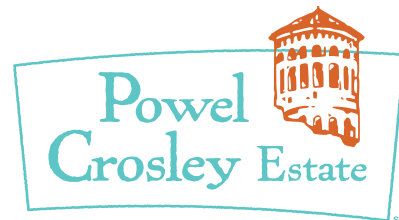




Your wedding at the *Crosley*



Congratulations. Not only on your upcoming wedding, but also on finding its perfect location: the historic Powel Crosley Estate.

Imagine your event amid the grandeur of a bygone era. You and your guests will walk in the footsteps of the titans of America's Roaring 20s, as your event creates a history all its own. This is where fairytales come true, in the area's most impressive venue, on the shimmering shores of Sarasota Bay.

Here, every view offers stunning scenes, creating picturesque memories of a lifetime. Whether your guest list is 20 or 1,000, you'll find the Crosley easily adapts to become the perfect setting. Indoors, outdoors, from intimate dinners to gala weddings and receptions, all you need for the perfect affair is all in one place.

Come discover the area's most impressive venue and all you need for the most perfect event possible.



Tiffani Jones Photography

Contact Info

Powel Crosley Estate
8374 N. Tamiami Trail
Sarasota, FL 34243

Visit us at PowelCrosleyEstate.com
Sales Office: 941.722.3244
Area information: BradentonGulfIslands.com

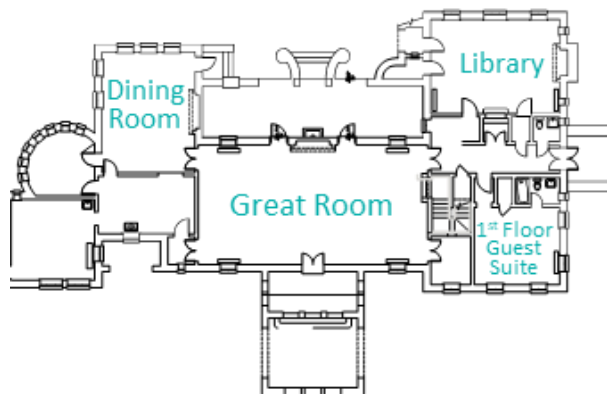




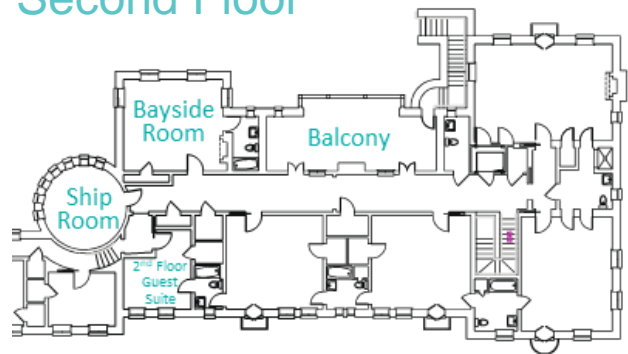
Rates & Rental Information



First Floor



Second Floor



Event rentals below include all public areas on the 1st & 2nd floors, six restrooms, patio, & pavilion

Crosley Estate Event Rental No Lawn

\$4000 | Monday - Wednesday | 12pm - 11pm

\$5000 | Thursday | 12pm - 11pm

\$6500 | Fridays & Sundays* | 12pm - 11pm

\$7000 | Saturdays | 12pm - 11pm

**Sundays before holidays charged at Saturday rate*

Crosley Estate Event Rental Plus Lawn

\$4700 | Monday - Wednesday | 12pm - 11pm

\$5700 | Thursday | 12pm - 11pm

\$7200 | Fridays & Sundays* | 12pm - 11pm

\$7700 | Saturdays | 12pm - 11pm

**Sundays before holidays charged at Saturday rate*

Additional hours outside of the 12pm-11pm time frame are available
at the rate of \$250 per hour (plus tax)

Prices listed above are not tax inclusive. All prices are subject to change without notice

