Parkview at Cascades Event Application

Thank you for considering the Parkview at Cascades as a venue for your event! Upon receipt of your request, City Event Staff will contact you. If multiple organizations request the same date, an established ranking process will be used to determine which request is accepted. Open dates can be requested by anyone, first-come, first-serve, provided all of the necessary paperwork is completed and submitted.

PLEASE SUBMIT COMPLETED APPLICATION AND ATTACHMENTS TO Parkview@Talgov.com

Rental Fees & Deposits

Refundable Deposit	
Rental Areas	Deposit Amount
Boardroom/Overlook Lounge	$100
Ballroom	$250

Note: Refundable deposit is due once date of event has been approved.

Room	Rental Minimum	Rental Rate	Additional Hour
Ballroom $215 Hourly	6 Hours	$1290 + Tax	$215 + Tax
Cascades Overlook Lounge $115 Hrly	2 Hours	$230 + Tax	$115 + Tax
Boardroom $65 Hrly	2 Hours	$130 + Tax	$65 + Tax
Meridian Point Suite	1 Hour	$25 + Tax	-
Smokey Hollow Suite	1 Hour	$25 + Tax	-
Park Plaza Room	1 Hour	$25 + Tax	-
Centennial Room	1 Hour	$25 + Tax	-

Rental Fees do not include 7.5% sales tax. Sales tax will be added if applicable.

Cancellation & Deposit Refund Policy

All cancellation notices must be submitted in writing. Cancellations received 90 days or more prior to the scheduled event date will receive a full refund of all rental fees and the deposit. Cancellations received less than 90 days prior to the scheduled event date will result in the forfeiture of all rental fees and the deposit. No refunds will be issued.
Deposit Refunds: For events that take place as scheduled, the deposit is refundable provided there is no damage to the property and the renter, including all vendors, adheres to the rental times specified in the contract. The renter is responsible for ensuring vendor compliance. Deposit refunds will be processed within 7 days following the event. Payments made by credit card will be refunded to the original card. Refunds for all other forms of payment require a check request and will be mailed within approximately 4–6 weeks.

Forms of Payment

We accept Credit and Debit Card, Cash, Check, and Money Order. All Fees are due **90 Days** prior to the event. Card payments will incur a 2.6% convenience fee.
Make Checks Payable To: CITY OF TALLAHASSEE; Attn: Parkview Rental; 1201 Myers Park , Tallahassee, FL 32301

Rental Hours of Use

Available: Sunday – Saturday | 6:30am – midnight*
***Rental Hours of Use* include set-up and breakdown windows.**

The earliest access time for set-up is 6:30am.
Events must end in time for breakdown to be completed to exit by midnight.
*Your rental window serves as the start time your party and any vendors may enter the facility for set-up.
*Your rental window end time serves as the time you and any vendors must exit the facility, with breakdown complete.
No items may be left on-site. It is the responsibility of the renter to ensure all vendors have removed all items. The facility is under no obligation to store or secure abandoned property.

The Parkview at Cascades

414 E Bloxham Street ~ Tallahassee, Florida 32301
PHONE 850-891-3810 EMAIL Parkview@Talgov.com

RENTAL CONTRACT

APPLICANT NAME (ORGANIZATION AND INDIVIDUAL NAMES)

ADDRESS	**CITY**	**STATE**	**ZIP**

PHONE NUMBER	**ALTERNATE PHONE NUMBER**	**EMAIL ADDRESS**

NAME OF EVENT	**TYPE OF EVENT**

ANTICPATED ATTENDANCE: ☐ **ALCOHOL SERVED: YES** ☐ **NO** ☐

SET UP TIME	**EVENT START TIME**	**EVENT END TIME**	**BREAKDOWN/ OFFSITE**

REQUESTED EVENT DATE	**ALTERNATIVE DATES***

**Please list as many alternative dates as possible, this will increase the chances we will be able to accommodate your event.*

RENTAL MAIN ROOMS: ☐ **BALLROOM** ☐ **BOARDROOM** ☐ **OVERLOOK LOUNGE**

DRESSING ROOMS ADD-ON:
- ☐ **WARMING KITCHEN**
- ☐ **BALCONY**
- ☐ **MERIDIAN POINT SUITE**
- ☐ **SMOKEY HOLLOW SUITE**
- ☐ **PARK PLAZA ROOM**
- ☐ **CENTENNIAL ROOM**

Warming Kitchen & Balcony is included with use of any MAIN ROOM. Dressing Rooms are an add-on when at least one (1) MAIN ROOM has been rented. Suites include en suite restroom with shower.

