

Referral \_\_\_\_\_ Website \_\_\_\_\_

Newspaper \_\_\_\_\_ Other \_\_\_\_\_

## *First Airline Gallery*



The St. Petersburg Museum of History is nestled on the beautiful waterfront in downtown St. Petersburg. This unique rental facility features the glass enclosed *First Airline Pavilion* overlooking breathtaking views of Tampa Bay, The Pier, Vinoy Yacht Club, sailboats at the St. Petersburg Marina, and Straub Park.

Our facilities include:

- Great downtown location between the Pier and Baywalk
- Indoor/Outdoor event locations
- Access to galleries and exhibits
- Variety of floor plans

The *First Airline Pavilion* can accommodate up to 130 guests for sit down dinners, and up to 175 for cocktails and dancing. Whether it's a banquet, wedding reception, corporate event, or private party, our Museum provides a perfect setting for your special event.

Visit our website at [www.stpetemuseumofhistory.org](http://www.stpetemuseumofhistory.org) for photos of previous events

Contact: the front desk at (727) 894-1052 ext. 200

# RENTAL INFORMATION

## EVENING RENTAL OVERVIEW

- The Museum is available for rentals seven days a week. The rental is for 4 hours with the earliest starting time at 6:00 p.m.
- **If the lessee needs to extend the event past 4 hours, they may do so 10 days in advance at the rate of \$75 per ½ hour.**

## INCLUDED IN THE RENTAL

- Use of the First Airline Pavilion and kitchen preparation areas
- All galleries and exhibits open for one hour of viewing time during the rental time
- Utilities, security, set-up breakdown and clean-up.
- Use of the Museum's round tables (each of which seats 8 persons) and chairs. Use of the Museum's rectangular tables for optional seating and serving requirements.

## CATERING

- All caterers selected to work events must be on the Pre-Qualified Catering List.
- Caterer's food preparation time is 2 hours prior to the start of the event.
- Lessee must make their own arrangements with caterer for additional items such as a dance floor, entertainment, linens, flowers, photography or decorations. The Museum may be able to assist with information about potential vendors.

## PRICES AND PAYMENTS

- The rental rate is \$950 plus tax (Friday – Sunday), \$700 plus tax (Monday – Thursday).
- In addition to the rental rate a deposit of \$250 is required (non-refundable) to hold the date.
- Full rental payment is due 60 days prior to the event, unless the event is scheduled less than 60 days prior to the event date. In this case, the full rental fee plus damage deposit are due the date the event is booked.
- Payment of \$35 for PA system with lecture podium (optional)
- **Non-profit rates available on a case by case basis.**

# RENTAL POLICIES AND AGREEMENT

The St. Petersburg Museum of History located at 335 Second Avenue NE, St. Petersburg, Florida 33701 (Museum Premises) hereby agrees to make the Museum available to the Renter/User from the Start Time to the End Time on the Event Day, upon payment of the deposit, the Rental Fee including Sales Tax, and upon the terms and conditions listed in the rental information and below:

## **Payment:**

The event is considered a firm booking when the Damage Deposit and the Rental Fee are received by the Museum. The rental payment is due at the Museum 60 days prior to the event. If the payment is not received 60 days prior to the event, an additional late fee of \$100 per week will be charged to the Renter's total rental fee until payment is made in full. The Deposit will be returned to the Renter if the event is not cancelled and there is no damage or unusual cleaning resulting from the event. The Deposit will be returned to the Renter by the Museum within 30 working days after the event.

## **Time:**

Rentals are for a four-hour period, i.e., from 6:00 p.m. – 10:00 p.m. (This time frame does not include caterer set-up time and clean-up time.) Any additional time shall be paid according to the schedule of fees listed on the Rental Information page. **Events may be held only during the hours that the museum is closed.**

## **Security:**

The Museum will provide security and maintenance personnel. Security personnel are provided for the safety of the guests as well as the safety of the Museum property. Guests shall have access to the Museum's other exhibit areas for 1 hour during the event. No food or drinks are permitted in the other exhibit areas. No smoking is allowed inside the Museum. Museum personnel will monitor the event and if Museum and/or Rental Policies are violated, Museum personnel have the authority to terminate the event and call local authorities in order to shut down the event.

## **Parking:**

Limited parking is available on Museum grounds. Additional parking is available on the streets surrounding the Museum, and the City of St. Petersburg Pier parking lots (fees apply). It is the responsibility of the Renter/User for additional parking Arrangements and for inquiring of the City of St. Petersburg for special events that may occur at the Pier or near the Museum on the date of the event.

## **Decorating and Floor Plans:**

The Museum is not responsible for event floor plans. **Please submit a completed floor plan to the Museum no later than two weeks prior to your event.** The floor plan is the responsibility of the Renter/User and the Caterer. The Museum is not responsible for any additional fees charged by other vendors including but not limited to the caterer. The Renter/User may hang, attach or suspend any decorative items including use of balloons only by permission of the Museum Representative. The Renter/User must remove all decorations at the end of the contracted time period. Damage deposit will not be returned unless all decorations are removed immediately following the event.

