



Use Application

Today's date _____

Rental date(s) requested _____ Public event Private event

Move in day/time _____ Event time _____ Move out time _____

Nature of event _____ Facility space requested _____

Check if applicable: live music Admission/donation charged Alcohol service required

LICENSEE INFORMATION

For individuals Natural person lawfully residing in _____ (County), _____ State

Applicant's full name _____ continue to address section

Note - Joint agreements with "and" will require signatures of both parties

For organizations

Check one: Sole proprietorship/Partnership/Association/Corporation in the State of _____

Non-profit agency in _____ County, Florida (If sales tax exempt, certificate must be attached)

Organization name _____

For business or organizations - person agreement should be sent to _____

Address for individuals and organizations

Address, city, state, zip _____

Day phone (_____) _____ Alternate phone (_____) _____ Cell phone (_____) _____

Email address (print clearly) _____ Fax (_____) _____

Contact Person

This person will be called rather than the applicant for set up instructions. This person can authorize additional charges on your behalf.

Name _____ Relationship to Licensee _____

Address _____

Day phone (_____) _____ Alternate phone (_____) _____ Cell phone (_____) _____

Email address (print clearly) _____ Fax _____

Authorization for verification of Space Utilization History, Bank Account Records, Credit Report and Public Records.

I hereby authorize the release of Convention/Conference/Meeting Space Utilization History, Bank Account Records, Credit Report and Public Records whether by telephone, fax, photo copy or original to Crosley Estate. I agree to hold harmless Crosley Estate and all providers of information on the prospective licensee described above. I hereby covenant and warrant that the information provided on this Application is true and accurate. Any resulting contract shall be voidable by the Center if this information is shown to be false or inaccurate. The Crosley Estate reserves the right to review and approve applicants and events to determine their acceptability for the facility. Completion of a written contract is required to secure your rights.

Read and sign page two (back)

Crosley Estate Contract Highlights

The following items are highlights from either the Rental and Pricing Schedule or the standard form of agreement. Please review and sign below.

- **Rental hours** are from 11am until 11pm. Additional hours are based upon availability and are charged at \$125 per hour. Use of the facility by caterers and any other outside vendors before 11am or after 11pm will incur the \$125 per hour charge which you will be responsible for payment.
- **Guaranteeing Space** - Tentative holds indicate your interest in the space. Space is not guaranteed until a license agreement is fully executed. To request a contract, complete and return this Use Application. A License Agreement will be mailed or emailed to you normally within two weeks. Once signed contract is received by facility with required deposit, an agreement signed by both parties will be sent to you confirming your space.
- **Rental space** – First floor rental includes terrace. Set up of equipment including tables, chairs, etc. on the bay side lawn will constitute an additional charge for “rental of grounds”. Second floor only needs to be rented when a set up of tables and chairs will be used for your guests as part of the event.
- **Move in / Move out** – Thirty days or less prior to the event, space may be rented from 10am – 4pm for move in and move out at \$250 per day based upon availability. Prior to 30 days, move in and move out will be at regular rates.
- **Catering** – All contracted caterers must be approved by Crosley management in advance of your event.
- **Alcohol Service** - Manatee Convention Center and Crosley Estate have exclusive rights for all alcohol service. This is non-negotiable. Donated alcoholic beverages including: wine, champagne, beer and liquor are not permitted. Liquor cannot be removed from the premises. All outside caterers are responsible for assisting Crosley Estate with the removal of dirty bar glasses throughout the mansion. Prices are not locked in via the license agreement and are subject to change.
- **Equipment** - The following equipment will be available: 20 – 5' round tables, 12 – 8' tables and 4-6' tables. All set up and tear down of this equipment will be you or your caterer's responsibility. There are 90 chairs available @ \$6/each.
- **Patio rope lighting** - \$125 run of show
- **Decorating** is your responsibility. Live rose pedals are not permitted. It is suggested you check with Crosley Management on your decorating ideas.
- **Deliveries and walk thru** - The Crosley is not an open facility. Walk thru and deliveries must be schedule in advance. Deliveries must be received and removed the day of your event. Please make these arrangements with your caterer and vendors.
- **Pre-event invoice** - Estimated balance of charges as per your **pre-event invoice** will be due no later than 21 days prior to event. Certified checks, money orders, Visa, Mastercard, and Discover as well as cash are acceptable. No checks are accepted less than 21 days prior to event.
- **Liability insurance** is required on all events. This policy may be provided by you or your caterer. The policy must name Manatee Civic Center Authority and Manatee County, a political subdivision of the State of Florida as additional insured. We will be happy to allow you to get a policy thru the Crosley at the prevailing rate at the time of your event provided we have it available. Notify your event coordinator.
- **Not Permitted** – Sparklers and fireworks are not permitted.
- If you need any assistance prior to the time your event coordinator contacts you, please call Elliott Falcione, 941-722-3244, ext. 222.

I have read and understand the above information. Please keep a copy of this application for your records.

Signature _____ Date _____

Return this application to: Crosley Estate, Attn. Business Office, One Haben Blvd., Palmetto, Florida 34221
or fax to 941-729-1820.