OUTSIDE VENDORS

Please list the names, contact information & arrival times for all outside vendors.

NAME	CONTACT INFO	ARRIVAL TIME	TYPE OF VENDOR (MUSICIAN, CATERING, DECORATOR, ETC.

Requested event time must include all time needed for set-up and tear-down, including vendor access to the facility before and after your event. Deliveries of any kind will not be permitted prior to your reserved event date and time. All items must be removed from the premises at the Conclusion of your rental period.

FOR OFFICIAL USE – RENTAL FEES

Deposit Amount:	Fees:	Tax:	Fee + Tax
Date Paid:	Date Due:	Floorplan Due Date:	Grand Total
Rcvd. By: __CC __ CH __ Cash __MO	Rcvd. By: __CC __ CH __ Cash __MO	Rcvd.:	(includes deposit) *Credit Card Convenience Fee _*
Refund Given	Date of Refund:	Reserved in Rec. 1	Staff Initials:

Room Details and Specifications

ROOMS	Maximum Capacity	Square Footage	Theatre Seating	Conference Seating	Dinner Seating
Ballroom	200 (Theatre or standing)	3,163	200	50	168 60" Rounds (Qty:21) 8 chairs per table
Cascades Overlook Lounge	30	545	RECEPTION SPACE FURNITURE CANNOT BE		
Boardroom	12	480	12	12	-
Balcony	-	1380	-	-	-
Warming Kitchen	-	233	-	-	-
Meridian Point Suite	-	300	DRESSING ROOM		
Smokey Hollow Suite	-	222	DRESSING ROOM		
Park Plaza Room	-	113	DRESSING ROOM		
Centennial Room	-	178	DRESSING ROOM		

Warming Kitchen & Balcony included in main room rentals.
Dressing Rooms can only be rented if at least one (1) MAIN ROOM has been rented.

Other Resource Details

The Parkview at Cascades has the following available for your use. The number of tables and chairs provided by the venue may change without notice. Renter is responsible for contacting the venue prior to the event date to verify current table and chair quantities. *Linens, pipe, drape, staging and all other items not listed are not provided and must be secured from an outside vendor.*

Room Resources	Qty Needed	Qty Available	Details
Ballroom House Sound A/V System*		4	Tall Microphone Stands
		4	Small Microphone Stands
		3	Wireless Microphones
		3	Microphone Belt Packs (Lapel Mics)
		1	Motorized Screen
		1	Laser Projector on Cart
Ballroom Furniture		21	Round Table – 60" White Plastic Top
		12	Round Table – 48" White Plastic Top
		19	Rectangular Table – 8' White Plastic Top
		10	Rectangular Table – 6' White Plastic Top
		14	Round High-Top Table – 30" Diam, 42" Tall
		168	Chair – Gray Metal w/ Blue Padded Leather
		1	Podium
Boardroom Furniture		8	Rectangular Boardroom Table – 5' Wood
Cannot be used in other rooms		12	Boardroom Chairs

No additional rental cost for any House items. * House A/V System for Ballroom only.

Room Layout

A floorplan is required for the **Ballroom & Boardroom**. Draw your room set up as simply and clearly as possible, showing where tables, chairs and audio should be located. Attach your drawing(s) to this application. If you are unsure of desired room setup or to view previous setups, please contact staff to provide you with options.

Floorplans must be received at least (14) Fourteen days before the event.
Please Submit all layouts to ***Parkview@Talgov.com.***

Parkview at Cascades Rules and Regulation

In order to maintain the Parkview at Cascades in its pristine condition, all parties involved with events are to follow the rules listed below. ***Please provide all vendors a copy of these rules and regulations. The rental party on contract is responsible for any violations of these rules***

