

KORESHAN STATE PARK

THE PERFECT EVENT AND WEDDING VENUE



Thank you for considering Koreshan State Park for your special event. Let us take this opportunity to introduce you to the origin of this beautiful property.

The founding of the Koreshan Unity Settlement in Estero, Florida, was the continuation of a movement started in the state of New York in 1869 by Dr. Cyrus R. Teed. Because of their religious, scientific and cultural beliefs, the members of this commune had to contend with unfriendly and hostile society. In order to find an accommodating environment, the movement decided to relocate to Florida in 1894. Dr. Teed then took the name “Koresh” the Hebrew translation for Cyrus, meaning Shepherd, and led this community, which became known as “The Koreshans.” Their center of operations was located here and was called “The Koreshan Unity Settlement.” In 1961, the four remaining members deeded 305 acres of their land to the State of Florida as a park and memorial.

The mission of Koreshan State Park is to preserve, protect and interpret the Koreshan Settlement and the life of its members and leader, Cyrus R. Teed.

In managing events, weddings and special programs, it is important to recognize the site’s basic commitment to protecting the historic property, as well as providing daytime public access.

The following are policies and guidelines for the use and rental of Koreshan State Park for contractual events utilizing the grounds or buildings of the Park. These guidelines supersede all previous guidelines and are subject to change without notice.

The Park staff will evaluate the appropriateness of activities with respect to the mission of the Park and accreditation standards by the American Association of

Museums and other nationally accredited boards related to the historical and educational mission. The State Park reserves the right to refuse use of the property to individuals or groups whose mission and/or public image is incompatible with that of the Florida Park Service.

Lease agreements for private events are non-transferable.

Due to seasonal changes, Koreshan State Park cannot guarantee that the designated rental area will have the same appearance as when originally viewed. As a historic property, Koreshan State Historic Site occasionally conducts restoration projects. The Events Coordinator will make every attempt to notify lessee in advance of restoration work planned in or near event site.

Koreshan State Park cannot change or supplement any exhibits that are in place at the time of your event. The exhibits, including historic furniture cannot be moved or covered for any reason.

There are no "Bride's Room" facilities available for changing or getting ready. Bridal party should arrive ready.

PARKING

Guests will park in the designated parking lots.

LIABILITY

Lessee shall defend, indemnify, and hold harmless Koreshan State Park, the Florida Park Service and the State of Florida and its employees from all claims, suits, damages, losses, judgments, demands, and liabilities (including attorney's fees) which, in any way, may arise from the use of the facilities by the lessee.

Contracted vendors must provide the park at least thirty day in advance of the event a copy of their certificate of insurance with a minimum of \$300,000 liability listing Koreshan State Park/State of Florida Trustees of the Internal Improvement Trust Fund as additional insured or certificate holders. They must also provide proof of workman's comp and vehicle insurance.

RESERVATIONS AND PAYMENT

Event dates and times are reserved on a "first-come, first-served" basis. Reservations will be processed only when a signed contract and the appropriate reservation deposit of 50% of the rental rate is received and countersigned by the Event Coordinator of Koreshan State Park.

Verbal reservations will be held for a maximum period of 14 days to allow a client to submit the deposit payment and to execute the contract. The remaining payment must be received 90 days prior to the event. Payments may be made by cash, check, or credit card. We are happy to work with you to accommodate your needs.

CANCELLATION

All cancellations must be made in writing. In the case that the event is cancelled by the lessee, the following refund policy will be exercised:

- 90 days or more notification – 100% Deposit Refund
- 60 days notification – 50% Deposit Refunded
- Less than 30 days – No Refund

Refunds must go through Tallahassee and can take up to 6 weeks.

WEATHER

In the event of rain, outdoor events may be postponed to begin up to one hour after contracted start time. Alternative arrangements, i.e. tent use should be considered by the Lessee during the event planning process.

TIME RESTRICTIONS

Ceremonies may begin no earlier than 9:00 a.m. and conclude no later than 10:00p.m., except in the Art Hall where all activity must begin after 5:00 p.m. Decorations, trash, equipment, vendors, and guests must be off the property by 11:00p.m. unless otherwise specified by the Events Coordinator.

Receptions may begin no earlier than 4:00 p.m. and conclude no later than 10:00p.m. Catering staff, guests and trash must be off the property by 11:00p.m. Rental items must be broken down completely by 11:00p.m. and removed before 10:00am the following business day.

One hour wedding rehearsals may take place the day prior to the wedding based on availability. Alternate date and time may be arranged depending upon availability. Normal park entrance fees will be collected for rehearsal guests.

VENDORS AND POLICIES

Lessee and all hired vendors must be willing to work closely and cooperatively with the park staff. It should be clearly understood that the duties of the State Park staff concern only the interpretation and security of the site. The Historic Site staff shall be present to supervise the property during each function. A representative of the Lessee shall be present to meet all deliveries.

