

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 six or less have the option of reserving a site or using one of the non-reserved locations. A separate agreement is need to register for a non-reserved location. 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. 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 made 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. Mastercard or Visa are accepted by phone at 305-295-0037.

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.

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.

CANCELLATION POLICY: ONCE A RESERVATION IS RECEIVED, ALL CANCELLATIONS ARE SUBJECT TO A 25% CANCELLATION FEE. CANCELLATIONS 24 HOURS BEFORE EVENT ARE 100% NONREFUNDABLE.

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 prior to ceremony.

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.

Chair Rentals - White padded resin chairs are available for rental. They rent for \$5.50 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.) Entrance fees are to be payable only by personal check no later than 1 week prior to the date of the Event. 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.

**SITE FEE PER CEREMONY (Sales tax of 7.5% will be added to the site fee)
Time limited to 2 hours for reserved site. Site fee is based on a maximum of 75 people.**

R1 \$400___ R2 \$500___ R3 \$400___ R4 \$400___

Party name _____ phone _____

Mailing Address _____

City _____ State _____ zip _____

Date Requested _____ 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 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.**