SPECIAL EVENT GUIDELINES

FLAGLER COLLEGE RENTAL POLICIES:

- Private parties may be held in the Ponce de Leon Ballroom from 5 p.m. to midnight and the Markland House and the Crisp-Ellert Art Museum from 11 a.m. to 10 p.m.

- The maximum capacity for the Ponce de Leon Ballroom is four hundred (400) people. The maximum capacity for Markland House is one hundred and fifty (150) people. The maximum capacity in the Crisp-Ellert Art Museum is one hundred and twenty five (125) people.

- No fundraising, Political or Revenue Generating activities allowed by parties other than Flagler College.

- Signed Flagler College Rental Agreement, payment of Rental Fee in full, payment of applicable sales tax, certificate of insurance and payment of Damage Deposit in full are required thirty (30) days prior to the Reservation Date.

- Renter is required to provide certificate of liability insurance showing limits of $1,000,000 for bodily injury and property damage, naming Flagler College and its Board of Trustees as additional insureds. Renter is required to provide a written copy of this certificate of insurance as required by the terms of the Rental Agreement and failure to provide the Certificate of Insurance is grounds for cancellation of the Flagler College Rental Agreement. The Flagler College Rental Agreement may be terminated for failure to timely provide proof of insurance coverage (the Rental Agreement is binding but subject to being canceled and Security Deposit forfeited if not provided 21 days prior to the Reservation Date).

- Renter is required to hire an event planner to coordinate their on-site event.

- Ladders, tools and other equipment needed for the Event must be supplied by the Renter or the Renter's vendors.

- The handling, touching or moving of Flagler College's objects or furnishings is not permitted.

- Should the services of a decorator be employed, it is the responsibility of the decorator to remove all decorations from the facility immediately following the Event. Decorator services are permitted for table decoration and free standing floral displays only.
• All rental materials are to be delivered the day of the Event and picked up either the same evening or the following morning before 10:00 am.

• All rental dishes, glasses and flatware left overnight must be rinsed.

• Smoking is not permitted inside any Flagler College facility or within fifty feet of any doorway.

• Breakdown must be complete no later than one and a half hours after the end of the duration of the Event as set forth in the Flagler College Rental Agreement.

• Votive candles in enclosed containers are permitted.

• Nothing may be tied, hung or stuck to the walls, railings, fountains or any permanent structure.

• Balloons, open flame, smoke machines, hanging lights, sparklers, glitter, confetti, and animals are not permitted inside any Flagler College facility.

VENDOR GUIDELINES:

• All vendors must be chosen from the College’s Approved Vendor List.

• Vendors cannot drag equipment on floor. Hand trucks must have rubber wheels.

• A point person from the party must be designated for the deliveries and the name given to the Events Coordinator.

• Rentals must not impede visitor walkways or disable handicap accessible ramps at any time.

• Caterers are responsible for removing all garbage, debris and equipment by one and a half hours after the end of the duration of the Event as set forth in the Flagler College Rental Agreement. Should the Renter’s caterers fail to do, Flagler College may have these items removed and deduct the cost of removal from the Renter’s Damage Deposit.

Renter is responsible for sharing these policies with their Vendors.
ENTERTAINMENT POLICIES:

- All music must end by 11:45 p.m. in the Ponce de Leon Ballroom and 9:45 p.m. in the Markland House and Crisp-Ellert Art Museum. Renter is solely responsible for ensuring compliance with the City of St. Augustine noise control ordinances. In the Ponce de Leon Ballroom dancing must occur in the East or West Venido.

- If there is dancing on Markland lawn, the Event host must rent a dance floor.

- All entertainment groups must supply their own power cords, gaffing tape to secure power lines, tables, chairs, and any other supplies that they may need to perform.

- Power is limited at Ponce de Leon Ballroom, Markland, and Crisp-Ellert Art Museum. Vendors must be aware of these constraints.

- Entertainment groups are not allowed to bring any alcohol onto the College grounds.

- All entertainment groups must contact the events coordinator at least 2 weeks prior to the event to review guidelines and do a walk-through, if necessary.

- On day of Event, entertainment set-up may begin no earlier than 5 hours prior to the beginning of the Duration of the Event as set forth in paragraph 10 of the Flagler College Rental Agreement.

- Before beginning sound check, entertainment group must notify Events Coordinator on site.

- For outside events: sound cannot be amplified above decibels prescribed by the City of St. Augustine noise ordinance.

- If sound exceeds the level allowed by the City of St. Augustine noise ordinance, the entertainment group will have 3 chances to adjust their volume in compliance with our policies. They are as follows:
  1. First offense- Entertainment group will receive a verbal warning.
  2. Second offense- Renter will lose their Damage Deposit.
  3. Third Offense- College staff will terminate the music immediately.

I (we) understand and will comply with all of the policies stated above. Please sign and return original copy.
Renter's Signature________________________________ Date ______________________
Print Name___________________________________________