RENTAL EQUIPMENT & VENDORS

Koreshan State Park offers a beautiful outdoor environment with limited covered areas. It is recommended that tenting options be considered due to Florida's unpredictable weather. Some locations are limited on the size or number of tents.

Lessee must provide the Event Coordinator with all set-up locations for catering, bars, entertainment, etc. <u>at least 2 weeks prior to the event.</u> Set-up and delivery access to the property is located at the entrance of the park on Corkscrew Road.
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No propane, gas stoves, or open flames are permitted within 100 feet of historic buildings. Lessee must make cigarette receptacles available for smoking guests. If none are provided, then smoking is prohibited.

Lessee is responsible for ensuring that vendors provide sufficient extension cords, electric distribution panels, lighting, etc. to cover the event's electrical needs. Failure to notify the Event Coordinator of electrical requirements may result in inadequate power or power failure and Koreshan State Park shall not be responsible for any resulting loss. Placement of equipment and electrical needs must be approved 2 weeks in advance. Power availability is limited and restricted in some areas; please consult the Event Coordinator for approved locations and amperage.

All rental equipment must be stacked neatly at the end of the event in pre-approved locations. All rental equipment must be removed from the property by 10 a.m. the next business day or \$100 per day additional charge will occur.

CATERING

Caterers are responsible for trash removal and supplying all materials necessary, i.e. garbage cans, liners, cleaning supplies, mops, extension cords, etc. Clean up after an event is required and is the complete responsibility of the lessee. Failure to return the property in the condition in which it was received will result in the loss of the lessee's damage deposit.

Alcoholic beverages will only be permitted for "After-hours" events. All areas serving alcohol must be restricted to adults only. It is prohibited by Florida law to serve alcoholic beverages to persons less than 21 years of age or anyone who appears to be intoxicated.

DECORATIONS

Plans for decorations or displays must be submitted in writing to the Events Coordinator for approval 14 days prior to the event. The Events Coordinator will communicate final approval to the client within 2 days of receipt.

Decorations, signs, banners, etc. may not be taped, nailed, stapled, or otherwise fastened to the Historic Site property or any vegetation. No holes may be drilled, cored, or punched in any part of the facility.

Bubbles and natural flower petals are permitted outside during wedding events. Rice, birdseed, glitter, confetti, balloons, sparklers, non-biodegradable and environmentally inappropriate materials are not permitted.

Tiki torches and other open flame devices are prohibited except candles in votive cups or hurricane globes used as centerpieces on tables.

Any item or action deemed by the park staff as harmful to the park's natural and cultural resources or its visitors is prohibited. This park is covered by Section 62D of the Florida Administrative Code which defines the applicable fines and penalties.

MUSIC

Music on the Park must cease 15 minutes before the contracted conclusion of the event. Historic Site staff will monitor and have final authority on the sound level. Any decision made by Park staff shall be complied with immediately. Failure to comply will result in immediate termination of event.

MISCELLANEOUS

Children’s events must be supervised at all times by one responsible adult (21 years of age or older) for every ten children while on the premises of the Historic Site.

Bounce houses or similar items are not permitted.

Koreshan State Park reserves the right to remove from the premises any person behaving in a manner considered potentially harmful or detrimental to the Site and/or to other guests at the event. Rudeness or excessive rowdiness will not be tolerated.

The Park Manager or Event Coordinator at Koreshan State Park must approve any and all special requests. Please address your requests by mail, telephone or e-mail at the following address:

Koreshan State Park
Florida Department of Environmental Protection
Division of Recreation and Parks
3800 Corkscrew Road
Estero, FL 33928
Telephone: 239 – 992 – 0311
E-mail: katie.schulman@dep.state.fl.us

I have read the above lease agreement, including rates, rules and regulations, and agree to comply with the conditions of the Koreshan State Park.

Printed Name _____

Date of Event _____

Signatures

Lessee _____ Date _____

Park _____ Date _____

Lessee _____ Lessor _____

**KORESHAN STATE PARK
WEDDINGS AND SPECIAL EVENTS
RATES PLUS APPLICABLE TAX**

How to build your price:

1. Start by calculating the event fee (not required for Art Hall).

Number of Guests That Will Be Attending	Fee for Renting the Space
Up to 150 guests	\$300.00
Over 150 guests	\$500.00

Then add \$2.00 per guest.