RR #22-072





Rates & Rental Information



Crosley Estate Ceremony Only Rental – Bayside Lawn

\$2000 | Ceremony only on the Bayside lawn with access to public restrooms, 1st and 2nd floor guest suites, and the balcony | 3-hours maximum between 7am – 9pm | Maximum of 100 guests | No food service allowed | Must use preferred vendors | Available 4 or less months prior to date

Crosley Estate Elopement Packages

\$400 | Daytime Ceremony – 30 minutes between 9am – 4pm | Walk-on/walk-off ceremony on the Bayside Lawn | Maximum of 20 people plus the officiant | No set-up or food allowed | Elopements can be contracted 14 – 60 days in advance of the event date | additional 30 minutes for photos can be added for \$100

\$650 | Evening Ceremony – 30 minutes between 5pm – 9pm | Walk-on/walk-off ceremony on the Bayside Lawn | Maximum of 20 people plus the officiant | No set-up or food allowed | Elopements can be contracted 14 – 60 days in advance of the event date | additional 30 minutes for photos can be added for \$100

New Year's Eve Rental Package

\$10000 | New Year's Eve rental package includes Crosley Estate Event Rental plus the Bayside Lawn (see above for details) from 1pm to 2am | Includes the holiday surcharge and a 1-hr rehearsal (non-holiday)

Photo Shoot Rental

\$200/hour | Personal photos only – engagements, wedding portraits, graduation, etc. | 1-hour minimum and 4-hours maximum between 7am – 11pm | Can only be scheduled within 30 days of requested event date





Your Day Begins

1st Floor Guest Suite

A private suite perfect for relaxing and getting ready for the big day.



2nd Floor Guest Suite

Your partner and their attendants can be safely tucked away on the second floor to relax and get ready.



Your Guests Arrive

Portico Entrance

The grand entrance through the estate's Great Room with views of the bay.



Bay Side Entrance

Guests walk down a tree-lined pathway to the bay front lawn: a perfect location to add pre-ceremony musicians.



Romantic Ceremony Locations

The gracious ambiance of the Powel Crosley Estate offers several beautiful outdoor locations for your ceremony. For a more intimate setting, an indoor ceremony in the Great Room of the mansion is available. Depending upon your ceremony location, your grand entrance can be down the second story staircase or around the estate.

Exterior Stairs



The Loggia & Patio



The Bayside Lawn



The Pavilion



Inside the Estate



Romantic Reception Locations

On the Bay Reception

The Bay Side Lawn at the Powel Crosley Estate overlooks the shimmering waters of Sarasota Bay with spectacular sunset views & romantic starlit dining. Our Bay Side Pavilion is a beautiful covered outdoor option for cocktail hour or an intimate dinner.



Romantic Reception Locations

Elegant Interiors

The Great Room offers an intimate dining or cocktail area with grand vintage decor. Use the Dining Room or Library for extra seating, or set up a lounge space or photo booth. Let your imagination create a truly unique experience for you and your guests.





Mattison's Catering

Voted Wedding Wire's Couples' Choice Award Winner for 2020 and 2021, Mattison's Catering Company is Sarasota and Bradenton's #1 referred, award-winning wedding and event caterer. Mattison's ensures every event is a success by utilizing only the freshest and finest ingredients available, combined with unmatched service and professional staff. Mattison's offers a wide range of catering services, globally inspired menus, a variety of dining styles, price options, and rental management assistance to ensure your wedding is stress-less and worry free. From baby shower to celebration of life, intimate affair to grand wedding, rehearsal dinner to farewell brunch, Mattison's looks forward to handling every detail for you.



Our Wedding Specialist and Catering Director is available to assist with custom menus, specialty rentals, lighting, draping, table linens, place settings, tents, and more.

Reference our preferred vendor list for the area's most popular vendors, such as wedding coordinators, DJ's, florists, and more.

Full-Service Catering

- ◆ Professional, experienced, award-winning staff
- ◆ Customized menus with globally inspired cuisine
- ◆ Locally sourced, sustainable, hormone and antibiotic free menu items, including never-ever products and in-house, made-from-scratch items
- ◆ On site food preparation and plating - we bring ovens and set up a cooking kitchen to ensure restaurant quality food is served to your guests
- ◆ Rental Management

Contact Information

mattisons_sales@mattisons.com
941-315-8590

Mattisons.com

Facebook.com/mattisons

Instagram.com/mattisons_

Our Motto

"Once in a lifetime every time", reflects the commitment of our team of highly skilled and experienced professionals to the success of your event. We handle every little detail for you!





