GUIDELINES FOR BIRTHDAY PARTIES
AT ARCADIA MILL ARCHAEOLOGICAL SITE

1. **Fees:**
   Basic Rental: $100.00 for 2 hours of use on Saturdays (Sundays require additional $20/hour)
   Refundable Deposit: $50.00 to schedule event
   Additional half hour: $25
   Additional hour: $50
   **ALL fees must be paid two (2) weeks prior to the event. Additional time may be added but will not be refunded**

2. **Deposit:**
   A $50 deposit and signed contract is required to hold your date and as a security for the faithful performance by the Renter, and is due upon execution of the Agreement. The deposit will be refunded (by mailed check) on the month following the event provided that no damages have occurred, the premises are left clean and in acceptable condition, and **time limits are not exceeded.** The deposit is refundable if the agreement is cancelled up to two (2) weeks prior to your scheduled event. Upon reaching the two (2) weeks prior to your scheduled event. Upon reaching the (2) week period, the deposit is no longer refundable for cancellations.

3. **Space:**
   This contract only entitles the renting party the use of the “Treetop Classroom” party room for the agreed time. The Arcadia Mill Visitor Center exhibit space, restrooms, and outdoors spaces including the boardwalk, nature trails, and discovery pavilion will remain open to the general public on Saturdays. On Sundays, all indoor spaces are closed to the public, therefore the renting party has private use of entire indoor space. Birthday party/event guests are more than welcome to utilize other facilities with the general public during regular hours. All party members must be accompanied by an adult at all times throughout the facilities (outside & inside).

4. **Parking:**
   Parking is first come, first serve to both regular visitors and guests of private functions and is limited to 25 vehicles. Limited parking (3 spaces, 1 handicap space) is available in front of the
Visitor’s Center. Parking in other areas is restricted to the Mill Pond Lane cul-de-sac and the grassy area between the Arcadia Mill sign and Juan de la Rua Court on the east side of the street. No parking is allowed in neighborhood yards or on the opposite side of the grassy area on Mill Pond Lane.

5. **Conduct:**
   Because of the value of the collections and materials in the museum, the Renter agrees to maintain order and proper conduct. Such shall be the responsibility of the individual(s) sponsoring the event and the organization(s) which they represent. A staff member or “party host/hostess” of Historic Arcadia & UWF Historic Trust will be present at all times during your function and is available to answer any questions that you might have. The staff person “host/hostess” is the final authority on any questions or restrictions during a birthday party of event.

6. **Equipment:**
   Historic Arcadia will provide chairs and tables for the “Treetop Classroom” space for up to 24 children, 6 six-foot long tables and 1 seven-foot long countertop with a sink, for cake and food presentation. One 13-gallon trash can is provided, the renter must provide all trash bags. **We do not provide other equipment such as cakes, serving ware, drinks, party favors, or decorations for basic parties. REFRIGERATION IS NOT AVAILABLE.** All such requirements are the responsibility of the person(s) or organization(s) concerned. In addition, all arrangements for the delivery of equipment or setup activities by caterers, musicians, florists must be coordinated in advance with the staff of Historic Arcadia (850)626-3084 ext. 102.

7. **Time Availability:**
   The museum is available for rent on Saturdays and Sundays, with two-time slot options: 10am to noon, or 1pm to 3pm (All parties/events must be completed by 4:00pm), on a first come first serve basis. This includes any time needed to set up prior to your event. Your basic rental of Historic Arcadia provides you with 2 hours only. **All set-up time, event time, and clean-up time is to be conducted within the 2 hours. Additional time may be purchased as noted above on a case-by-case basis.**

8. **Clean up:**
   All tables and chairs must be wiped down and returned in the same manner as was found before the beginning of the birthday party/event set-up. All trash must be picked up and removed to the receptacles by the road. The “Treetop Classroom” must be swept following the
birthday party/event. If drinks have been spilled, they must be cleaned appropriately and not leave a sticky residue.

9. **Food & Drinks:**
   All food and drinks (child & adult) must be kept within the “Treetop Classroom” space.

10. **Decorations:**
    All decorations must be kept within the “Treetop Classroom” space. Nothing may be pinned, nailed, stapled, tacked, or taped on the walls or windows of the “Treetop Classroom” space. Balloons must be held down with weight unless otherwise discussed and agreed to by the Historic Arcadia Staff. The use of glitter and confetti are NOT allowed either inside or outside the museum. ALL decorations must be removed immediately after your event.

11. **Smoking:**
    BY STATE LAW, SMOKING IS NOT PERMITTED IN THE MUSEUM NOR IS IT PERMITTED WITHIN 100 FEET OF THE MUSEUM ENTRANCE.

12. **Alcohol:**
    Alcoholic beverages may not be served at the museum.

13. **Thermostat Settings:**
    The museum’s climate control system is engineered to provide an ideal environment. No adjustments can be made to the temperature. Event-related personnel should be advised to keep the doors closed at all times to avoid drastic changes in temperature.

14. **Address:**
    The street address of the Arcadia Mill Visitor’s Center is: **5709 Mill Pond Lane, Milton, FL 32583** should you wish to use it on invitations.

15. **Exceptions:**
    Any exception to these rules must be negotiated with Historic Arcadia and the coordination staff of the Arcadia Mill Visitor Center.