GUIDELINES FOR EVENTS AT ARCADIA MILL

BOOKING DETAILS
Monday-Friday from 8am to 4:30pm: $25 plus Florida Tax of 7% per hour (classroom only)
Monday-Friday after 4:30pm: $50 plus Florida Tax of 7% per hour (classroom and exhibit)

Saturday 8am to 4:30pm: $50 plus Florida Tax of 7% per hour (classroom only)
Saturday after 4:30 and Sundays: $70 plus Florida Tax of 7% per hour (classroom and exhibit)

A three (3) hour minimum is required for Monday-Saturday events after 4:30 pm, and for all Sunday events.

Above costs include the rental fee, a venue representative to assist in scheduling your event, and an onsite representative to oversee the venue on the date of the event. A classroom rental also includes the use of (6) 6’ rectangle tables, and (50) chairs.

Upon booking, 50% payment is due, with the remaining balance paid in full 2 weeks prior to the event. An additional $50 security deposit will be due one month prior to event day, which will be refunded after the event provided no damages have occurred, the venue is left clean and in acceptable condition, and time limits are not exceeded. An invoice will be sent following the event in the case that damages or additional hours exceed $50.

The 50% initial deposit – is refundable should you cancel your reservation with a written notice via email to kjohnson3@uwf.edu at least 2 weeks prior to your scheduled event.

SCHEDULING
The Arcadia Mill Visitor’s Center and museum may be reserved by contacting the Arcadia Mill special events coordinator at kjohnson3@uwf.edu or 850-626-3084 ext.102

The site is available for events between 8:00 am and 8:00 pm Monday-Sunday. Overnight events (i.e. camping) are not allowed.

Upon booking, Renter will schedule their time block, based on availability. All catering and décor delivery, set up & cleanup must be done within these designated hours.

CAPACITY
The classroom can accommodate up to 53 guests. The exhibit space can accommodate up to 40 guests, in the case of after-hours or Sunday event rentals.
CONDUCT
Arcadia Mill is an archaeological site, and because of the unique features and materials on the property, we ask that you help us preserve the integrity of our collections and the beauty of our landscape by adhering to the following rules:

- **Security** – Please be aware the Arcadia Mill is a public site and remains accessible to visitors even during private functions. Arcadia Mill does not provide or set up cones, ropes, etc. to secure the perimeter of the rental or parking areas for your event.
- **Digging** – No digging of any kind is allowed. Equipment requiring stakes (i.e. tents, in ground lighting, etc.) is not permitted.
- **Wildlife** – Encounters with wildlife (i.e. snakes, bugs, etc.) on the site is a possibility. It is against state law to remove any form of wildlife, trees, brush, etc. from the property. It is against the law to remove, harm, or kill wildlife on state owned property.
- **Trails** – Visitors to Arcadia Mill Archaeological Site MUST remain on marked trails and boardwalks ONLY. The trails and boardwalk close at sundown.
- **Vandalism** – Vandalism is strictly forbidden and legal action will be taken against any violators.
- **Weapons** – Firearms and other weapons are forbidden on the property.
- **Smoking** – Smoking is not permitted in the building by state law, and the UWF Historic Trust is a smoke-free campus.
- **Neighborhood** – Please be courteous and respectful of the surrounding residential community. Please observe all posted speeding limits and be aware that inappropriate behavior, loud music, parking in yards, etc. will not be tolerated.

We ask that you maintain an appropriate level of respect as you enjoy your event. A staff member of Arcadia Mill will be present at all times during your function and is the final authority on any questions or restrictions. Guests are responsible for themselves and any small children attending events.

ARTIFACTS
In order to protect the fragility of the artifacts and other features present at Arcadia Mill, digging, collecting, and tampering with any archaeological material is forbidden. The use of metal detectors on the site is not allowed.

FURNISHINGS, CANDLES, FLOWERS AND DECOR
Due to the unique nature of the site, we regret that we’re unable to allow the following:
- Open flames of any kind (unity candles, tiki torches, fireworks, camp fires, etc.)
- Tape, tacks or staples to affix décor
- Glitter or confetti
- Drops or throws of any kind (rice, birdseed, flower petals, etc.)
FOOD AND ALCOHOL
There is not a designated catering prep area at Arcadia Mill. Circumstances requiring on-site grilling or frying will be considered on a case by case basis. Arcadia Mill staff reserves the right to deny any such case.

Alcoholic beverages may be served but can only be sold if an alcoholic beverage license is posted and a copy of the license has been provided to UWF Historic Trust one month prior to the event. It is the responsibility and duty of the renter to comply with State and local laws, including but not limited to monitoring the consumption of alcoholic beverages, required identification to confirm the age of all consumers, and promoting responsible consumption of alcoholic beverages. By signing this agreement, the renter indemnifies the UWF Historic Trust harmless from all claims of any nature related to consumption of alcoholic beverages by the renter. The UWF Historic Trust reserves the right to deny the rental of the site if the renter cannot provide adequate assurances that there will be compliance with this provision.

Alcohol is not permitted on the boardwalk, trails, or bridge.

EQUIPMENT, SET UP AND CLEANUP
Props, décor, additional furniture and equipment including linens, lecterns, trash bags & cans, portable restrooms, etc. or services such as catering, table & chair set up, security, cleaning crews, etc. must be provided by the Renter, and arrangements for the delivery and pick up of all equipment by caterers, musicians, florists, etc. must be coordinated with Arcadia Mill at least one month in advance. Arcadia Mill staff is not responsible for set up or break down of any equipment or for clean up after an event.

Indoor ADA compliant restroom facilities are located in the Visitor’s Center. Renters may secure portable restrooms through an outside company, if desired. Arrangements for delivery, set up, and pick up must be coordinated with Arcadia Mill staff at least one month in advance.

Arcadia Mill must be left in the condition in which it was found. All tables must be broken down and returned to their designated storage areas. All indoor areas and the porches must be swept following the event. If food or drinks have been spilled, the floors and porch must also be mopped. To assist with cleanup, brooms, dust pan, mop, and mop bucket are available for use.

All items including equipment, linens, food, trash, etc. must be removed immediately following each event. It is the responsibility of the Renter to coordinate set up and cleanup with vendors or to appoint a responsible party.
PRE-EVENT WALK-THROUGH
At least one month prior to the event, the Renter, event planner, and all event vendors should meet on-site for a pre-event walk-through Arcadia Mill staff to assure plans for the event are in line with the rental policies detailed in this agreement.

During the walk-through, the Renter should provide information on equipment placement, electrical usage for A/V needs, food & beverage service, décor, parking, and any other facet affecting Arcadia Mill. Attention should be given to pre- and post-event logistics such as set up, clean up, and pick up of rental equipment and event related materials.
Renter shall review and inspect the premises during the pre-event walk-through to determine if the premises are appropriate, safe, and suitable for the anticipated event. Renter shall assume responsibility for the condition and suitability of the premises for the anticipated event.

PARKING AND COORDINATION
Needs for event parking should be discussed with Arcadia Mill staff prior to booking a reservation.

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.

If a large volume of vehicles is expected, Renters must arrange for off-site parking and shuttling of guests to/from the site.

EXCEPTIONS
Any exception to these rules must be submitted in writing at least one month prior to the event and approved by Arcadia Mill staff. The staff member assigned to your event is the final authority on all matters relating to your event.