Mattison's Offerings

Choose from Chef Paul Mattison's preset Wedding Packages - comprised of the most popular menu items - or work closely with a sales representative to create a custom menu from our globally inspired cuisine. We are also happy to accommodate special requests outside of the catering menu.

Dinner Packages –

All plated dinner packages include butler passed appetizers, fresh bread and boursin butter, a plated salad, and your guests' choice of entrée with sides.

Put A Ring On It \$30

Wedding Bells \$35

Happily Ever After \$42

Buffet Dinner Packages –

Include fresh bread and boursin butter, a salad, entrée(s) and sides. Butler Passed Hors D'oeuvres can be included starting at \$6 per person.

Here for the Honeymoon \$26

Love at First Sight \$32

I'm Yours \$38

Bar Packages –

Wine and Beer Bar, starting at \$25

Gold Bar, starting at \$28

Platinum Bar, starting at \$31

Champagne Toast \$3.50



"Mattison's was one of the highlights of our wedding, people raved about the food! Some said it was the best wedding food they have ever had. It was unbelievably good! So glad I found them to do our wedding. Kourtney did an amazing job making sure we were all set with constant follow-up throughout our delayed wedding because of COVID and Caroline rocked everything the day of. I would highly recommend them to anyone looking for food or a wedding. " - Megan K.





Michael's on East Catering

Michael's On East Catering is Sarasota's premier caterer, creating memorable events from candlelit dinners for two to dazzling galas for 1,000+ guests held at any venue – for over 35 years. Passionate about creating unique, memorable experiences and menus with unparalleled attention to detail, it is no surprise that we are consistently rated as one of the best catering companies on the entire Gulf Coast of Florida!



Facilities and Capacities

Whether it is a small, intimate gathering or an extravagant guest list event, we can accommodate your celebration or special event.

From bridal showers and engagement parties, to rehearsal dinners, ceremonies, corporate events, and receptions, Michael's On East is ready to make your event the best experience possible for you and your guests.



Services Offered

Michael's On East is a full-service caterer and event planning company. We can provide a complete line of specialty rentals including tables, chairs, linens, china, flatware, glassware, lighting, dance floors, A/V equipment and tenting– whatever it takes to make your event special!





Michael's on East Catering



Cuisine & Beverages

Michael's offers delicious cuisine in a wide range of styles from all over the world. Options for catering include unique hors d'oeuvres, plated dinners, buffets, family-style meals, tapas, and food stations where we can accommodate all dietary needs. We are also a complete Kosher caterer, supervised by Chabad of Sarasota.

We have an extensive selection of beer, wine, and liquors, as well as premium libations and hand-crafted cocktails. Michael's on East wine program sets itself apart with a 5-star, award-winning specialty wine retail shop with over 1000 wines to choose from, with sommeliers on staff to hand-select specialty wines for your event.

Contact Us!

941-366-0007

annmarie.grew@bestfood.com

Michaelsoneastcatering.com





Milan Catering and Event Design

Catering | Styling | Planning

Nothing brings people together like food—and nothing makes us happier than bringing people together. From our fresh approach to every course to our belief in warm, thoughtful service, that spirit is the first ingredient in everything we do.



Crosley Preferred Caterer since 2009

Milan Catering offers best-in-class fine dining that will surprise and delight your guests.

Our styling and planning divisions will bring your vision to life. We offer packages for every vision and budget.

718 Crosley Weddings to Date
66,475 Elated Couples + Guests



Contact



+941.312.0000 or +727.317.3500



ChefRoberta@MilanCatering.com



MilanCatering.com



Our Real Weddings
instagram.com/sarasotaweddinggallery

5 Star Awards

Inspired Cuisine



Professional Staff



Full Service Planning



Breathtaking Details





Milan Catering and Event Design

Catering | Styling | Planning

Styles + Menus

Guest Choice Tableside: No Dinner RSVPs required. Guests order once seated at the reception. A Milan Exclusive!

