



*Eden Owner's  
Association*

*Special Event*

*Policy*

Conference Rooms  
Garden Level Lobby



## **FOR YOUR INFORMATION**

Eden Condominium Hours  
8:00AM – 6:00PM

Phone Number  
(850) 492-3336  
(800) 523-8141

Fax Number  
(850) 492-4205

## **THE PREPARATION PROCEDURES**

It is imperative that members of your party cooperate in upholding Eden standards. A guest service associate will assist you in making appropriate selections and interpreting our policies and procedures. The materials included herein are furnished to guide you and those involved in the various preparations as you plan for the use of the facilities available to you. **Please read the material carefully, refer to it when needed, and distribute copies to appropriate persons (florist, caterers, etc.)**

**The applicant will agree to reimburse Eden Owner's Association for any damage to the property resulting from actions of applicant's guests, etc.**

## **THE SETTING**

You are advised to consider all accommodations and guidelines before consulting your florist or decorator.

**Note: Under no conditions will furniture be moved in the Owner's Lounge main room. Management will consider an alternate set up only in the bar side of the Lounge.**

Events will not be scheduled during our peak season (*Memorial Day through Labor Day*) or on weekends which include a holiday. As a condominium, our owners and summer guests result in a full house during these times, limiting available space needed to accommodate a special event.

Additional security is required before, during and after the event. This will be at the applicant's expense but arranged through Eden to hire the Sheriff's Department. Security must be present **one hour before** the event, **during the event** and **one hour after** the event to allow for clean up and to secure the room.

Events are not scheduled earlier than 10:00AM nor later than 7:00PM. Business Meetings may start at 8:00AM until 6:00PM.

Receptions held on Eden property will be over promptly by 10:00 P.M. Music is not to be excessive. **All music must be family friendly.** All guests will vacate the area at 10:00 P.M. sharp. This will allow for vendor clean up, with the room locked and secured by security before 11:00 P.M. or one hour after the conclusion of the event.

Parking for the event is strictly enforced. There is limited parking available on the premises. Parking will only be allowed across the street. You may provide valet parking. If additional parking is required, consider renting a trolley to transport your guests. Check with Eden Staff for any alternative solutions.

No rice, confetti, or other material may be thrown inside or outside Eden property.

Fireworks are **NOT** permitted on Eden Property.

Child care cannot be provided by Eden. Families will need to make private arrangements.  
Children are to have adult supervision at all times.

Smoking is **NOT** permitted inside any of the common areas.

The use of drugs is strictly forbidden.

**The maximum number of guest is not to exceed 75.**

It is the responsibility of the applicant to familiarize the members of their party and those who service the event with Eden policies so they can conduct themselves accordingly at all times.

## **FLORISTS AND DECORATORS POLICY**

WALL HANGINGS ARE NOT TO BE MOVED. Nothing may be affixed to permanent furnishings. Decorations, flowers, greenery, candles, etc., must be placed so that they do not come in contact with or cause matter to shed or drip on permanent furnishings. No nails, tacks, tapes, screws, or other materials which will permanently mar, deface, or injure any part of the building or equipment, are to be used.

Florists may do a preliminary set-up the day prior to the event, upon confirmation with Eden Staff.

Floral arrangements **MUST BE IN PLACE AND REMOVED** on the day of the event.

**You must inform florists and decorators that they must abide by Eden policies.** The applicant should provide the florist or decorator with a copy of this policy.

If professional service is required to restore property to its original condition due to the neglect and/or nonobservance of these guidelines, it will be your financial responsibility for the cost incurred.

After the event, **all** floral arrangements and other decorations must be removed from the location in their entirety and **not disassembled inside the building.**

**NOTE: The fire code enforced by Escambia County Fire Department must be observed in**

placing, removing and storing candles.

