

# INFORMATION FOR PROSPECTIVE RENTERS

<p>WHO OWNS/OPERATES THE GARDEN CENTER?</p>	<ul style="list-style-type: none"> <li>• The Garden Center, located at 1850 N 9<sup>th</sup> Ave, Pensacola, FL, is the headquarters for the Pensacola Federation of Garden Clubs, a non-profit organization comprised of multiple garden circles in the Pensacola area. We are not a commercial enterprise.</li> <li>• The Garden Center is a venue available for rent to accommodate a variety of events. Pensacola residents have enjoyed their significant life events here since the 1960s.</li> </ul>
<p>HOW MUCH DOES IT COST TO RENT THE GARDEN CENTER?</p>	<ul style="list-style-type: none"> <li>• The Center is rented for whole days, 8 am – midnight.</li> <li>• Florida sales tax rate is 7.0%, effective 1/1/2020.</li> <li>• <b>All rental fees are non-refundable.</b></li> <li>• Saturday: \$1800 + 126.00 tax = \$1926.00</li> <li>• Special! 1/3 off—Only \$600 more! Half-day Friday + all day Saturday: \$2400 + 168.00 = \$2568.00</li> <li>• Friday or Sunday: \$1440 + 101.00 = \$1541.00</li> <li>• Monday – Thursday: \$1200 + 84.00 = \$1284.00</li> <li>• A \$500 security deposit is due <u>one month</u> before the event. It is refunded within a month if the key has been returned and all rules have been followed.</li> </ul>
<p>WHEN AND HOW CAN I PAY?</p>	<ul style="list-style-type: none"> <li>• Half of the total fee + tax is due upon writing the contract.</li> <li>• The balance and the security deposit are due <u>one month</u> before the event.</li> <li>• We accept cash, checks, or money orders. <b>We cannot accept debit or credit cards.</b></li> </ul>
<p>WHAT IF I HAVE TO CANCEL?</p>	<ul style="list-style-type: none"> <li>• <b>All rental fees are non-refundable.</b></li> <li>• A cancellation letter/email should be sent to the GC Office.</li> </ul>
<p>EVENT INSURANCE</p>	<ul style="list-style-type: none"> <li>• As rental fees are non-refundable and renter is responsible to pay for damages, PFGC strongly recommends that the renter obtain event insurance.</li> </ul>
<p>HOW MANY PEOPLE CAN BE ACCOMMODATED?</p>	<ul style="list-style-type: none"> <li>• We can provide seating for 150.</li> </ul>
<p>WHAT DOES THE CENTER PROVIDE?</p>	<ul style="list-style-type: none"> <li>• A key to the kitchen door will be issued on the office day most closely preceding the event or the morning of. The key must be returned using the provided envelope by pushing it through the mail slot by the front door.</li> <li>• A full kitchen suitable for catering is included.</li> <li>• One set-up of the auditorium will be made according to your specifications (layout due <u>one month</u> before event).</li> <li>• Available furnishings             <ul style="list-style-type: none"> <li>○ 2 lecterns</li> <li>○ 20 6'x2-1/2' tables</li> <li>○ 10 8'x2-1/2' tables</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ 20 5' round tables</li> <li>○ 10 3'x3' wooden card tables</li> <li>○ 150 folding chairs</li> </ul>
WHAT ARE THE GENERAL RULES?	<ul style="list-style-type: none"> <li>● No smoking in building</li> <li>● No tape, nails, hooks, etc., may be attached to the walls, woodwork, floors, ceiling, or windows.</li> <li>● No glitter or metallic confetti</li> <li>● No writing on the walls</li> <li>● Alcoholic beverages may be served but not sold.</li> <li>● Further rules are articulated in the contract.</li> </ul>
WHAT ABOUT REHEARSALS OR DECORATING THE DAY BEFORE THE EVENT?	<ul style="list-style-type: none"> <li>● Entering the building before the day of the rental is prohibited.</li> <li>● If using the building the day before the event is desired, that day must also be rented.</li> <li>● We do offer a discounted rate for renting the venue a half-day the day before for an additional \$600 plus tax (1/3 off usual price), beginning at 2 pm.</li> </ul>
MAY WE USE THE OUTSIDE AREA?	<ul style="list-style-type: none"> <li>● Yes, if the grass and plants are not damaged.</li> <li>● No artificial flower petals.</li> <li>● Cigarette butts must be disposed of in smoking poles.</li> <li>● None of our furniture may be used outdoors on the lawn.</li> </ul>
MAY WE USE THE FRENCH DOORS ON THE SOUTH SIDE?	<ul style="list-style-type: none"> <li>● Yes, if they are not left open, allowing cooled or heated air out/unconditioned air in.</li> </ul>
DO YOU HAVE PICTURES OF WHAT THE HALL LOOKS LIKE DECORATED?	<ul style="list-style-type: none"> <li>● Yes, we have a photo album of events that have been held here, and you are welcome to look at it whenever the office is open.</li> <li>● Pictures are also displayed on our website, <a href="http://pensacolagardencenter.com">pensacolagardencenter.com</a>.</li> </ul>
WHAT ABOUT LINENS, DISHES, AND SOUND? WHOM CAN WE GET TO CATER?	<ul style="list-style-type: none"> <li>● We do not supply linens or dishes.</li> <li>● The speakers in the auditorium are not available for use by renters.</li> <li>● We do have wi-fi but cannot guarantee its reliability.</li> <li>● We do not recommend suppliers, caterers, or dee-jays. However, area vendors are very familiar with the Garden Center and will be able to assist you in planning your special event.</li> </ul>
MORE QUESTIONS?	<ul style="list-style-type: none"> <li>● Our office is open on Mondays or Fridays from 10 am to 2 pm, and Wednesdays from 2 to 6 pm. (Office closed on holidays.) Appointments are appreciated but not required. Please call office before you arrive.</li> <li>● Call (850) 432-6095 anytime to leave a message, or email <a href="mailto:office@pensacolagardencenter.com">office@pensacolagardencenter.com</a>.</li> <li>● Mailing address: The Pensacola Garden Center PO Box 2207 Pensacola, FL 32513-2207</li> </ul>