Family Style: Platters of each entree + complimentary sides delivered to each guest table.

Walking Reception: Extended action stations for a cocktail atmosphere throughout the night.

Cuisines: Tropical, American, Mediterranean, Southern, Asian, Indian, Vegetarian, Vegan, Kosher Style



Professional Chefs On-Site



Find the Beauty in Everything

Styling and Planning

It's not just a to-do list, it's a cohesive vision with a plan for guest comfort and enjoyment. It's also timelines, layouts, and day-of details so every moment counts.

Milan's wedding planning divisions, The Tampa and Sarasota Wedding Galleries are five-star Crosley planners.



+941.923.9700 or +727.317.3600



SarasotaWeddingGallery.com
TampaWeddingGallery.com



PIER 22 Catering

One of the largest and longest-tenured catering companies in the area, the award-winning PIER 22 team, directed by chef Greg Campbell brings their award-winning scratch kitchen and hospitality staff to the idyllic Sarasota Bay lagoon and Powel Crosley Estate!



Southern-Hospitality

Our event planners and hospitality team take style and service seriously; professional banquet servers and bar staff put the focus on you and your guests! Waiter responsibilities include the following:

- ◆ Set up linen, napkins, china, flatware, etc.
- ◆ Serve and refill beverages, including alcohol
- ◆ Deliver plated food, pass appetizers and refill buffets
- ◆ Cut and serve your wedding cake
- ◆ Clear tables
- ◆ Post-wedding or event cleanup



Delight the Senses

PIER 22 event and culinary professionals, apply imaginative culinary artistry coupled with quality event-planning to help you celebrate the important moments. We're real Bradenton foodies, preparing meals from scratch and using fresh local ingredients, but our passion doesn't stop at your plate. PIER 22 event planners will work with you to design a menu that fits your wedding timeline and budget, anticipates guests' tastes and special dietary needs while maintaining exquisite visual appeal.



Exceptional Client Service

PIER 22 is committed to providing couples with an authentic, personalized experience. Every new bride or groom is assigned a professional catering coordinator that will walk you through space planning, tablescaping, event design, menu creation, wine and specialty cocktail selections and day of organization!



PIER 22 Prices & Offerings

From passed, plated, family-style or buffet options, it's your day, your way! PIER 22 offers customizable, bespoke menus that allow couples the chance to incorporate one another's style, culture and personality. You can even tailor your selections to harmonize with your wedding theme, colors and vibe.



Post Wedding Brunch Buffet: Passed or station apps (3), guest choice of salad (2), guest choice of entrée (5), coffee, juice and tea included (starting at \$26 per person).

Plated Menu: Pre-set salad (1) and guest choice of entrée (3) (starting at \$30 per person).

Cocktail Hour: Hosted, open, cash-bar, or signature cocktail (billed on consumption or starting at \$21 per person) and passed appetizers (priced \$1.50-\$3 per piece).

What's Included

Food: Packages begin at \$30 per guest (significantly less than the national average of \$70 per person) and include full dinner—plated or buffet including salads, entrées and coffee service. Menu tastings are available for a modest cost.

Bar: 4 hour bar packages range from \$25-\$32 per person or can be billed based on consumption.

Staff: An experienced group of venue coordinators, servers, bartenders and culinary professionals will help make your wedding day a complete success!

Rentals: Your wedding at the stylish and enchanting Crosley Estate would not be complete without swank rentals to match! We'll help you set the scene with the essentials like linens, tents, china, flatware and floral as well as specialty decor such as side tables, candelabras, mirrors, props, lounge furniture, chocolate fountains and more!

Serving Styles: PIER 22 will work with you to plan your menu and serving style(s) from popular options like...

