreement is effective upon execution by both Parties.

The Caterer is required to schedule an appointment for an orientation meeting with the Goodwood Events Manager thirty (30) calendar days prior to its first catering assignment at Goodwood Museum & Gardens. During this orientation meeting the Caterer will be provided a tour of the facilities and have an opportunity to address any concerns at that time. The Caterer must also provide the Goodwood Events Manager with present copy of its current business insurance certificate and State of Florida food service license at this meeting. These will be held on file at Goodwood and presented again only upon expiration. On the day of the event, please check in with the Goodwood Events Manager prior to beginning work.

The Carriage House kitchen is a state of the art kitchen. The Caterer must leave the kitchen in the same condition it was prior to beginning work. The Caterer must complete the attached check list of requirements and must initial prior to and after utilizing the Carriage House kitchen. All trash must be placed in black garbage cans located behind each building, using garbage bags provided by either the Renting Party or the Caterer. Under no circumstances may caterers pour grease or greasy substances, coffee grounds, or excess food into the drains or pour or dump substances onto the grounds of Goodwood.

It is the Renting Parties responsibility to organize and make arrangements for the return of all rental equipment (plates, glassware, silverware, serving pieces and table linens, etc.) prior to departing from the property. Goodwood will allow the rental company access, as previously scheduled, to pick-up the rental equipment. Goodwood will not be responsible for the handling of any rental items or for the quantity returned.

The Caterer must remove any items brought to Goodwood for the event immediately following the conclusion of the event. Exceptions require prior written approval by the Goodwood Events Manager. Goodwood assumes no responsibility for any items left unattended prior to or after an event. Should damages occur to Goodwood as a result of any action of the caterer or any member of the catering staff, the damage will be deducted from the Renting Party’s security deposit.

Date of Event _____

Printed Name of Renting Party _____ Signature _____

Printed Name of Caterer _____ Signature _____

Caterer Phone number _____

Goodwood Events Manager: _____ Signature _____

Goodwood

MUSEUM & GARDENS

1600 Miccosukee Rd. Tallahassee, FL. 32308
850.877.4202 ext. 228 (office) 850.877.3090 (fax)
leisenhauer@goodwoodmuseum.org

Bartending Agreement Terms and Conditions

This AGREEMENT is between GOODWOOD MUSEUM AND GARDENS (“Goodwood”) and _____ (“Bartender”). This agreement is effective upon execution by both parties. The Bartender is required to schedule an appointment for an orientation meeting with the Goodwood Events Manager thirty (30) calendar days prior to its first bartending assignment at Goodwood Museum & Gardens. During this orientation meeting the Bartender will be provided a tour of the facilities and have an opportunity to address any concerns at that time. The Bartender must also provide the Goodwood Events Manager with present copy of its current business license at this meeting. This will be held on file and only need be presented again upon expiration. On the day of the event, please check in with the Goodwood Events Manager prior to beginning work.

The Bartender is responsible and liable for all employee or subcontracted staff.

The Bartender must set up bars on “hard surfaces” of the property only, as specified on the Property diagram attached. Alcohol consumption is limited to the Goodwood property. Goodwood reserves the right to terminate the event at any time should the behavior of the event’s guests be deemed inappropriate by Goodwood Staff or law enforcement.

The Bartender may have access to the ice machine in the Carriage House kitchen however Goodwood will not be held responsible for the sufficiency to cover the event’s needs.

The Bartender must place all trash in the black garbage cans located behind each building, using garbage bags provided by either the Renting Party or the Bartender. Under no circumstances may the bartender pour substances other than water onto the grounds of Goodwood.

The Bartender must remove any items brought to Goodwood for the event immediately following the conclusion of the event.

The Bartender must abide by Goodwood’s “Rules and Regulations” and the terms and conditions of this agreement. A signed copy of this document must be on file with the Goodwood Events Manager prior to working events at Goodwood. It is the Bartenders responsibility to notify all employees or subcontractors of these Rules & Regulations and terms and conditions. Failure to comply with the above rules and regulations will result in additional charges to the Bartender.

Date of Event _____

Printed Name of Renting Party _____ Signature _____

Printed Name of Bartender _____ Signature _____

Bartender’s Contact Number _____

Goodwood

MUSEUM & GARDENS

1600 Miccosukee Rd. Tallahassee, FL. 32308
850.877.4202 ext. 228 (office) 850.877.3090 (fax)
leisenhauer@goodwoodmuseum.org

Client Pre-Event Check List Due 30 days pre-event

Paper work & payment due by: _____

Today's Date: _____ Date(s) of Event: _____

Name: _____ Type of Event: _____

Address: _____ City: _____ Zip: _____

Phone: _____ E-mail: _____

Deposit paid: _____ Total amount due: _____ Amount due date: _____

If the deposit is to be returned, please list the name and address of the recipient:

Property access times set-up/break-down: _____ Event start time: _____ Event end time: _____

Total # of guests: _____ (If over 200, a second deputy is needed at \$35.00 per hour for every 100 person)

Buildings Rented: _____ Carriage House _____ Laundry Cottage _____ Jubilee Cottage

Event planner's name and number: _____

Caterers name and number: _____

Bar service name and number: _____

Florists name and number: _____

Rental Company name and number: _____

Rental Company: Deliver day/time: _____ Pick up day/time: _____

Additional rental companies: _____

Photographer: _____

Music provided by: _____

Insurance Certificate received: _____

Person(s) responsible for the end of event check list: _____

Please take this opportunity to review your contract to ensure you receive full deposit post event.

Please return Checklist, Final payment and Insurance Certificate to: Leigh Eisenhauer,
Goodwood Museum & Gardens, 1600 Miccosukee Rd., Tallahassee, FL 32308 850.877.4202 (o) 850.877.3090 (f)

Goodwood

MUSEUM & GARDENS

1600 Miccosukee Rd. Tallahassee, FL. 32308
 850.877.4202 ext. 228 (office) 850.877.3090 (fax)
 leisenhauer@goodwoodmuseum.org

Rental Price List 2010

Tables	Price Per Item	Available
60" Round Table	\$7.00	25
48" Round Table	\$7.00	10
8ft. Banquet Table	\$7.00	15
30"x42" Hi-top Table	\$7.00	2

**Goodwood does not offer linen rental*

Chairs	Price Per Item	Available
Indoor Only Upholstered Chair	\$2.75	200
White Wood Folding Chair	\$2.75	225
White Resin "Winchester" Chair	\$2.75 (Sub-Contracted)	200+

**10% Service Charge for Sub-Contracted Rental Items*

Dishes	Price Per Item	Available
10" Dinner Plate	\$.30	250
7" Salad/Dessert Plate	\$.30	250
Bread Plate	\$.30	250
Teaspoon	\$.30	250

Flatware	Price Per Item	Available
Dinner Knife	\$.20	250
Dinner Fork	\$.20	250
Salad/Dessert Fork	\$.20	250
Teaspoon	\$.20	250

Glassware	Price Per Item	Available
11oz. Universal Beverage Goblet	\$.25	250
8.5oz. Universal Wine Glass	\$.25	250

**All dishes and glassware will be assessed a \$100.00 handling fee.*

