



Village of Biscayne Park Commission Agenda Report

Village Commission Meeting Date: March 1, 2016

Subject: Resolution 2016-08 -- Amending
Schedule of Fees to add rental fees
For Log Cabin rental.

Prepared By: Maria C. Camara, Village Clerk

Sponsored By: Staff

Background

With the recent renovation of the historic Log Cabin, and the ability to rent the facility for events, meetings and social gatherings, or for a professional photography location, a rental fee schedule is required specific to this facility. The Log Cabin is a unique building, worthy of its historical status, and should be considered as such in developing the rental fee schedule.

Utilizing information from other facilities on their rental fees, and other fees that they charge, as well as calculators used for event planning and spacing, a rental fee schedule for the Log Cabin has been developed.

Fiscal / Budget Impact

Additional revenues from the rental of the facility.

Recommendation

Staff recommends consideration of the proposed schedule and approval of Resolution 2016-08.

Attachments

- Resolution 2016-08
- Proposed rental fee schedule for the Log Cabin
- Schedule of Fees (page 3 only)
- Comparative information from:
 - Bonnet House
 - Curtiss Mansion
 - Richardson House

1 PASSED AND ADOPTED this ____ day of _____, 2016.

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David Coviello, Mayor

Attest:

Maria C. Camara, Village Clerk

Approved as to form:

John J. Hearn, Village Attorney

**The foregoing resolution upon being
put to a vote, the vote was as follows:**

- Mayor Coviello: ____
- Vice Mayor Watts: ____
- Commissioner Anderson: ____
- Commissioner Jonas: ____
- Commissioner Ross: ____

Draft



The Village of Biscayne Park Historic Log Cabin provides:

- ◆ Exclusive use of the facility for meetings, seminars, events, and social gatherings
- ◆ Use of the facility for photography, interior and exterior.
- ◆ Standard lighting and electrical needs.
- ◆ Free parking (limited number of spaces)
- ◆ Up to a two (2) hour set up, and a one (1) hour after for clean up.

Space will accommodate:

- ◆ Cocktail party:
 - Guests standing: 85
 - Both standing and seated: 65
- ◆ Banquet Style
 - Round tables: 45
 - Rectangle tables served: 55
- ◆ Theatre or Auditorim Style
 - Spacious rows of chairs: 65
 - Maximum rows of chairs: 90
- ◆ Conference
 - Standard with 8' tables: 20
 - Hollow square with 8' tables: 15
 - U-shaped with 8' tables: 15

Rental Rates:

| | <u>Weekday (Mon-Fri)</u> | <u>Weekend (Sat-Sun)</u> |
|--------------|---------------------------------|---------------------------------|
| Non-Resident | \$350 per hour* | \$500 per hour* |
| Resident | \$200 per hour* | \$350 per hour* |

* *Minimum 3 hours*

- ◆ Scheduling must be made 90 days in advance of the requested date.
- ◆ A \$500 refundable security deposit is required for all rentals. The deposit will be fully refunded if all Village of Biscayne Park Log Cabin Rental Rules and Regulations are adhered to satisfactorily and no damage has occurred.
- ◆ Renter's Insurance: A certificate of liability insurance is required from the renter for all rentals
- ◆ A police detail may be required which will be considered on a case by case basis. If required, an additional fee of \$75 per hour, per Officer will be added.
- ◆ The Village Manager, or designee, may, on a case by case basis, override the minimum-hour rental requirement.