2. Add the event impact fee (if wedding *and* reception).

Number of Guests That Will Be Attending	Fee for Renting the Space
35 guests	\$150.00
100 guests	\$200.00
120 guests	\$250.00
200 guests	\$400.00
350 guests	\$700.00

3. Add on the tent fee, if applicable. Use the chart below to determine the price:

Number of Guests That Will Be Attending	Fee for Using a Tent
35 guests	\$75.00
100 guests	\$100.00
120 guests	\$200.00
200 guests	\$200.00
350 guests	\$300.00

4. Add the Ranger fee. An off-duty Ranger is required at special events. The fee for an off-duty Ranger is \$35 per hour, per Ranger, with a minimum of 3 hours. *The Ranger provides security for park amenities and event safety.* Two Rangers are required under the following guidelines: 1) Events occurring after 5 p.m., 2) Events involving more than 150 people and/or events serving alcohol. Staff fees will be applied from set up to break-down of the event. Koreshan State Historic Site is not responsible for the protection or storage of items brought on to the grounds for an event. *This fee will be calculated after the event.*

5. Add the cleaning/damage deposit. Your damage deposit is 20% of your total cost. We require this in the form of a check made out to "Koreshan State Historic Site" 2 weeks before the event. This will be returned to you after your event once the grounds are restored and all equipment is removed.

***If you would like to have your wedding ceremony (ceremony ONLY) inside the Art Hall, an additional fee is required (see page 7).**

**Maximum occupancy criteria for areas
of the Koreshan Settlement:**

Planetary Court grounds - maximum of 120 guests

Founders Home grounds - maximum of 200 guests

Monkey Puzzle Island grounds - maximum of 100 guests

Bamboo Landing grounds - maximum of 35 guests

***** Art Hall (interior/exterior) - maximum of 90 guests**

**Open Area in field across from the Koreshan bakery can hold a
maximum of 350 guests**

*IF YOU WOULD LIKE TO HOLD YOUR CEREMONY IN A LOCATION NOT MENTIONED ABOVE,
LET THE WEDDING COORDINATOR KNOW. IT IS PERMITTED TO HOLD CEREMONIES IN
OTHER LOCATIONS.*

***** Art Hall:** If you would like to have your wedding ceremony inside the Art Hall, please keep in mind that *only* the ceremony can be conducted inside. Ceremonies must happen after 5:00p.m and conclude no later than 10:00 p.m. Receptions are not permitted in the Art Hall because food and beverage are not allowed inside the building due to its historical nature. **The user fee for the Art Hall is \$500.00 (no event fee) plus \$2.00 per guest.** Additional fees may also be associated with the use of this building. Ask the park event coordinator for details.

**KORESHAN STATE PARK
3800 Corkscrew Road, Estero, FL 33928**

Phone: 239-992-0311 **Fax:** 239-992-1607 **E-mail:** katie.schulman@dep.state.fl.us

Event Type _____ **Event Date** _____
Site for Event _____

The Primary Contact, by signing this form, assumes all responsibility for the event, including clean up and the conduct of their guests.

I UNDERSTAND THAT THE EVENT MAY BE CANCELLED AT ANY TIME BY PARK STAFF DUE TO NON-COMPLIANCE WITH THESE CONDITIONS.

Primary Contact Name _____

Address _____

City/State/ZIP _____

Contact Number _____ **Alternate Number** _____

E-Mail Address _____ **Estimated number attending** _____

Estimated Length of Event (including set up & clean up) _____

Hours from _____ **to** _____ **Estimate staffing hours** _____

Event fee \$ _____

Number of guests x \$2.00/ person over 6 years of age \$ _____

Impact fee \$ _____

Tent space fee \$ _____

Art Hall \$ _____

Subtotal \$ _____

Sales Tax \$ _____

Sub-total applicable to rental cancellation (page 3) \$ _____

Less Reservation deposit of 50% -\$ _____

Balance Due by _____ **\$** _____

Balance is due 90 days prior to event **Date** _____

***20% Damage/cleaning deposit by check *due 2 weeks before the event*. Will be returned once the grounds are restored and all equipment is removed.**

\$ _____ **Due on** _____

***Staffing fee is \$35 per hour per Ranger, with 3 hour minimum (\$105.00)**

Amount Due \$ _____ **Due after the event.**

Lessee _____ **Lessor** _____

EVENT DAY DETAILS

SET-UP:

ADA ASSISTANCE:

BRIDE ARRIVAL PLAN:

CEREMONY DETAILS:

Location:

Start Time:

End Time:

RECEPTION DETAILS:

Location:

Start Time:

End Time:

BREAK DOWN:

VENDORS INFO

Name, address, phone number and e-mail address:

Vendors must provide a copy of their certificate of insurance with a minimum of \$300,000 liability.

CATERING: Caterers must remove all trash.

RENTAL EQUIPMENT:

We do not rent out any equipment.

It is highly recommended port-o-lets are rented, there are only 2 restrooms, and Event Coordinator has contact information.

Taylor Rental, Calusa Tent, Fiesta Tent are good tent rental companies that we have worked with in the past.

VEHICLES:

Any vehicles going into the settlement must be lead in by off duty staff.
THERE ARE NO EXCEPTIONS.