



Parkview 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 that all of the necessary paperwork is completed and submitted.

PLEASE SUBMIT COMPLETED APPLICATION AND ATTACHMENTS TO Laurie.Swiger@Talgov.com

APPLICANT DETAILS

Applicant Name (Organization and Individual Names)

Address

City

State

Zip

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Best Daytime Phone Number

Alternate Phone Number

<input type="text"/>	<input type="text"/>
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Email

EVENT DETAILS

Name of Event

Requested Event Date(s)

<input type="text"/>	<input type="text"/>
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Set Up

Event Start

Event End

Breakdown/

Time:

Time:

Time:

Offsite

Rental Hours: Sunday-Thursday 8 a.m. - 10 p.m.; Friday/Saturday 9 a.m. - 11 p.m.

Anticipated Number of Attendees

Type of Event (Please select one)

Meeting Conference Banquet Reception/ Party/ Fundraiser

Other

ROOM DETAILS

Prices of each room are available under the FEES section of this application below.

MAIN ROOMS - Select all that apply		Maximum Capacity	Square Footage	Theatre Seating	Conference Seating	Dinner Seating
<input type="checkbox"/>	Ballroom	451	3,163	210	TBD	160*
<input type="checkbox"/>	Cascades Overlook Lounge	36	545	Reception Space		
<input type="checkbox"/>	Boardroom	32	480	TBD	16-20	14-16

* Contingent on setup. Please call 850-891-3816.

ADDITIONAL ROOMS* - Select all that apply		Square Footage
<input type="checkbox"/>	Balcony**	1,380
<input type="checkbox"/>	Warming Kitchen**	233
<input type="checkbox"/>	Meridian Point Suite	300
<input type="checkbox"/>	Smokey Hollow Suite	222
<input type="checkbox"/>	Park Plaza Room	113
<input type="checkbox"/>	Centennial Room	178
<input type="checkbox"/>	Office (First Floor)**	150
<input type="checkbox"/>	Workroom (First Floor)**	442

* ADDITIONAL ROOMS can only be rented if at least one (1) MAIN ROOM has been rented

** No additional rental cost

OTHER RESOURCE DETAILS

The Parkview at Cascades has the following inventory available for your use. Please be aware that some of the items may be unavailable if they are not reserved below as part of this rental agreement. Linens, pipe and drape, and staging are not provided and must be secured from an outside vendor.

OTHER RESOURCES - Select all that apply		Details
<input type="checkbox"/>	House Sound System**	(1) Small 4-Mic Mixer with 6 Channels (4) Tall Mic Stands (4) Small Mic Stands (4) Small Mic Handhelds with Cables (3) Belt Packs
<input type="checkbox"/>	House Video System**	(1) Laser Projector on Cart, 1 Motorized Screen
<input type="checkbox"/>	House Furniture**	(24) Round Table-60" White Plastic Top (12) Round Table-48" White Plastic Top (12) Rectangular Table-8' White Plastic Top (8) Rectangular Boardroom Table-60" (15) Round High Top Table-30" Diameter, 42" Height (226) Ballroom Chair (1) Podium

*** No additional rental cost*

ROOM LAYOUT

A furniture layout is required for each MAIN ROOM requested. Please download the floorplans for each room by clicking on the room name below. Draw your room set up as simply and clearly as possible, showing where all items should be located. Attach your drawing(s) to this application.

[BALLROOM](#)

[CASCADES OVERLOOK LOUNGE](#)

[BOARDROOM](#)

OUTSIDE VENDORS

[View diagram for vendor loading area and drop offs](#)

Please list the names and contact information for all outside vendors. (MC, Band, Catering, Bartenders etc.)

PARKING

Click the link below to view the map of all available spaces. Then indicate in the text box below where your group will be parking while attending the event associated with this application.

[View Parking Map](#)

[View Guest Entrance Location Map](#)

FEES

ROOM TYPE	Rental Length (Min)	Rental Rate*	Additional Hour
Ballroom	6 Hour	\$900	\$150
Ballroom (Mon-Thu prior to 4 p.m.)	2 Hour	\$300	\$150
Cascades Overlook Lounge	2 Hour	\$100	\$50
Boardroom	2 Hour	\$100	\$50
Meridian Point Suite	1 Hour	\$25	
Smokey Hollow Suite	1 Hour	\$25	
Park Plaza Room	1 Hour	\$25	
Centennial Room	1 Hour	\$25	

*Rental Rate includes all time used by renters and outside vendors to setup and break down your event

NUMBER OF GUESTS	Deposit Amount
< 100 Guests	\$100
100+ Guests	\$250
Weddings and Receptions	\$250

Refund Policy: Deposit is refundable, via check from the City's Revenue Department, after your activity provided there is no damage to the property and you adhere to the rental time on your contract. Cancellation notice must be received 90 days prior to the event for a full refund; notices received less than 90 days prior to the event will forfeit the deposit. Any cancellation received 2 weeks or less from the event will result in a forfeit of all deposits and fees. All notices of cancellation must be in writing.

PARKVIEW AT CASCADES RULES AND REGULATIONS

In order to maintain the Parkview at Cascades in its pristine condition, all parties involved with events are to follow the rules listed below.

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. Once unloaded, all vehicles must be parked in the parking lot.

Event times are set at the time the facility is reserved. These scheduled times include setup, time for your event and cleanup time. On occasion, we may have two functions on the same day; when this occurs, the caterers and guests need to respect the following or previous party. Drop offs for the latter party will not be allowed until after the earlier party exits the premises. Likewise, the earlier party will not be permitted to leave any items such as rental materials in the building 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.

Upon arrival, the kitchen should be clean and ready for use. If you find anything unsatisfactory, please alert staff on site.

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, and microwave.

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. They are expected to provide their own supplies such as garbage bags, detergents, paper towels, etc., needed to keep the areas in good order. There are no serving or cooking pieces available at the Parkview at Cascades.

Please share the rules and regulations with your caterer in advance of your event. We are always available to meet with you and your caterer prior to your event.

All food must be prepared offsite. Our kitchen provides warming capabilities only. Grease or greasy substances may not be disposed of in sinks or on the Parkview property. Failure to dispose of grease properly can result in forfeiture of deposit.

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.

All leftover food, dishes, utensils, etc. must be removed immediately after the event. The refrigerator/freezer must be emptied and wiped down after use. Please consider contacting the Food Recovery Network to donate leftover food.

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.

SINGLE-USE PLASTICS POLICY

Effective June 2, 2021, single-use plastics (utensils, straws, cups, etc.) are no longer permitted for food and beverage service on City property or at City events.

[View Single Use Plastics Policy](#)

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

<input type="text"/>	<input type="text"/>
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Date