

# Rental Rules & Guidelines

The Museum, located among majestic oaks in the heart of Sulphur Springs, offers nature's splendor and peacefulness, providing a perfect setting for a romantic wedding, special gathering, business meeting or corporate retreat. Call us today to make your next event a memorable experience for you and your guests at the Museum at Mann-Wagnon Park.

## Capacity

The seating capacity for the museum main room is 60 people.

The following are included in rental fee for Interior Sulphur Springs Museum

- 5 – 11/2" x 6" rectangular tables
- 6 - 60" round tables
- 50 chairs
- Use of additional [3] serving tables
- Kitchen with sink, microwave and refrigerator

## Rates

The rates are per hour:

- Non-profit \$55
- Resident \$70
- Non-resident \$125

## Additional Fees

- Projector - \$20 (projector and screen are available for a flat fee of \$40, \$20 for each one)

Be sure to incorporate set up and breakdown/clean-up time. Rentals at the museum can only be booked until 9pm.

Taxes are applied at time of registration. All registrations require a \$100 damage deposit due at time of reservation along with a copy of renter's valid Driver's License. Renter must be over the age of 21 and must remain on-site during entire rental.

Proof of non-profit or not-for-profit status as defined by Florida Status 501(c) (3) or 501(c) (7) must be presented at the time of the contract signing to receive non-profit rates.

Alcoholic beverages are permitted upon approval.

## Damage Deposit

All permittees are required to pay a refundable damage deposit. Deposits are refunded after the event providing there is no damage to the property, the facility is thoroughly cleaned, and all rules and

regulations are followed. Violations will result in the deposit being withheld in its entirety and the permittee will be responsible for any costs above the amount of the deposit.

## Cancellations

All cancellations must be made at least 72 hours before event. Notification through the museum office, at (813) 935-9402 or via email [sulphurspringsmuseum14@gmail.com]

## Rental Payments

Final rental payments are due 15 days prior to event. Damage deposit refunds will take 30 business days to be refunded.

## Discounted Rates

The Museum is happy to offer non-profit organizations a discount on rental rates. Your organization must submit non-profit documentation with the application form (i.e., 501(c) (3). Groups considered to be non-profit include churches, civic organizations, public schools, parochial and private schools, and athletic associations. Discounts do not apply to damage deposits and attendant fees.

## Alcoholic Beverages

Alcoholic beverages may be served at the Museum with prior consent from the Tampa Parks and Recreation Department Director. All alcoholic beverages must be provided by a licensed and insured caterer. Alcoholic beverages may be served, but the activity must include the serving of food. Alcoholic beverage service must cease a minimum of 30 minutes prior to the end of the event. At the permittee's expense, an Extra Duty Tampa Police Officer may be required to be hired. All parties serving and consuming alcoholic beverages in the Museum must conform to all City and State liquor laws. No alcoholic beverages are allowed outside of the facility unless a Temporary Alcoholic Beverage Zoning permit has been issued.

## Outdoor Space

If you are interested in using the outdoor space at the Museum at Mann-Wagnon, additional greenspace fees will apply. Note: Tents over 10' x 10' require a permit from the Tampa Fire Marshal's Office, (813) 274-7000. A Temporary Alcoholic Beverage Zoning permit is required for outdoor consumption.

## Rules and Regulations

Be aware that there are additional Park and Recreation Rules & Regulations you must adhere to for any building rental.



*Photo by Jeremiah Crouch*

## Available for Rental!

The Museum, located among majestic oaks in the heart of Sulphur Springs, offers a taste of nature along the beautiful Hillsborough River. Its peacefulness offers a perfect setting for a romantic wedding, business meeting, a corporate retreat or special gathering.

1101 East River Cove Street  
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