

Mail or Fax This Completed Form With Your Payment To:

Initials

Fort Zachary Taylor Visitor Services
P.O. Box 1358
Key West, Fl. 33041
(305) 295-0037 * Fax (305)295-0033

SITE RENTAL RULES & GUIDELINES

Parties of 7 or more are required to reserve a specific site and pay a \$2.50 per person entrance fee. See map for site locations and descriptions. Site and entrance reservations are available through the Visitor Service Provider at 305-295-0037. Reservations are not confirmed until receipt of the related fees. Ceremonies in reserved locations are limited to 2 hours, which includes set up, ceremony & breakdown. Rehearsals are considered a separate ceremony. Once your contract is successfully processed, you will receive an e-mail confirming your ceremony date and time.

Entrance and site fees MUST be received prior to any member of the party entering the park. Payment can be charged to the credit card on file, made in person at the Park Concession Building or can be mailed to Fort Zachary Taylor Visitor Services, Wedding Reservations, P.O. Box 1358, Key West, FL 33041. Ceremonies must be held between 8am and sunset Eastern-Time. All ceremonies will end at sunset Eastern Time and everyone must promptly leave the Park. Special arrangements for after hours receptions may be made through the Visitor Service Provider.

Alcoholic beverages are not permitted within the State Park.

Any special arrangements (tents, canopies, live music, chairs, catering, etc.) must be arranged through the Visitor Service Provider and approved before the ceremony.

The party is responsible for removing all decorations and trash after the ceremony. Ft. Taylor is a carry in, carry out park. Due to environmental concerns, balloons are not permitted nor is rice or confetti to be thrown, **silk and or artificial flowers of any kind are strictly prohibited, this includes silk rose petals.** Live bird releases are not permitted. Electricity is not available. Fireworks, sparklers and drones are not allowed in the Park.

A credit card is required for a cleaning/damage deposit. A pre-authorization of \$150.00 will be placed on your credit card 24 hours before your special event. If the site is not cleaned appropriately or damaged in any way your deposit will be forfeited. If the site is restored to its original condition the damage/cleaning deposit will be refunded within 72 hours.

The renter is allotted a maximum time of 2 hours for set up, ceremony and breakdown of site. The renter, all guests and all vendors are to abide by the designated site time confirmed by the Renter. In the event the allotted time is not adhered to by all parties involved the Renter will be charged an additional fee in the amount of \$100.00 plus tax for every half hour exceeding the allotted time.

All park visitors are required to leave the park immediately after sunset. In the event that the Wedding Party or any wedding guests do not leave the park in a timely manner and an incident report is filed by Park Rangers there will be a nonrefundable after hours fee charged to the credit card on file in the amount of \$500.00.

In the event of inclement weather the party has the option of transferring the ceremony inside the Fortress for a \$100.00 transfer fee in addition to the site fee already paid. The party will have to be flexible on ceremony times in order for Fort Zachary Taylor Visitor Services to accommodate all wedding parties.

Parking for ceremony guests is available only in designated areas. Parking for disabled and elderly guests is available. Contact the Park Office for any special needs.

Please refer to park map for specific site locations and fees. Parties unfamiliar with site locations are encouraged to check in with the VSP at the concession building at least 24 hours before the ceremony takes place. Fort Zachary Taylor Visitor Services does not meet and greet the wedding party the day of the ceremony. Fort Zachary Taylor Visitor Services does offer coordination services if the couple is interested contact the office at (305)295.0037 ext 9.

THE RENTER IS REQUIRED TO PROVIDE FORT ZACHARY TAYLOR VISITOR SERVICES WITH A LIST OF NAMES OF THE VENDORS AND OR SUBCONTRACTORS THAT IT INTENDS TO UTILIZE OTHER THAN FORT ZACHARY TAYLOR VISITOR SERVICES. FOR EACH VENDOR THE RENTER SHALL PROVIDE SPECIFIC INFORMATION AS TO:

- A. THE SERVICES TO BE PROVIDED**
- B. THE TIME EACH VENDOR IS SCHEDULED TO BE PRESENT ON PREMISES**
- C. A DESCRIPTION OF EQUIPMENT THAT WILL BE UTILIZED BY EACH VENDOR**

***ALL VENDORS, CATERERS, AND OTHER BUSINESSES ARE REQUIRED TO SHOW A BUSINESS LICENSE AND APPROPRIATE INSURANCE. ALL VENDORS MUST BE APPROVED BY FORT ZACHARY**

TAYLOR VISITOR SERVICES. FORT ZACHARY TAYLOR VISITOR SERVICES HAS EXCLUSIVE RIGHT AND CONTRACT FOR ALL COMMERCIAL ACTIVITIES IN THE STATE PARK.