**Village of Biscayne Park
MASTER FEE SCHEDULE**

**Amended
March 1, 2016**

| <i>Description</i> | <i>Fee</i> |
|---|------------|
| LOG CABIN RENTAL | |
| Rental weekday (Mon-Fri) Resident - Hourly (minimum 3 hours) | \$200.00 |
| Rental weekday (Mon-Fri) Non-Resident - Hourly (minimum 3 hours) | \$350.00 |
| Rental weekend (Sat-Sun) Resident - Hourly (minimum 3 hours) | \$350.00 |
| Rental weekend (Sat-Sun) Non-Resident - Hourly (minimum 3 hours) | \$500.00 |
| Police detail (if required) - Hourly | \$75.00 |
| Refundable security deposit | \$500.00 |



Corporate Events and Special Occasions

Bonnet House Provides

- Exclusive use of estate for cocktails, and reception for 3 hours
- Use of the property for photography
- Front door Hostess
- Free parking and tram transportation for guests
- Standard lighting and electrical needs
- Two hours for catering set up and one hour for clean up

Rental Rates (3 Hours)

| <u>Number of Guests</u> | <u>Weekend (Fri-Sun)</u> | <u>Weekday (Mon-Thurs)</u> |
|-------------------------|--------------------------|----------------------------|
| 20-50 | \$2,500 | \$750 |
| 51-100 | \$3,000 | \$1,500 |
| 101-150 | \$3,500 | \$2,000 |
| 151-200 | \$4,000 | \$2,500 |
| 201-250 | \$4,500 | \$3,000 |
| 251-300 | \$5,000 | \$3,500 |
| 301-350 | \$5,500 | \$4,000 |
| 351-400 | \$6,000 | \$4,500 |

* *Select dates are available throughout the year at heavily discounted prices for events with less than 20 guests. Please contact the Events Manager for rates and availability.*

Additional Hourly Rental Rate:

-\$500 per hour (Must be scheduled in advance)

Tenting and Flooring:

-A \$2,000 mandatory tenting fee will apply for rentals January through April.

Deposit:

-A \$1,000 Refundable Security Deposit is required for all rentals. The deposit will be fully refunded if all Bonnet House Rules & Regulations are adhered to satisfactorily and no damage has occurred.

Membership:

-A \$150 Bonnet House Small Business Membership is required for all rentals.

Renter's Insurance:

-A Certificate of Liability Insurance is required from the renter for all rentals.

Police Detail:

-A \$150 police detail is required for all rentals.



Wedding Property Rental
Venue Only

Bonnet House Provides:

- Exclusive use of Bonnet House Estate for 4 hours
- Use of the property for photography two hours before ceremony
- Private use of upstairs bridal suite
- Personal Bridal Assistant
- Ceremony and Front Door Hostess
- Tram transportation for guests between parking lot and Main House
- Free parking
- Day-of-wedding ceremony and vendor coordination
- Ceremony microphone and speakers
- Two hours for set up and one hour for clean up

| <u>Number of Guests</u> | <u>November-April (Sat or Sun)</u> | <u>May-Oct OR weekday Nov-April</u> |
|-------------------------|------------------------------------|-------------------------------------|
| Up to 50 | \$6,500 | \$5,200 |
| 51-100 | \$7,000 | \$5,600 |
| 101-150 | \$7,500 | \$6,000 |
| 151-200 | \$8,000 | \$6,400 |
| 201-250 | \$8,500 | \$6,800 |
| 251-300 | \$9,000 | \$7,200 |

Additional Hourly Rental Rate: \$850 per hour (Must be scheduled in advance) (Discounts do not apply)

Tenting and Flooring: A \$1,500 mandatory veranda tent fee will apply for rentals January through April. Tenting is optional all other months.

Deposit: A \$1,000 Refundable Security Deposit is required for all rentals.

Membership: A \$90 Bonnet House Couple's Membership is required for all rentals.

Renter's Insurance: A Certificate of Liability Insurance is required from the renter for all rentals.

Police Detail: A \$150 police detail is required for all rentals.

Rehearsal (Optional):

A \$350 fee is required for a one hour rehearsal from 9:00 am - 2:00 pm.

A \$550 fee is required for a one hour rehearsal at 3:00 pm or later.

Discounts:

20% discount applies for May through October OR for weekday weddings Nov-April.

Discounts cannot be combined.

PHOTO & VIDEO

The Curtiss Mansion & Gardens are available as the backdrop for your photo, video and or film productions. This hidden gem is a unique setting with incredible character and rich in history. Visitors are granted access to the historic Curtiss Mansion & Gardens in its entirety excluding: Rooftops, Staff Offices, Archive Room, and Aviation Academy.

