

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

**CEREMONY RULES & GUIDELINES**

Wedding parties or vow renewals of six or less having no prior reservation must use one of the non-reserved locations. There will be a \$50.00 administrative fee plus sales tax of 7.5% for a total of \$53.75. This fee includes park admission. See map for site locations and descriptions. Ceremonies in non-reserved locations are limited to 1/2 hour (30 min).

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.

Alcoholic beverages are not permitted within the State Park.

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.

Parking for ceremony guests is available only in designated areas. Parking for disabled and elderly guests is available. **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 PRIOR TO ENTRY. 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.**

A credit card is required to be kept on file with Fort Zachary Taylor Visitor Services.

In the event your group ends up with more than 6 people maximum, including vendors. You are then required to transfer to a reserved area and an additional fee will occur. If a wedding ceremony is performed at a nonreserved location with more than 6 people your credit card will be automatically be charged a reserved site fee in the amount of \$400.00 plus sales tax.

Time limited to 1/2 hour for non-reserved site.

**ENTRANCE FEES for Non-reserved site are included. The 6 people maximum must include notary/minister, photographer, musicians, etc.**

**SITE FEE PER CEREMONY (Please Check Site requested):**

NR1(Butterfly Garden)\_\_\_\_\_ NR2(Shipping Channel)\_\_\_\_\_

Party name\_\_\_\_\_ phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ zip \_\_\_\_\_

Date \_\_\_\_\_ Time of Event \_\_\_\_\_ Number in party \_\_\_\_\_

E-mail address \_\_\_\_\_ Number of Chairs \_\_\_\_\_

Payment Method: Check \_\_\_\_\_ Cash \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_

Amount paid: \_\_\_\_\_ date paid \_\_\_\_\_

If paying by check, include Drivers License number and state \_\_\_\_\_

CREDIT CARD IS REQUIRED TO BE KEPT ON FILE

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 \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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