**Decorating with glitter, confetti, or balloons is not permitted.**

## **Alcoholic Beverages:**

The Museum has no objection to a licensed bartender (on the pre-qualified caterer list) serving alcoholic beverages to guests of legal age in a lawful manner. No person or entity shall sell alcoholic beverages on the Museum premises. **The Museum does not have a permit or license to serve or sell alcohol.**

**Catering:**

All caterers selected to work events at the Museum must be on the Pre-Qualified Caterer List.

**Damage:**

The Renter shall be responsible for any and all damage to the Museum premises (excluding ordinary wear and use) caused by acts of the Renter, the Renter’s guests, employees, and contractors, whether accidental or otherwise, and shall leave the Museum premises in the same condition as existed on the date the Renter took possession.

**General:**

Renter and all of Renter’s guests, invitees, employees and agents shall assume all risks of use. Renter shall indemnify, defend and hold harmless the St. Petersburg Historical Society, Inc. from any claims, demands, expenses, attorney’s fees and liability arising out of the Renter’s use. In addition, Renter, for itself and for all of its guests, invitees, employees, agents and for all persons who may come upon the Museum’s premises during the Renter’s use of the Area hereby agrees that the Society shall not be liable in any way for any matter, cause, thing, action or omission with respect to the Area and hereby agrees that the Museum is hereby released and discharged of any and all liability of any kind with respect thereto. Society and Renter are not partners, joint ventures, agents, or otherwise related in any way.

Renter agrees to pay all attorney’s fees incurred by the Museum in collecting any amounts due under this agreement.

The Renter and the Museum have an obligation to cancel an event on the contract day (full refund to Renter) only in the case of a hurricane or hurricane conditions or other similar conditions threatening to St. Petersburg or the Museum. Renter shall provide the Museum with a local contact number in case of hurricane emergency.

The main mission of the Museum is to educate, and to preserve the past; we are honored to be a part of your special event, but we must ask that you and your guests remember that we are first and foremost a museum. We especially want your younger guests to enjoy the Museum, but respectfully request that any children attending be under adult supervision at all times.

In Witness Whereof the Renter and St. Petersburg Museum of History have executed this

Rental Use Agreement on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Renter

\_\_\_\_\_  
St. Petersburg Museum of History Representative

# RENTAL CONTRACT

Date Requested: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Requested Start Time: \_\_\_\_\_ End Time \_\_\_\_\_ Total: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Second Phone: \_\_\_\_\_

Second Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Second Phone: \_\_\_\_\_

Type of Event \_\_\_\_\_ Number Attending: \_\_\_\_\_

**DAMAGE DEPOSIT FEE:**     \$250.00

<b>WEEKDAY RENTAL FEE:</b>	<u>\$700.00</u>	<b>FRI. - SAT. - SUN. RENTAL FEE</b>	<u>\$950.00</u>
<b>SALES TAX:</b>	<u>49.00</u>		<u>\$ 66.50</u>
<b>TOTAL FEE:</b>	<u>\$749.00</u>		<u>\$1,016.50</u>

**(NOTE: TOTAL FEE DOES NOT INCLUDE DAMAGE DEPOSIT)**

Method of Payment: Check \_\_\_\_\_ Check Number: \_\_\_\_\_

Card Type: \_\_\_\_\_ Number: \_\_\_\_\_ Exp. \_\_\_\_\_

Payment in Full: Yes \_\_\_\_\_ No \_\_\_\_\_ Damage Deposit Only \_\_\_\_\_

If only Damage Deposit paid, Payment in full is due by: \_\_\_\_\_

Final Payment Received Date: \_\_\_\_\_

Caterer: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Is Renter organization tax exempt? \_\_\_\_\_ (Copy of tax exempt form required)

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Museum Staff: \_\_\_\_\_

Deposit Returned: Yes \_\_\_\_\_ Date Returned: \_\_\_\_\_ No: \_\_\_\_\_

Reason Deposit Not Returned: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## *Catering*

The St. Petersburg Museum of History has a list of caterers who have been approved to provide food and alcohol services to users of the facility. The Museum must be notified of the caterer chosen from the pre-approved list ninety days (90) prior to the event.

**Orange Blossom Catering**

St. Petersburg  
727-822-6129

**Delectable Fine Catering**

Palm Harbor  
727-781-200

**Olympia Catering**

Tampa  
813-251-1886  
Sherry Rimel

**Harvey's 4<sup>th</sup> Street Grill**

St. Petersburg  
727-821-6516  
Contact: Jim

**Margaret Ann's Catering**

St. Petersburg  
727-525-3983

**Outback Catering**

Tampa  
813-282-1224  
Contact: Shannon DiCara

**Redwoods**

St. Petersburg  
727-896-5118  
Emmanuel Roux

**Carrabbas**

St. Petersburg  
727-897-9375  
Contact: Ricky

**Puff'n Stuff Catering Inc**

250 Rio Dr  
Orlando, FL 32810  
(407) 629-7833  
Contact: Chuck

**Licensed Bartender**

**Liquor & Spirits – Catering By Lundy's**

St. Petersburg  
727-327-8201  
Contact: Courtney Taylor