



Parkview at Cascades 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 Robert.Brown@Talgov.com

Rental Hours: Sunday – Thursday (8am – 11pm) / Friday & Saturday (8am – 12am)

Room Fees & Deposits

Refundable Deposit	
Number of Guests	Deposit Amount
<100 Guests	\$100
100 or more Guests	\$250
Weddings and Receptions	\$250

Note: Refundable deposit is due once date of event has been approved.

Room	Rental Minimum	Rental Rate	Additional Hour
Ballroom	6 Hours	\$900	\$150
Cascades Overlook Lounge	2 Hours	\$100	\$50
Boardroom	2 Hours	\$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	-

Refund Policy

Deposit is refundable, via check from 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 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.

Forms of Payment

We accept Cash, Check, Money Order, Visa, and MasterCard. All Fees are due **90 Days** prior to the event.

Make Checks Payable To:

CITY OF TALLAHASSEE
PRNA: Attn: Parkview Rental
1201 Myers Park
Tallahassee, FL 32301

The Parkview at Cascades

414 E Bloxham Street ~ Tallahassee, Florida 32301

PHONE 850-891-3810 EMAIL Robert.Brown@Talgov.com

PARKVIEW EVENT ROOM RENTAL CONTRACT

APPLICANT NAME (ORGANIZATION AND INDIVIDUAL NAMES)

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ADDRESS

CITY

STATE

ZIP

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PHONE NUMBER

ALTERNATE PHONE NUMBER

--	--

EMAIL ADDRESS

--

NAME OF EVENT

TYPE OF EVENT

--	--

SET UP TIME

EVENT START TIME

EVENT END TIME

BREAKDOWN/ OFFSITE

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REQUESTED EVENT DATE

ALTERNATIVE DATES*

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**Please list as many alternative dates as possible, this will increase the chances we will be able to accommodate your event.*

ANTICIPATED NUMBER OF ATTENDEES

--

ALCOHOL SERVED:

YES

☐

NO

☐

OUTSIDE VENDORS

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

***Also include all arrival times to better assist staff on the day of the event. If you are unsure of an arrival time, please let staff know BEFORE the event so a timeline can be established, and proper staffing can be assigned. ** Requested event time must include any time needed for set up. This includes any time that vendors/caterers/ decorators need to be on location prior to and after your event. No deliveries of any kind will be permitted prior to your event date and time.*

Room Details and Specifications

ROOMS – Select All That Apply		Maximum Capacity	Square Footage	Theatre Seating	Conference Seating	Dinner Seating
☐	Ballroom*	200	3,163	200	TBD	176
☐	Cascades Overlook Lounge*	30	545	RECEPTION SPACE		
☐	Boardroom*	15	480	15	15	-
☐	Balcony**	-	1380	-	-	-
☐	Warming Kitchen**	-	233	-	-	-
☐	Meridian Point Suite***	-	300	DRESSING ROOM		
☐	Smokey Hollow Suite***	-	222	DRESSING ROOM		
☐	Park Plaza Room***	-	113	DRESSING ROOM		
☐	Centennial Room***	-	178	DRESSING ROOM		

*MAIN ROOMS, Contingent on setup. Please Call 850-891-3810

**No additional rental cost for these rooms

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

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 the rental agreement. *Linens, pipe, drape, staging and all other items not listed are not provided and must be secured from an outside vendor.*

	Qty Needed	Qty Available	Details
House Sound System*		4	Tall Microphone Stands
		4	Small Microphone Stands
		3	Wireless Microphones
		3	Microphone Belt Packs (Lapel Mics)
House Video System*		1	Laser Projector on Cart / Motorized Screen
		-	-
House Furniture		24	Round Table – 60” White Plastic Top
		12	Round Table – 48” White Plastic Top
		20	Rectangular Table – 8’ White Plastic Top
		10	Rectangular Table – 6’ White Plastic Top
		8	Rectangular Boardroom Table – 5’ Wood
		14	Round High-Top Table – 30” Diam, 42” Tall
		220	Chair – Gray Metal w/ Blue Padded Leather
		1	Podium

No additional rental cost for any House items

* Ballroom Only

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. If you are unsure of how you would like the room setup or would like to view previous setups, please contact staff and they will provide you with options.

*****Please note, all setups for events must be received at least (7) SEVEN days before the event. Please Submit all layouts to Robert.Brown@Talgov.com. All links below are floorplans of the spaces and can be filled out. Any questions/comments will be addressed by staff as soon as possible. *****

[BALLROOM](#)

[CASCADES OVERLOOK LOUNGE](#)

[BOARDROOM](#)