ACCESS TO MANSION & GARDENS

2 hour minimum \$250.00 (between 9am – 5pm)

Hours listed below are in addition to the 2 hour minimum as shown above:

Additional hours \$50.00 (between 9am – 5pm)

Sunrise hours \$50 per hour (between 6am – 9am)

Sunset hours \$50 per hour (between 5pm – 9pm)

In an effort to archive the history of the Curtiss Mansion, all photographers & videographers using the Curtiss Mansion & Gardens as a backdrop are required to fully credit "Curtiss Mansion".

Permit fees as listed above are non-refundable. To schedule a Film and or Production please contact our Director of Events for more information and availability.

All sessions must be scheduled & approved by the Director of Events. Prices are subject to change without notice.

Certificates of Insurance & Liability for a minimum of \$1,000,000 are required as follows:

Richardson Historic Park & Nature Preserve



Richardson Historic Park & Nature Preserve is now available to host your next social event, wedding reception or other special occasions. The Manor House offers guest seating for over 75 people and features a food preparation area with a refrigerator, ice machine, warming oven and microwave. Park hours are 8:00am to 7:00pm. The facility is available for rentals 7 days a week until 11:00pm (closed major city holidays). Also located on the park premises and available for rental is a 30'x64' pavilion, which is ideal for family reunions, cookouts, corporate parties, etc. The pavilion has a capacity of 150 people and water, electric and a large grill.



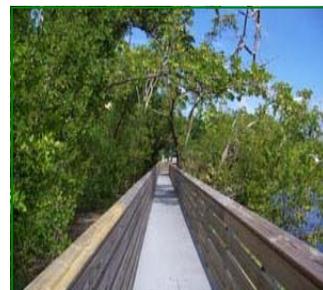
Manor House (capacity: 75)

| | | Resident / NP | Non-Resident |
|----------|----------|---------------|--------------|
| Weekdays | All Day | \$500 | \$700 |
| | Per Hour | \$65 | \$100 |
| Weekends | All Day | \$600 | \$800 |
| | Per Hour | \$75 | \$125 |

(In addition, \$200 cash only security deposit required 2 weeks prior to use)

| | | | |
|---------------------------------------|----------|-------|-------|
| Courtyard | Weekdays | \$75 | \$100 |
| | Weekends | \$100 | \$150 |
| Corporate Pavilion (capacity: 150) | Weekdays | \$100 | \$150 |
| | Weekends | \$200 | \$250 |

(In addition, \$50 cash only security deposit required 2 weeks prior to use)



The City of Wilton Manors is a
Community Wildlife Habitat
certified through the
National Wildlife Federation

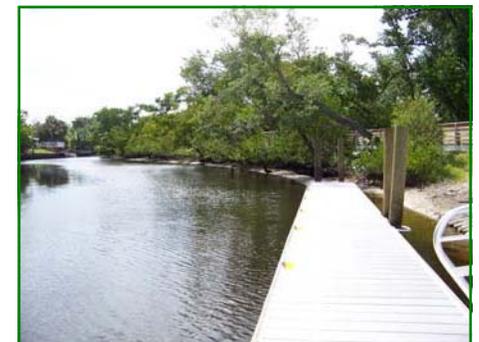


Richardson Historical Park and Nature
Preserve is a certified Backyard Habitat.



Wilton Manors
Historical Society office is located in the
Manor House and has adopted the park
as stewards of the grounds.
The Historical Society hosts
lectures, display exhibits and
conduct Historical Park Tours
wiltonmanorshistoricalsociety.org

Broward Urban River
Trails office is located in the
Manor House and offers
education programs and
opportunities for our
"Island City"



For more information about Richardson
Historic Park & Nature Preserve call
954-630-3118. For other Wilton Manors Facili-
ties or our programs please call 954-390-2130
or visit us online at
wiltonmanors.com/parks