- No Smoking or Vaping is permitted in the Parkview at Cascades, on the balcony, or around the entrances to the building.
- Unloading may be done from the back loading dock area located at 499 E Gaines Street. Once unloaded, all vehicles must be moved and parked in the parking lots located around Cascades Park.
- Event times are set at the time the facility is reserved. These scheduled times include setup, time for your event and cleanup time. Access to the building will not be available beyond the contracted time.
- Any items rented from a rental company are to be set up and removed by that company, the caterer, or the rental party. The Parkview staff will not be responsible for this service. Parkview tables and chairs are not available for outdoor use. If you want outdoor furniture, please rent or bring your own.
- Candles are not allowed in the building. Battery-powered candles are permissible.
- Confetti and glitter or similar decorative items are not permitted. Signage is not allowed to be taped on walls or doors. Please consult Parkview at Cascades staff for assistance in providing possible alternatives.
- Musicians will be asked to keep the volume of music at a reasonable level. This will be left to the discretion of the staff on duty. Amplified music will not be allowed on the balcony.
- The kitchen and all areas used by the rental party are to be cleaned at the conclusion of the function. This includes any service or preparatory areas such as countertops, the refrigerator, warming trays, warmers, and microwaves.
- Please pick-up any trash and leave the areas used by your group clean. It is the responsibility of the caterer/bartender/renter to remove trash and place it in the dumpster (boxes must be broken down). Park staff onsite can provide a rolling cart for trash removal and show catering staff dumpster location.
- Professional, licensed caterers are highly recommended to assist with your food service. Caterer (if no caterer, then renter) is expected to provide their own supplies such as detergents, dish rags, food storage bags, paper towels, etc., needed to keep the kitchen in good order. There are no serving or cooking pieces available onsite.
- All food must be prepared off-site. Our kitchen provides warming capabilities only. Frying is not permitted inside. Frying can only occur in pre-approved location, if not part of catering trailer. Grease or greasy substances may not be disposed of in sinks and must be removed from property. Failure to dispose of grease properly can result in forfeiture of deposit.
- All leftover food, dishes, utensils, etc. must be removed immediately after the event. The refrigerator/freezer must be emptied and wiped down after use. Additional cleaning fees may be assessed if the Kitchen is left in an unsatisfactory state.
- Our staff will always be on hand to assist with facility needs. They should not be regarded as waiters, waitresses, bartenders, or kitchen help. All caterers should come with a full complement of staff.
- Additional rooms outside of rentals are not available for use by vendors or guests. If any rooms are used, rental and/ or cleaning fees will be assessed at the discretion of the Parkview event staff.
- Removal of Personal Property: The Renter is responsible for ensuring that all personal property and all items belonging to the Renter, guests, and vendors are removed from the facility before the end of the rental period. The Facility assumes no responsibility or liability for items left behind and is under no obligation to store or secure abandoned property. Any items remaining after the rental period may be discarded or otherwise disposed of at the Facility's discretion.

Alcohol Disclaimer – Private Events

When alcohol is offered, it should only be served and never sold. It is the renter's responsibility to arrange for bartenders (this can be through your caterer). It is also the renter's responsibility that consumption levels are not excessive and that no minors are served (by I.D. checks if necessary).

I acknowledge that I understand the alcohol disclaimer set forth. I will abide by all rules and regulations governing the City of Tallahassee Parks system. **I will not allow alcohol to be served to minors (under the age of 21) and will cease consumption 30 minutes prior to my event ending.**

Signature **Date**

Indemnification

User agrees to indemnify fully and save and hold harmless the City of Tallahassee, its officers, employees and agents, against all damage, claims, liabilities and causes of action of every kind and nature, to the extent they are caused by the conduct of the user, its visitors, agents or employees. The City shall give user prompt and reasonable notice of any such claims or actions and user shall have the right to investigate, compromise and defend the same to the extent of user's own interest. If the user is a governmental agency, the liability of the user, as set forth in this paragraph, is intended to be consistent with limitations of state law, including the state's waiver of sovereign immunity pursuant to section 768.28, Florida Statutes, and no obligation imposed hereby shall be deemed to alter said waiver or to extend the liability of the user beyond such limits.

Waiver of Claims

The City and its agents, employees and contractors shall not be liable for, and user hereby releases all claims for damage to or loss of personal property sustained by user or any person claiming through user resulting from any fire or accident while on the premises/facility of which they shall be a part of, or of adjoining or contiguous property or buildings, provided same are not due to negligence of city, its agents, employees, or contractors