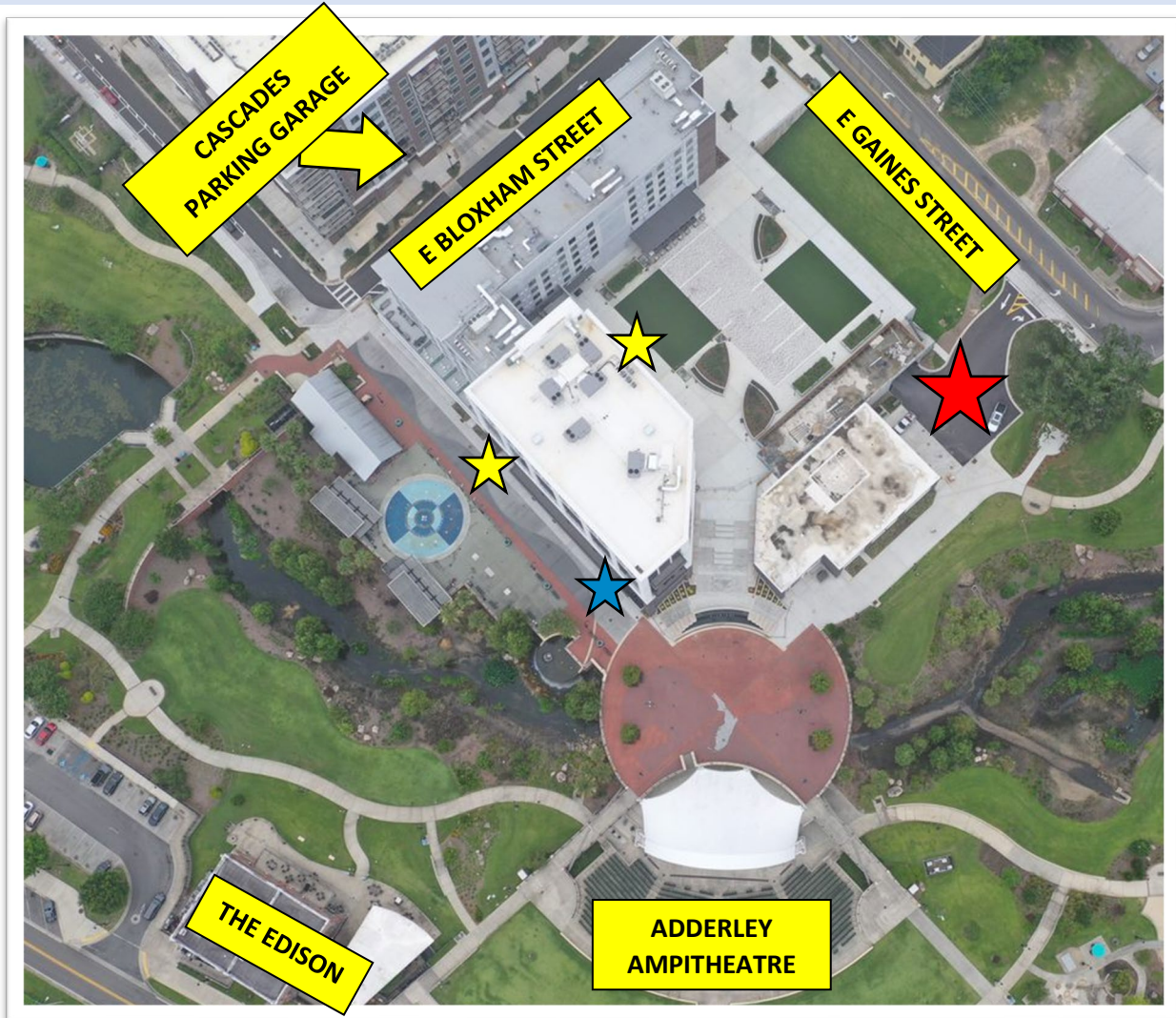
Parking

Please see below a map of all available parking around the Parkview at Cascades. Please indicate in the box below which parking garage your guests will be utilizing to better help staff direct guests to the Parkview entrance.



*****Please indicate which Parking area or location guests will be utilizing***

Entrance to the Parkview at Cascades



- **BLUE STAR** – All events that are hosted in the Lounge will have the main entrance for guests be the Visitor Information Center door, located behind the Adderley Amphitheatre.
- **YELLOW STAR** – All events that are hosted in the Ballroom or Boardroom will have the main entrance for guests be the elevator located across from the Imagination Fountain (“Splash Pad”). There is also an entrance located from the AC Marriot Plaza on the 3rd Floor off Gaines Street and Bloxham Street.
- **RED STAR** – The back loading dock that is located off Gaines Street. This area is available for all event planners and vendors to unload supplies for events. This loading dock is located at 499 E Gaines Street. Please let all vendors know of this location and be advised that this area is a **LOADING ZONE ONLY**. All vehicles are allowed to unload there but **MUST** be moved after 15 minutes of loading/unloading.

****Signage will be posted for all Parkview Events, so please let all guests know to look for “PARKVIEW EVENT” Signage located throughout the promenade area****

Parkview at Cascades Rules and Regulation

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

*****If you are using an outside vendor, please provide them a copy of these rules and regulations as the event organizer is responsible for any violations of these rules*****

- 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 located at 499 E Gaines Street. Once unloaded, all vehicles must be moved and parked in the parking lots located around Cascades Park.
- 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, warming trays, warmers, and microwaves.
- 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.
- 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. Additional cleaning fees may be assessed if the Kitchen is left in an unsatisfactory state.
- 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.
- If additional rooms are used by guests, additional rental and/or cleaning fees will be assessed at the discretion of the Parkview event 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**

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Date

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