### CATERER'S POLICY

All catering services must be completed and removed on the day of the event. All special requests must be made in writing in advance with the Rental Manager. **Under no circumstances shall there be glass of any type around the outside area.**

### FINANCIAL ARRANGEMENTS

If the applicant is a **business** that wants to rent the conference room for a business meeting, it may be rented in half or whole days. Half days will be from 8:00AM – 1:00PM or 1:00PM – 6:00PM. Whole days will be from 8:00AM – 6:00PM. We will provide minor cleaning such as vacuuming and dusting. We will set up the conference room if we are provided with seating arrangements by applicant no later than one week prior to meeting date. Applicant will be required to leave conference room clean or they will be charged a cleaning fee of \$125.00.

|  |            |              |
|--|------------|--------------|
| Security Deposit                           | \$ 0.00    | Not Required |
| Large Conference Room                      |            |              |
| -Half Day 8:00AM – 1:00PM or 1:00PM-6:00PM | \$ 550.00  | \$ _____     |
| -Whole Day 8:00AM – 6:00PM                 | \$1,100.00 | \$ _____     |

If the applicant is an **owner** of Eden, or if a parent is an owner, there is no charge for the use of the facilities; however, a security deposit and cleaning fee are required.

If applicant is a **guest**, the following terms apply:

If 10 units are rented the below rates will be ½ off. If there are 20 units rented only a refundable deposit will be required and Eden will supply the conference rooms free of charge.

|   |            |          |
|---|------------|----------|
| Security Deposit  | \$1,000.00 | \$ _____ |
| Large Conference Room   | \$1,100.00 | \$ _____ |
| Small Conference Room<br>(accommodates 25 people)                               | \$ 475.00  | \$ _____ |
| Large Conference Room & Garden Level  | \$1,500.00 | \$ _____ |
| Garden Level Lobby<br>(Rented in conjunction with the Conference Room(s) only.) | \$ 500.00  | \$ _____ |

Security \$ 25.00 x \_\_\_\_\_ \$ \_\_\_\_\_

(Escambia Sheriff's Deputy - A **minimum of five hours** will be required.

Security must be present one hour before the event, throughout the event, and for one hour after the event. This is set up by Eden and is a minimum of five (5) hours at \$25.00 per hour.)

Taxes (7.5%) \$ \_\_\_\_\_

**GRAND TOTAL** \$ \_\_\_\_\_

**Security Deposit**

A **\$1,000.00** security deposit is required when your event is scheduled. It is refundable following the event provided all policies were adhered to and there was no damage to the property and the property is left as it was found. There is a \$100 fee for any broken bottle per incident and will be taken from the deposit.

Cancellations made (30) thirty days prior to the event will receive a full security deposit refund. If canceled after (30) thirty days a \$500.00 fee will apply.

Payments are payable to Eden Owner's Association and are due one (1) month prior to the event date. Please note the applicant's name and the event date on the check.

Applicant \_\_\_\_\_

Event Date \_\_\_\_\_

**AGREEMENT**

I have read and understand all policies presented in this packet. I agree to abide by all of the guidelines stated. I agree to review these regulations with those involved in my event, florist/decorator, caterers and ensure that they uphold these policies. I understand that if these polices are not followed, my deposit may not be refunded to me.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Date

**GENERAL INFORMATION**

The following information may be completed after your reserved date has been confirmed. Please communicate this information to the Reservation Desk.

Florist \_\_\_\_\_

Phone \_\_\_\_\_

Caterer \_\_\_\_\_

Phone \_\_\_\_\_

Wedding Planner \_\_\_\_\_

Phone \_\_\_\_\_

Bride \_\_\_\_\_

Phone \_\_\_\_\_

Groom \_\_\_\_\_

Phone \_\_\_\_\_

Business \_\_\_\_\_

Phone \_\_\_\_\_

Business Contact \_\_\_\_\_

Phone \_\_\_\_\_

Return to: Reservation Desk  
Eden Owner's Association  
16281 Perdido Key Drive  
Pensacola, FL 32507