- ♦ Cocktail-Style
- ♦ Plated Lunch / Dinner
- ♦ Buffet Brunch / Lunch / Dinner

Cuisines Offered:

American	Paleo
BBQ	Vegan
Chinese	Vegetarian
French	Wedding Cakes
Italian	
Local	
Sushi	
Southern	
Mexican	
Mediterranean	
Special Diet/ Allergy	
Gluten-Free	
No Pork	

Contact Information

Jillian Price
941.748.8087
Jillian@pier22dining.com

PIER22Catering.com

"We're real Florida foodies,
preparing meals from
scratch and using fresh
quality ingredients."

– Greg Campbell, Executive Chef



Puff 'n Stuff Catering

For over 40 years, Puff 'n Stuff Catering has been a premier catering and full-service event planning company in Orlando and Tampa. We offer remarkably delicious food, superb service and a heartfelt passion for helping create your extraordinary guest experience.



Hunter Ryan Photography

Cuisine

Our chefs have thoughtfully designed menus for every service style to satisfy your group. We are experienced in all types of gourmet cuisines and can accommodate dietary restrictions and specific allergy requirements with ease.



Service

We offer a wide range of services with a strong emphasis on personalized customer service. As a full-service caterer, we come prepared with all the essentials needed for a seamless event – food, beverage, linen, equipment, rentals and décor.



Experience

Whether your event is private, corporate or social, we bring our unique ability to deliver outstanding service and mouthwatering taste at every event, no matter the scale.



Puff 'n Stuff Catering & Events

Puff 'n Stuff Catering delivers creative and distinct culinary experiences, extraordinary destination events and superior service that matches the vision of each clients. It is our goal to enhance the client's experience through detailed planning, communication and a commitment to demonstrate our knowledge of the locale, environment and fresh food culture in Tampa, Florida.



Your menu will be hand-crafted to complement your event and delight your guests. On your event day, fresh and delicious cuisine will greet your guests as the perfect extension of your hospitality.

Our professionally trained and appropriately attired service staff is committed to providing the level of detail that will ensure your event is a memorable occasion.

Menu Packages

Buffet

Starting at \$54.00 per person

Menu choice includes two salads, fresh bread, one starch, one vegetable, and choice of two entrees.

Tableware
Pre-set Water
Buffet Display
Coffee Station
Service Staff
Cake Cutting Service

Plated

Starting at \$57.00 per person

Menu choice includes one salad, fresh bread, one starch, one vegetable, and choice of entree.

Tableware
Pre-set Water
Plated Dinner
Coffee Station
Service Staff
Cake Cutting Service

Chef Stations

Starting at \$60.00 per person

Menu choice includes one salad, fresh bread, and three stations.

Tableware
Pre-set Water
Chef Stations
Coffee Station
Service Staff
Cake Cutting Service

Butler Passed Hors D'Oeuvres \$11.00 per person

Grazing Station \$10.00 per person

Contact Information

tampaevents@puffnstuff.com

813.712.7833

5804 E. Columbus Drive
Tampa, FL 33619

Follow Us

Instagram: @puffnstuffcatering

Facebook: @puffnstuffcatering

PuffNStuff.com



Simply Gourmet Caterers

Focusing on the details and leaving nothing to chance.

Simply Gourmet



Different and proud of it

Merging remarkable flavors with incredible presentation is just the beginning. Everything prepared is our original recipe unique to your special event and authentic to the region that inspired it. Nothing excites us more than serving stunning ethnic cuisine with classical flair. Some of our favorites ~ Italian, Asian, French, Indian, Southern, Mexican, Mediterranean and of course classic American.

The perfect day deserves the perfect meal.

You dream big and why not? A wedding is a once in a lifetime experience. Fresh ingredients, fresh ideas - amazing memories.



Barbara Banks Photography

Sarasota's Five Star Caterer

The only five star caterer across Google, Yelp, WeddingWire and The Knot; Voted One of the Top Caterers in SRQ Magazine; Top Ten Caterers in Best Things Florida; Featured in the national publication of Food Arts Magazine and the Herald Tribune. Also, recipients of the Couples' Choice Award for over 15 years.



Simply Gourmet Caterers

Makes your day a moment to remember and be proud of.