FORT ZACHARY TAYLOR VISITOR SERVICES HAS EXCLUSIVE RIGHT FOR ALL EQUIPMENT RENTALS IN THE STATE PARK. PLEASE INQUIRE AT (305) 295-0037.

CANCELLATION POLICY: ONCE A RESERVATION IS RECEIVED, ALL CANCELLATIONS ARE SUBJECT TO A 50% CANCELLATION FEE. CANCELLATIONS 24 HOURS BEFORE EVENT ARE 100% NONREFUNDABLE.

CANCELLATION POLICY FOR COVID: IN THE EVENT THE FLORIDA KEYS HAVE ROAD BLOCKS IN PLACE AND VISITORS ARE NOT ABLE TO TRAVEL TO KEY WEST. THERE ARE 2 OPTIONS: 1. AN ADMINISTRATION FEE OF 25% WILL BE CHARGED AND THE REMAINDER OF THE SITE FEE WILL BE REFUNDED. 2. THE RENTER WILL BE ABLE TO RESCHEDULE ONCE AS A COURTESY. IN THE EVENT THE RENTER NEEDS TO RESCHEDULE FOR A SECOND TIME AN ADMINISTRATION FEE OF \$50.00 plus tax WILL APPLY. IF THE RENTER CANCELS AFTER THE FIRST REBOOKING DUE TO ROADBLOCKS IN PLACE THE 25% CANCELLATION FEE WILL APPLY. IN THE EVENT THE RENTER CANCELS AFTER THE 2ND REBOOKING A CANCELLATION FEE OF 50% WILL APPLY.

All park visitors are required to leave the park immediately after sunset. In the event that the Wedding Party or any wedding guests do not leave the park in a timely manner and an incident report is filed by Park Rangers there will be a nonrefundable after hours fee charged to the credit card on file in the amount of \$500.00. X _____

All weddings with a headcount of 25 people or more, hosted during the sunset time block are required to have an onsite wedding planner. Renter has the option of booking an in house planner at a rate of \$300.00 pls tax. Or the Renter can book a insured wedding coordinator that is registered to do business in the State Park. A list of planners can be provided upon request. Agreement required 1 week prior to event. X _____

Chair Rentals - White padded resin chairs are available for rental. They rent for \$5.00 each with a one time charge of \$35.00 for delivery and removal. You can include chairs on this agreement by filling in the number below. Payment is due in full when agreement is submitted. ENTRANCE FEES are \$2.50 per person (Include notary/minister, photographer, musicians, caterers, wedding coordinators, etc.) All guests will be accounted for upon entry, in the event more people arrive than the already prepaid amount those guests will be charged any entry fee at that time in the amount of \$2.50 per person. Once entry fees are paid there are no refunds.

Bamboo Arbor Rental – 4 Post Natural Bamboo Arbor, with white or ivory chiffon fabric \$400.00 + tax. Delivery/Set up/Removal included. *Arbor Florals available*additional fee applies

Credit card payments will be assessed a 3.5% administration fee.

SITE FEE PER CEREMONY (Please Check Site requested):

Please include 7.5% sales tax on the site fee.

R2 \$500___

R4 \$500___

Bride's name _____ phone _____

Groom's name _____ phone _____

Mailing Address _____

City _____ State _____ zip _____

Date of Wedding _____ Total Number in party _____

Rental Chairs YES ___ NO ___ NUMBER OF CHAIRS _____ (final count confirmed 1 week prior)

Bamboo Arbor Rental YES ___ NO ___ Please circle WHITE OR IVORY FABRIC

Time of Event: (2 hour Time Blocks will be provided by Fort Zachary Taylor Visitor Services) *Please call for the time blocks available during your requested date (Time block: _____)

E-mail address _____

Payment Method: Check ___ Cash ___ Credit Card ___

Amount paid: _____ date paid _____

If paying by check, include Drivers License number and state _____

Credit card number _____ expiration _____ V Code _____

Name as it appears on card _____

Address, if different from above _____

Signature below indicates that YOU HAVE READ AND UNDERSTAND the Ceremony Rules and Guidelines

Party _____ Manager Designee _____

Date _____ Date _____

Required Vendor List

Wedding Planner & Company Name _____

Officiant Name _____ Contact Number _____

Photographer Name _____ Contact Number _____

Transportation Provider _____ Time of Arrival & Pick up _____

Florist(on site set up only) _____ Contact Number _____

Other _____ Contact Number _____

Please List Deliveries, Time of Arrival and Time of Pick up

***All vendors must be listed prior to park entry.**