Casualty Damage to Premises

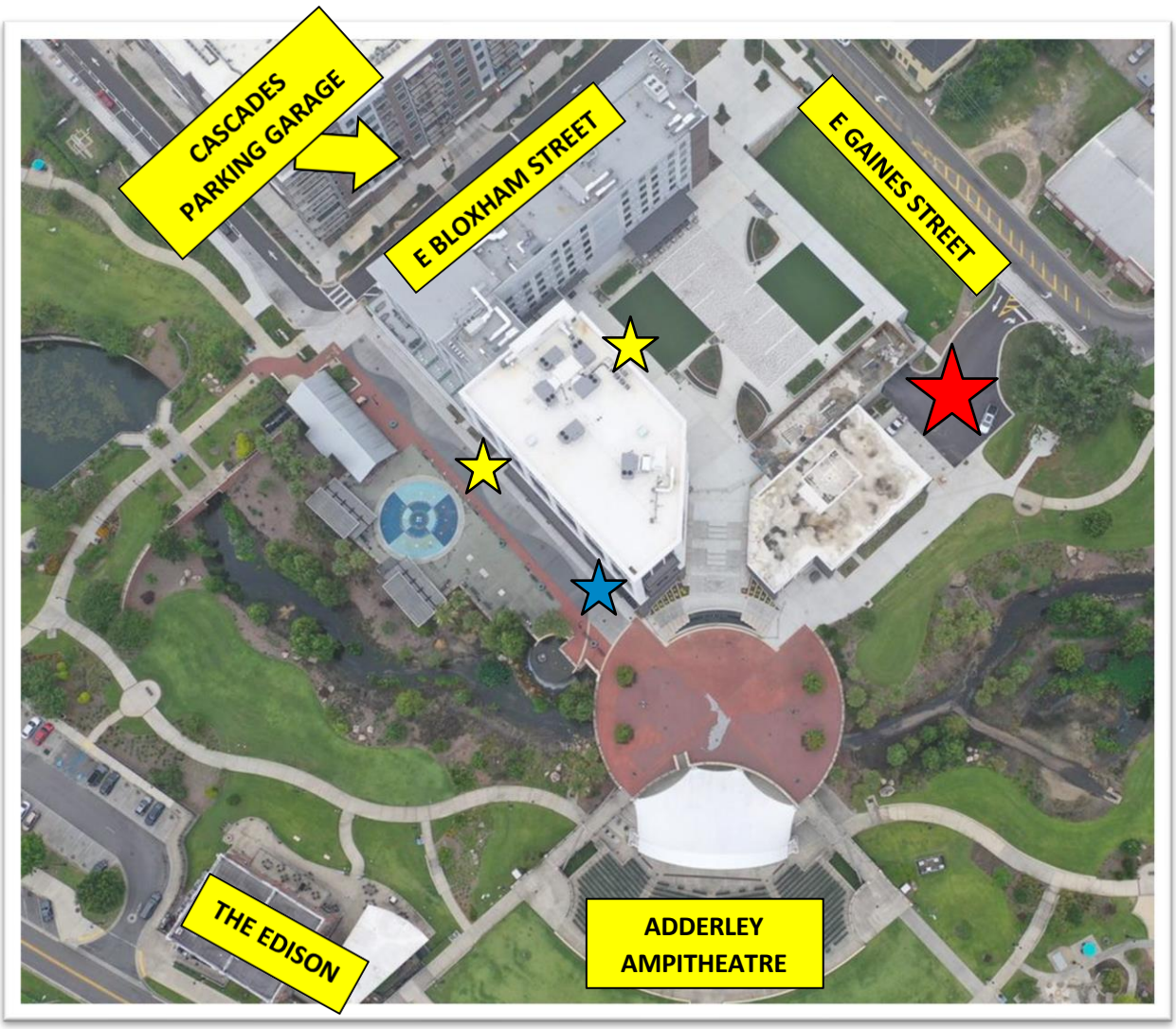
In the event that the premises covered by this agreement shall be destroyed, in whole or in part, by fire or other occurrence, the City reserves the right to offer user the use of an alternative facility designated by the City or, at user's option, to terminate this agreement. In the event the city terminates this agreement under the provision of this paragraph, and such termination occurs prior to the commencement of user's use of the premises, any monies paid by user to city for the use as permitted by this agreement shall be refunded and all obligations of city hereunder shall terminate.

User's authorized representative has received and read a copy of the rules and regulations governing the Parkview and the terms of this contract and agrees to abide by these rules and regulations and the terms of this contract. User is responsible for any damages to the building interior, building exterior, or furnishings, which may occur during this event. In the event of a cancellation, a ninety-day written notice will be required from the user to the City in order to receive any refund.

Print Applicant Name	**Applicant Signature**

Date

Entrance to the Parkview at Cascades



- **BLUE STAR** – All events that are hosted in the Lounge will have the main entrance for guests be the Visitor Information Center door, located behind the Adderley Amphitheatre.
- **YELLOW STAR** – All events that are hosted in the Ballroom or Boardroom will have the main entrance for guests be the elevator located across from the Imagination Fountain ("Splash Pad"). There is also an entrance located from the AC Marriot Plaza on the 3rd Floor off Gaines Street and Bloxham Street.
- **RED STAR** – The back loading dock that is located off Gaines Street. This area is available for all event planners and vendors to unload supplies for events. This loading dock is located at 499 E Gaines Street. Please let all vendors know of this location and be advised that this area is a LOADING ZONE ONLY. All vehicles are allowed to unload there but MUST be moved after 15 minutes of loading/unloading.