- ◆ Off Premise Catering Experts
- ◆ Wedding and Event Planning Services
- ◆ Ethnic Cuisine with a Classical Flair
- ◆ Customized Menus for Each Client
- ◆ Personalized One on One Service

Contact Information

Becky@simplygourmetcaterers.com
941-929-0066

SimplyGourmetCaterers.com





We're Glad You Asked

Below is a list of our frequently asked questions to help you prepare for your event. If you have any additional questions, please contact our sales office.

SALES OFFICE The Crosley Estate Sales Office is at the Bradenton Area Convention Center, One Haben Blvd, Palmetto, Florida 34221, sales@bacvb.com, 941-722-3244, ext. 3987; front desk extension 0 and is open Monday-Friday, 8am-5pm.

How do I tour the Powel Crosley Estate? Contact our sales office for available dates and times for an appointment only, self-guided site visit.

Are prices negotiable? No. They are preset.

When are deposits due? One third (1/3) of the rent is due with the signed agreement and the balance is due six months prior to the event. Total of known charges is due ten days prior to the event taking place.

What forms of payment do you accept? Through our on-line payment portal, we accept all major credit cards. Checks are not accepted less than 21 days prior to the event.

Is the Crosley Estate ADA compliant? Yes. We have a small elevator that goes to all floors as well as several ramps for scooters, wheelchairs, etc. We highly recommend guests with mobility issues always use the lifts and not the stairs.

What is the capacity of the outdoor space at the Crosley Estate? The Bayside Lawn can host up to a 1,000-person banquet. Large parties need additional advanced planning. The pavilion seats 74 people for a ceremony and 50 for a seated dinner.

What is the sales tax? Manatee County Sales Tax is 7% although the rental tax is slightly lower.

Are tables and chairs available? We provide 20-60" round tables, 12-8' tables, and 4-6' tables at no cost. Your caterer is responsible for set up and tear down if used.

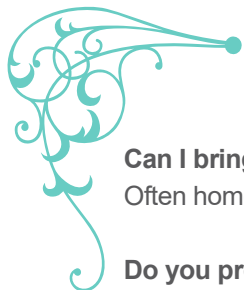
What caterer can I use? We have six full service in-house caterers that will provide all food and beverage services for your special event, including alcohol. Our catering partners have been hand selected through an extensive purchasing process and are very familiar with the guidelines of the Crosley Estate. Self-catering is not permitted.

** FULL DISCLOSURE: The Crosley Estate does require the in-house caterers to pay a commission to the facility for every event, which is an industry standard practice.*

What rental items are required to be handled by the caterer? Tents, lighting, linens, tables, chairs, furniture, and dance floors are required to be handled by the caterer. The only rental exceptions are listed below.

What rental items are not required to be handled by the caterer? Transportation (limos, carriages, etc), flowers, formal wear or clothing, cakes, all entertainment, photographer/videographer and wedding planners.





Can I bring in my old family linens or some of my own decorations? That is between you and the caterer. Often home-made or heirloom decorations are used. The facility is not responsible for any items left behind.

Do you provide wedding planners? The Crosley Estate does not provide wedding planners and does not maintain a list of local wedding planners. Our in-house caterers can provide planning services.

Can I bring in my boat or arrive by boat? Yes. The Powel Crosley Estate offers a large, deep water boat basin for docking and can provide you with the Nautical Navigation instructions.

Can I have live music or a DJ? Basic power is available for bands, string quartets, DJ's, etc. However, you will need to communicate specific power needs with your facility representative. You must also follow specific decibel guidelines per county ordinances. All amplified music should be moved indoors at 11pm.

Can I hang lanterns, chandeliers from the trees? Yes, speak with your caterer.

What kinds of flowers are allowed at the Powel Crosley Estate? Anything other than live red or dark colored rose petals is permitted for use at the facility. Rose petals leave behind stains and can damage the historic facility. Silk flowers should only be used in a controlled environment (no petals).

Can we put our name on the marquee by US 41? We do not publish our private events on the marquee.

That tree is in my way. Can it be removed? No, we do not change landscaping.

