



Weddings at Field Manor

Field Manor and its property offer a beautiful, historic, and romantic backdrop to any affair. This unique location is one of the oldest on Merritt Island, dating to the 1880s. With over 300 feet of continuous riverfront shoreline, breathtaking views and dazzling sunsets are always included.

Requirements

- All access to the Field Manor Property must be scheduled at least 48 hours in advance.
- All vendors must be properly insured and vetted by Field Manor at least one month in advance.

Deposits *(required for every Field Manor event)*

Damage Deposit:	\$500.00
Cleaning Fee <i>(non-refundable)</i> :	\$250.00

Together, these deposits will secure your event date. If the event is canceled less than 30 days before it is to occur, the items are both non-refundable.

Pricing

Basic packages include:

- On-site Parking
- Bathrooms for up to 100 guests
- Electrical access
- Access to our catering kitchen including freezer to store food.
- Time allotted for set-up and take-down
- Access to our garage for decoration storage
- Event Coordinator
- Staff Members/Volunteers on-site

Event Facilities

-Pavilion and Front Lawn (5 hours):	\$ 4000.00
-Each additional hour:	\$ 200.00
-Pavilion Only (5 hours):	\$ 2500.00
-Each additional hour:	\$ 175.00
-Front Lawn and Porch (5 hours):	\$ 2500.00
Each additional hour:	\$ 175.00
-House for Bridal Party Only:	\$ 500.00

Photo Sessions

-Engagement Photos (for booked event):	\$ 100.00
--	-----------

Full event payment must be received at least 30 days prior to scheduled event date.



FIELD MANOR

Field Manor Rental Contract

The Field Manor Event Coordinator will coordinate all events and as such serves as the contact person for the renter/lease. They will negotiate any and all contract provisions.

Liability Insurance

The renter/leasee is responsible for their own behavior and that of their guests at all times.

- General Liability Coverage of \$1,000,000
- Liquor Liability
- Endorsement Waiver of Subrogation: Field Manor listed as Additional Insured

Proof of insurance must be presented to Event Coordinator 7 days in advance of rental.

Prohibited Items

Field Manor retains the right to remove unapproved items from premises including but not limited to:

- Sparklers, rice, birdseed
- ANY ILLEGAL SUBSTANCE

Noise Restrictions

The time cutoff for all events is 10pm. Any activity after that time must be conducted in silence and under supervision of the Field Manor staff.

Access

The renter/leasee is allowed to use these premises for the specific time period identified here:

Event Date/Time: _____

Property Rental: _____

This does not include access to the grove, grove equipment, shoreline, oyster beds, dock or closed areas of the homestead. Any damage to those items or areas will be considered separately.

Payment

- All payments must be completed 30 days before scheduled event.
- All deposits will be held until final inspections are completed. (within 48 hours)
- Payments can be made by cash, card, or checks made payable to Field Manor. Payments made by card will be subject to an additional processing fee as denoted by PayPal.

Setup/Breakdown

Time will be provided for event setup/breakdown and must be scheduled 48 hours in advance. Any item(s) left after 14 days will become property of Field Manor.

I have read and agreed to the contract above.

Signature: _____ Date: _____
Renter/Leasee



FIELD MANOR

Field Manor Vendor List

The following vendors are a list of suggestions for your event. You are not required to use any of these vendors. We have worked with most of these vendors before and may already have their liability information on file. Please remember that any vendor you want to bring on to Field Manor's property MUST BE licensed and insured, AND must provide a copy of their liability insurance for us to retain on site. Vendors must also review and sign Field Manor's Vendor Code of Conduct.

Chairs/Tables

Sutherland Rentals 321-302-9035
Chairs for Affairs 321-259-8252

Linens

ASAP Linens www.asaplinen.com

Catering

Renaissance Catering 321-504-0641
Executive Catering 321-698-3692
Edible Art Catering 321-507-3359
Green Turtle Catering 321-773-2001
A&M Bar Services 321-480-0863
Downtown Catering 321-474-3351

Cakes

Cakes So Simple 321-312-9300
Best Little Cake House 321-305-8150

Entertainment

DJ Shane 321-259-2755
Meister Productions 407-442-2745
Sound Design 321-693-9989
Blue Skies Entertainment 321-432-4857

Florists

Buds, Etc. 321-254-0551

Photography/Videography

Jeff Carr 321-917-4416
Daniel Caine 407-284-8782
Iron & Oak 321-480-4942

Bridal Gowns

LA Bridal Boutique 321-373-1002
Aurora Bridal 321-254-3880

Officiants

Dona Grigsby 321-951-1588
Reverend L Sue Bailey 321-591-3155
Shepp Lawrence 321-427-2465
Gary Shiffrin via Facebook
Kimberly Tucker 321-720-3365

Extras

Riverside Carriage Company 321-427-7777

Hair and Makeup

Tina Combes 321-594-9646



Sources for Event Insurance

Field Manor Requirements

- General Liability \$1,000,000
- Liquor Liability
- Field Manor Listed as Additionally Insured (Waiver of Subrogation)

Sources:

1. www.eventhelper.com
 - a. Tab 1: Enter Event Location, 1 day of coverage, estimated attendance, and select type of event.
 - b. Tab 2: Select Host Liquor Alcohol Coverage and coverage limit of \$1,000,000. Also select that you need a waiver of subrogation.
 - c. Tab 3: Select Date of Coverage.
 - d. Tabs 4-5: Leave empty.
 - e. Tab 6: Complete your personal information as requested.
 - f. Tab 7: Complete requested information for Field Manor: 750 Field Manor Dr. Merritt Island, FL 32953
 - g. Tab 8: Confirm information
 - h. Tab 9: Complete Payment.

Waiver of Subrogation should be emailed automatically to Field Manor upon proper completion of form. If not, please forward information to the Event Coordinator.

2. www.wedsafe.com
 - a. Begin with "Get a Quote".
 - b. Input information of event location, date, estimated attendance, type of event, and alcoholic beverage information. Click "Display Coverage Options".
 - c. Select \$1,000,000 option under liability insurance information.
 - d. Input personal information as well as Venue information including address and email.
 - e. Confirm Personal Information.
 - f. Review and Pay.