

Facility Rental Guidelines & Reservation Agreement For Heritage Village

Contact: Drew Turner, (727) 582-2426, Tuesday – Saturday 8:30 a.m.- 5:00 p.m.
dturner@pinellascounty.org

Space Features

Pinellas Room:

- Contemporary Room in Visitor Center complex
- Available: 8 a.m. to 4 p.m. Tues. – Sat. and 1 p.m. to 4 p.m. Sunday
- Room size: 48' x 40'
- Tables: 13 - 2.5' x 8'
 3 - 3' x 8'
 1 - 2.5' x 6'
- Chairs: 100 maroon armless chrome stacking chairs
- Capacity: 100 banquet style; 100 auditorium style
- Podium with microphone
- Ceiling mounted projection screen
- Stove/oven, refrigerator, sink

Safety Harbor Church

- Historic Church - 1905
- Available: 8 a.m. to 4 p.m. Tues. – Sat. and 1 p.m. to 4 p.m. Sunday
- Church Size: 30' x 41'
- Seating capacity: 14 wooden pews -- seats 60
- Air-conditioning and heat
- Electrical outlets available

Williams Park Bandstand

- Reconstructed 1894 bandstand
- Available: 8 a.m. to 4 p.m. Tues. – Sat. and 1 p.m. to 4 p.m. Sunday
- Outdoor setting
- Chairs available: 85 folding, grey & tan metal
- Capacity: 30 chairs on the bandstand; seating space available around the bandstand

Rules

- Provide the reservationist a list of all vendors making deliveries to Heritage Village and their estimated arrival time. Deliveries and setup permitted only during the rental time.
- Provide any set-up information to the reservationist no later than one week prior to the reservation date. Otherwise, setup and teardown are the responsibility of the renter.
- Smoking is prohibited inside Pinellas County facilities.
- Restrooms are located in the museum breezeway.
- Please do not nail, tack, tape, staple, or adhere anything to the inside or outside of the facilities.
- No space other than what is rented and the restrooms is authorized for use by the renter.

- The renter must strictly remain within the agreed upon time limits to avoid incurring additional fees.
- No weapons allowed simulated or real.
- Helium balloons are permitted indoors.
- Candles are permitted only for a brief time, preferably at the end of any ceremonies and then immediately blown out.
- Birdseed may be used outside the structures. Rice and confetti are not permitted.
- Handmade directional signs are not permitted.
- Please monitor noise level in Pinellas Room during business hours.
- One car/limo is allowed inside the Village to drive a wedding party to the church or bandstand. Advance notice is required. Staff will escort the vehicle.
- Horses to transport wedding party are permitted using these guidelines:
 - Horse owner and rider(s) must fill out and sign a “Hold Harmless Agreement”
 - Horse owner must have a Certificate of General Liability Insurance for the horse.
 - The public may not interact with the horse
 - The horse must be attended at all times
 - Party must clean up after the horse

Parking

- Please advise guests/attendees to park outside of Gate 1 along 125th Street; or in the parking lot at the Gulf Coast Museum of Art during museum operating hours.
- Vehicles are permitted inside Gate 1 for unloading and loading, but must park outside Gate 1.
- For groups larger than 25, designate someone to greet attendees and direct them to the meeting area.
- Handicapped parking is available inside Gate 1.

Food

- Food is only permitted in the Pinellas Room.
- Alcohol is not permitted at Heritage Village.
- Food may be provided by a caterer on the Pinellas County approved list or any other caterer if a certificate of insurance has been provided at least two weeks in advance..
 - A list of approved caterers will be provided upon request.
- Serving tables are to be placed on the tile floor.
- Caterers are responsible to set up the Pinellas Room for receptions and to clean up including trash removal.

Rental Fees – Effective October 1, 2008

- Rental fees must be paid in full for the reservation to be considered booked.
- One hour wedding rehearsal is permitted and included in fee and must be scheduled two weeks in advance.

Make check payable to: **Board of County Commissioners**

Licensee Contact Information

Contact Name _____

Date _____

Organization Name _____

Address _____

Phone _____

Cell _____

Email address: _____

Fax _____

Licensee agrees to comply with the Facility Rental Guidelines, and accepts the following terms and conditions of this license by his/her signature below:

Licensee shall assume all risks in connection with the activities to be conducted under this License and shall be solely responsible for all accidents or injuries of any nature to persons or property caused by its operation at these premises. Licensee agrees to indemnify Pinellas County, a political subdivision of the State of Florida, its officers, employees, agents, and representatives ("Licensor"), from all liability for damages including all attorney fees and all costs of litigation and judgment of every name and description brought against Licensor for damages to any person, or personal injuries resulting in the injury or death of any person, or loss of damaged property in connection with the use of Heritage Village Facilities. The Licensor assumes no responsibility for any property placed in the premises and the Licensor is released from all liability for any loss, injury or damage to persons or property which may be sustained by reason of the occupancy under this License.

Licensee Signature _____

Print Name of Licensee _____

Date _____

For Internal Use Only:

BOCC receipt # _____ Check # _____