What can we use for the wedding reception toss? Birdseed, Biodegradable items, and rice are not permitted as they are hard to clean up and can be unsafe for guests to walk on. Alternatives could be bubbles or larger, easier items to clean up like mini beach balls, glow sticks, or streamers. Dried herbs kept in little bags can also be used; noise-based items such as tambourines, maracas, or bells can be used. Crosley Estate staff clean-up will result in additional charges.

Why can't I have Sky Lanterns or drones? The facility is in the flight pattern of the Sarasota Bradenton International Airport. Regulations do not allow anything to be released in the air including birds, balloons and especially sky lanterns. The FAA prohibits drones with our proximity to the airport.

Can I have professional fireworks brought in? Yes, professional fireworks can be set off from a floating barge off property using a licensed pyrotechnic company. You must alert your Facility Representative.

Are candles allowed? All candles must be in a container and the top of the flame must be below the top of the container. Unity candles are permitted during the ceremony only.

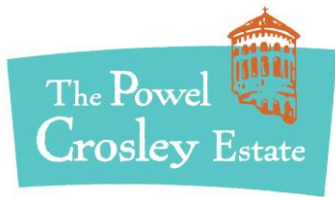
Are sparklers allowed? Sparklers are not allowed at the Crosley.

Can we use the showers at the Powel Crosley Estate? No

Plan ahead with designated drivers. Cars are occasionally left overnight, however the property is not open every day and may not be open the following day for pickup. You may want to consider hiring a car service in advance to assist your guests.

When can we rehearse? Non-exclusive use rehearsals are confirmed 30 days prior to your event by your event manager. We will do our best to work in a time that works for you and your guests around other activities going on at the venue. There may be other guests on the property during your rehearsal.





License Agreement Request Form Crosley Weddings

Today's Date _____ Rental date(s) requested _____ Type of event _____
Move-in time _____ * Event Start/End _____ Complete move-out _____ *

** This must include move in and move out for all vendors. Extensive lighting and/or a tent may require several additional hours.*

Engaged Couple's Names _____

Requested Rental Type: _____ Crosley Estate Event Rental _____ Crosley Estate Event Rental Plus Lawn
_____ Ceremony Only Event Rental – Bayside Lawn _____ Crosley Estate Elopement _____ New Year's Eve Rental

Caterer selected ____ Yes ____ No If yes, please list _____

Where did you hear about us? _____

LICENSEE (RENTER) INFORMATION

For businesses and organizations

Legal Name of Organization _____

** Florida Sales Tax Exemption certificate required at time of license agreement is prepared for exemption*

For individuals

Applicant's full name _____

Note – Joint agreements with "and" will require signatures of both parties

Address for individuals and organizations

Address _____ City _____ State _____ Zip _____

Cell phone _____ Secondary phone _____ Email _____

Contact Person (Partner, Family Member, Event or Wedding Planner are suggested as the contact person)

This person will be called for information and can authorize charges on you or your organization's behalf.

Name _____ Relationship to Licensee _____

Address _____ City _____ State _____ Zip _____

Cell phone _____ Secondary phone _____ Email _____

Authorization for verification of Space Utilization History, Bank Account Records, Credit Report and Public Records.

I hereby authorize the release of Convention/Conference/Meeting Space Utilization History, Bank Account Records, Credit Report and Public Records whether by telephone, fax, photocopy or original to Crosley Estate. I agree to hold harmless Crosley Estate and all providers of information on the prospective licensee described above. I hereby covenant and warrant that the information provided on this Application is true and accurate. Any resulting contract shall be voidable by the Center if this information is shown to be false or inaccurate. **The Crosley Estate reserves the right to review and approve applicants and events to determine their acceptability for the facility. Completion of a written contract is required to secure your rights.**

