



Reminders:

- _____ deposit with signed contract mailed
- _____ ½ rent mailed (60 days after deposit)
- _____ final rent payment mailed (60 days prior to event)
- _____ pictures down (additional \$53.75)?
- _____ clean up fee (\$161.50 for 200 people/\$215 over 200 people)?
- _____ security/parking attendant needed?
- _____ special event insurance?
- _____ rental of white chairs for outside (\$2 each)?
- _____ rental of high-top tables (\$10/each)?
- _____ table layout sent to Kathy?
- _____ rental company(s) delivery/pick up schedule?

Thank you for choosing to make your memories at The Retreat at Bradley’s Pond. The security deposit amounts are: \$500 for Saturday and \$250 all other days. Rental amount for Saturday is \$2687.50. The rental amount for Sunday and for Friday is \$1935.00. The rate for Friday and Saturday is \$3655.00 (includes sales tax, the **deposit is in addition** to the rent). The deposit is refunded after the end of month paperwork is complete.

Additional Expenses to Consider:

- If you plan on serving alcohol and plan to have more than 100 vehicles and/or 150+ adult guests at your event, we require a parking attendant/security guard. You can call the agencies listed on our website for an off- duty officer. The officer must stay on the premises until the function is over. This is an additional expense that is your responsibility.
- Special Event Insurance must be purchased and must include host liquor liability. If you are a homeowner, your insurance policy includes ‘host liquor liability’ and your insurance company will add Bradley’s Pond, LLC as an additional insured for the day that too will work to meet this requirement. Some insurance companies will, some won’t. Special event insurance may be purchased from Ian at McKee Insurance here in Tallahassee for approximately \$161 (if under 150 people) 850.224.6055, www.progressive.com for about \$100 or www.RVNUCCIO.com, which may redirect you wedsafe.com or wedsure.com for \$125. These companies include the ‘host liquor liability’ coverage. We have more listed on our website.
- At the end of your function if you would like to walk out of the building without cleaning up (emptying all the trash (including bathrooms, main room, kitchen), policing the yard for trash, placing the chairs **on** the tables neatly) there will be a charge of \$161.50 (includes sales tax, this is for parties under 200 people) and \$215.00 (includes sales tax) for parties 200 people and over. You may add it into your contract price or pay it the week of your event. Regardless of paying the clean up fee, the kitchen must be left in the same condition as it was found or money will be deducted from the deposit.
- The pictures in the facility are part of our decoration and are not to be taken down. If you absolutely do not want the pictures up, there is a fee of \$53.75 (includes sales tax) to take down and re-hang the pictures (only Bradley’s Pond personnel are permitted to remove pictures).
- If you are planning to put up a tent, there will be an additional charge of \$107.50 (includes sales tax). If there is an event the day after yours, you must make arrangements for the tent to come down the night of your function or before 7:30 a.m. the next day.

Facility Information:

- I will contact you prior to your event to get a table and chair count and a layout (Fax 224-0993 or email kathy@bradleyspond.com). We will put the tables up and position them as shown in the layout you provide. You are responsible for placing the chairs around the tables. Tables that we have on site: 20-5’ rounds; 8-4’ rounds; 10-8’ rectangle; 4-6’ rectangle and 2-4’ rectangle. We have 200 chairs. The table and chairs belonging to Bradley’s Pond have to stay inside the building or on the porch.

- Please let me know what time you would like access to the facility on the day of your event. **The earliest you may have access is 8:00 a.m. If you absolutely must have access earlier there will be a \$50 per hour fee.**
- **All tables must be covered.** We do not provide linens. Party, Party, Party (850.942.2155), Silver Lining Linens (850.570.1842), In Tents Events are among some linen rental places in Tallahassee.
- Bands and DJ's will need to set up inside the building. No music is permitted outside except for the ceremony music.
- No smoke machines are permitted to be used inside (they set off the smoke detectors and the fire department has to come check everything out).
- If your caterer is frying or grilling outside, please let us know so we can show them where grills, etc. are allowed to be placed. No frying is permitted inside the building.
- Alcohol is permitted, but **cannot be sold** (cash bar) unless a bartender with a traveling liquor license is hired. The special event insurance requirement includes host liquor liability.
- When your function is winding down, please call Michael Page at 933-8800 or 906-0738. He will come down and lock up the building.
- When turning off the fireplace, please use the switch in the bottom, please DO NOT TURN the knob. Please do not let your guests put anything in the fireplace...it is a gas fireplace and it causes damage. Any damage incurred will be deducted from your deposit.
- Please double check the ovens in the kitchen and make sure they are off. The caterer should make sure of this, but we had a few instances when the ovens were left on.

Chair and High-Top Table Rental Information:

- Bradley's Pond has white chairs for outside that can be rented for \$2.00 per chair (plus tax) includes set up and breakdown and NO delivery fee. We also have 10 of the high-top tables for rent @ \$10 each (plus tax). If you are interested in renting either, please let me know. The form is below.

Please call us with any suggestions you have to make The Retreat at Bradley's Pond a better place. We greatly appreciate you considering our venue. If you have any questions, please contact me at 510-3452 or 561-6328 or email kathy@bradleyspond.com.

Kathy A. Carlson, Manager
850.561.6328



**Rental Information:
high-top tables, white ceremony chairs, large screen and projector
for your use exclusively at The Retreat at Bradley's Pond.**

- **No delivery fee.**
- **No worries about them being delivered and picked up on time.**
- **Only rents to clients of Bradley's Pond.**
- **Need info a week before your event.**
- **Available for each event at Bradley's Pond**
- **\$2.00 per chair plus tax @ 7.5%**
Includes delivery, set up and break down.
- **10 high top tables for rent for \$10.00 each (plus tax).**
- **Large screen and projector for \$75 plus sales tax (\$80.63)**
- **If you are interested please call Kathy @ 561-6328.**

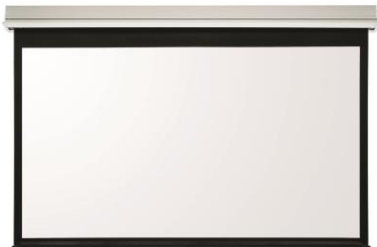


Table
Dimensions
36" x 30" H
36" x 40" H
At 40" high
120" linen is
floor length.

White Chair, High-Top Table, Screen and Projector Rentals

Client: _____

Date of Rental _____

Number of chairs (230 available) _____

Price per chair \$2.00
Delivered, Set Up and Broken Down

Sales Tax @ 7.5% _____

Total chair rental _____

Number of High-Top Tables (10) _____

Price per table \$10.00

Sub total _____

Sales Tax @ 7.5% _____

Table Total _____

Projector and Screen: **\$80.63** ___ Yes ___ No

Total Rental: _____

Agreed to this the _____ day of _____, 20__.

Sign here

Mail your check in the amount of \$_____ to

MGI (Moccasin Gap Industries)
c/o Bradley's Pond
1615 Village Square Blvd, Suite 3
Tallahassee, FL 32309