Signage will be posted for all Parkview Events, so please let all guests know to look for "PARKVIEW EVENT" Signage located throughout the promenade area

Parking

Please see below a map of all available parking around the Parkview at Cascades. Please indicate in the box below which parking garage your guests will be utilizing to better help staff direct guests to the Parkview entrance.

***Please indicate which Parking area or location guests will be utilizing*

AC Marriott PLAZA

Customer Name: _____

Event Date: _____

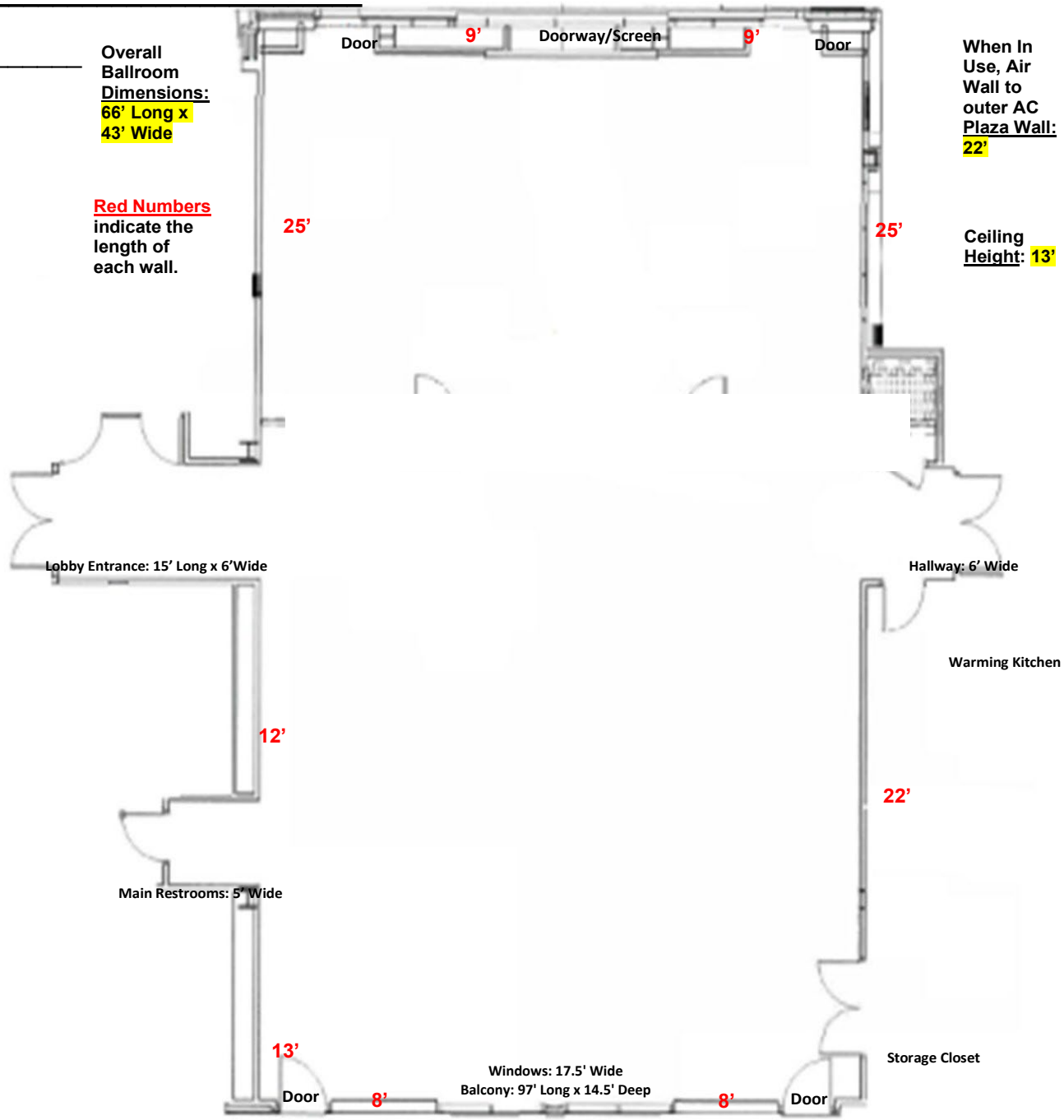
BALLROOM

Overall Ballroom Dimensions: 66' Long x 43' Wide

Red Numbers indicate the length of each wall.

When In Use, Air Wall to outer AC Plaza Wall: 22'

Ceiling Height: 13'



Please provide a detailed floorplan for room set-up, including any audio equipment requested.

Floorplans are due no later than 14 days prior to your rental.

Please email floorplan with Page 3 Furniture requests to Parkview@talgov.com