Important Crosley Estate Contract Highlights

Please initial all boxes

1. ☐ **Standard Rental hours** are from 1pm until 11pm. Additional hours are available for rent at \$250 per each additional hour. Additional hours must be listed in the initial license agreement or added by addendum. Move in hours before 1pm are not exclusive use of the facility. Site visits and rehearsals may be taking place. Hours not listed at the time of contracting may not be available later. Unscheduled additional hours are charged at time and a half. ***Please make sure you have contracted enough time for ALL vendors including deliveries to move in and out. Large tents can take several hours.***
2. ☐ **Guaranteeing Space and Refunds** - Space is not guaranteed until a license agreement is signed by both parties. *Cancellations less than six months prior to the event date are not eligible for refunds.*
3. ☐ **Rental space** – 1st Floor + 2nd Floor Common Areas include all public areas of the 1st floor (great room, dining room, library, breakfast nook, 1st floor guest suite and public restrooms); and public areas of the 2nd floor (the balcony, bayside room, ship room, 2nd floor guest suite and public restrooms); plus, the patio and pavilion. There are locked rooms upstairs used for storage that are not included. “Grounds or Lawn” refers to the bayside lawn. Set up of equipment including tables, chairs, etc. on the bayside lawn will be considered “rental” and will incur additional charges.
4. ☐ **Rehearsal** – Rehearsals of up to 1-hour in length may be scheduled and are included in the rental rate. If scheduled on a Manatee County holiday there will be a charge of \$500 for a 1-hour rehearsal. A rehearsal time may be requested at 60 days and confirmed any time after. Rehearsal times are based on availability of the facility. Food service during rehearsal is not permitted. Rehearsals are intended as a practice for the wedding ceremony. They are a non-exclusive use and showings, move ins or other business may be taking place during rehearsals. Rehearsals do not take precedence over a contracted, scheduled event’s hours.
5. ☐ **Liability insurance** is required on all events. Insurance requirements will be provided in your License Agreement. Sources will be provided to you to purchase insurance.
6. ☐ **Catering** – Powel Crosley Estate has multiple in-house caterers to provide your food and beverage service. These in-house caterers work closely with the Crosley staff and fully understand the rules of the facility. The Caterer must handle rentals (including linens and tents) and will pay a commission to the Crosley Estate. You may handle the handle entertainment, limos, clothing and flowers. Referrals may be available from the in-house caterers as well.
7. ☐ **Rentals** – For catered events, the caterer must handle rentals (see above). For events without a caterer, licensee is required to use vendors from a preferred list, available from the sales office.
8. ☐ **Alcohol Service** - Powel Crosley Estate or its designee (caterer) have an exclusive right to provide and handle all alcohol service. *You cannot bring in personal alcohol to the building.* Liquor cannot be removed from the premises. Alcohol pricing will be applied at the prevailing rate in effect at the time of the event.
9. ☐ **Equipment** - The following equipment will be available: 20 – 60” round tables, 12 – 8’ tables and 4 – 6’ tables. Set up and tear down of this equipment will be the responsibility of the caterer as per our agreement with them.
10. ☐ **Not Permitted** – Sparklers, **sky lanterns**, fireworks or other things projected into the air are not permitted on the facility property. Live rose petals are not permitted. Drones are not permitted by the FAA due to airport proximity.
11. ☐ **Deliveries and site visits** - The Estate is *not* an open facility. Site Visits and deliveries must be scheduled in advance. Deliveries must be received and removed the day of the event. Please plan with your caterer and vendors to adhere to this policy.
12. ☐ **Payments** - Estimated balance of charges, per your **pre-event invoice**, will be due no less than two weeks prior to the event. Payments can be made through the online payment portal via our website “make payment” button. Checks are not accepted less than 30 days prior to event. All charges must be paid in advance. A final invoice will be issued following the event showing all charges and credits to the account.
13. ☐ **The weather in Florida** can be unpredictable. It is suggested you have “Rain Plan” in place with your caterer.
14. **IMPORTANT** – The business office will retain your file with signed license agreement until approximately two months prior to the event. At that time an Advance Form will be emailed to you for completion. This is the starting point of your coordination journey for you and the Crosley Estate.

Signing this confirms you have read and understood this information and that you will pass this on to those involved in the planning of your event. Retain a copy of this request form for your records.

Signature _____ Date _____

Return this application to Crosley Estate, Attn. Business Office, One Haben Blvd., Palmetto, Florida 34221 - Fax to 941-729-1820