

ADVENTURES UNLIMITED OUTDOOR CENTER

Wedding Event Information @ FAQ's

(as of April 12, 2017 * renovations in progress; details subject to change)

Wedding Venues:

- 1) **Coldwater Creek Beach (Baptism Beach or Stumpy Alley Beach)**
 - a. Remote areas located on Coldwater Creek; limited parking at a distance
 - b. \$250.00 rental fee
 - c. 100 people maximum
 - d. BYOC (bring your own chair) for either location; metal chair rental for Baptism Beach is \$2/chair, maximum of 50
 - e. No electricity, water or restrooms
- 2) **Creekside Wedding Dais**
 - a. Located behind the Creekside Kitchen
 - b. \$750.00 rental fee
 - c. 150 people maximum
 - d. Seating for up to 100 (folding metal chairs)
 - i. Up to 50 chairs included; \$2/each additional chair over 50
 - ii. Chairs not guaranteed to match
 - e. Restrooms available outside at the Creekside Kitchen & outer building by the Pavilion/Game Field
 - f. Limited electrical power & water access available (*usage must be discussed in advance*)
- 3) ***Historic Country Church (circa 1901)**
 - a. Located near Coldwater Creek
 - b. \$750.00 rental fee
 - c. 80 people maximum
 - d. Authentic church pews; additional (limited) seating is \$5/white chair
 - e. Small back deck
 - f. Restrooms within
 - g. Limited electrical power & water available (*usage must be discussed in advance*)
- 4) **Pavilion/Game Field**
 - a. Large, open area by Creekside Kitchen
 - b. \$750.00 rental fee; when booking for both the wedding and reception, the rental fee is \$1000.00
 - c. 400 people maximum
 - d. No chairs provided; vendor information can be provided upon request
 - e. Restrooms nearby at Creekside Kitchen, outer building by Pavilion/Game Field & in nearby cabins (School House Inn rooms, Laurel, Magnolia, Kingfisher, Osprey and Granny Peaden's)
 - f. Limited electrical power & water access available (*usage must be discussed in advance*)
- 5) **School House Inn Lawn**
 - a. Located by the School House Inn (circa 1926)
 - b. \$750.00 rental fee; when booking for both the wedding and reception, the rental fee is \$1000
 - c. Seating for up to 150 (folding metal chairs)
 - i. Up to 50 chairs included; \$2/each additional chair over 50
 - ii. Chairs not guaranteed to match
 - d. Restrooms available by the Pavilion/Game Field & School House Inn rooms
 - e. Limited electrical power & water access available (*usage must be discussed in advance*)
- 6) ***Wolfe Creek Mill House Barn**
 - a. Located on west side of Tomahawk Landing; large, stand-alone building with indoor open area
 - b. \$2500.00 rental fee; additional fees incurred for 151+ ppl; when booking for both the wedding and reception, the rental fee is \$3500.00
 - c. 400 people maximum (subject to setup)
 - d. Up to 50 white chairs included; \$5/additional chair over 50
 - e. Bride's Room
 - f. Blue Heron - can be used for staging and/or children's room (wedding group has responsibility of providing personnel to oversee room)
 - g. Restrooms within
 - h. Limited electrical power & water access available (*usage must be discussed in advance*)

Reception Venues:

- 1) **Pavilion/Game Field**
 - f. \$750.00 rental fee; when booking for both the wedding and reception, the rental fee is \$1000.00
 - g. 400 people maximum
 - h. No tables and/or chairs provided; vendor information can be provided upon request
 - i. Restrooms nearby at Creekside Kitchen, outer building by Pavilion/Game Field & in nearby cabins (School House Inn rooms, Laurel, Magnolia, Kingfisher, Osprey and Granny Peaden's)
 - j. Limited electrical power & water access available (*usage must be discussed in advance*)
- 2) **School House Inn Lawn (Rehearsal dinner venue, as well)**
 - k. \$750.00 rental fee; when booking for both the wedding and reception, the rental fee is \$1000
 - l. \$500.00 when booking for a rehearsal dinner only
 - m. Up to 50 metal chairs, 6-round (60") - OR - 8- round (48") & 4-8' tables included; \$2/each add'l chair and \$15 each add'l table
 - n. Tablecloths not provided
 - o. Restrooms available by the Pavilion/Game Field & School House Inn rooms
 - p. BBQ Shack may be utilized (see Catering)
 - q. Limited electrical power & water access available (*usage must be discussed in advance*)
- 3) ***Wolfe Creek Mill House Barn**
 - a. \$2500.00 rental fee; additional fees incurred for 151+ ppl; when booking for both the wedding and reception, the rental fee is \$3500.00
 - b. 400 people maximum (subject to setup)
 - c. Up to 50 chairs, 6-round (60") - OR - 8- round (48") & 4-8' tables included; \$5/each add'l chair and \$15 each add'l table
 - d. Bride's Room

- e. Blue Heron - can be used for staging and/or children's room (wedding group has responsibility of providing personnel to oversee room)
 - f. Restrooms within
 - g. Limited electrical power & water access available (*usage must be discussed in advance*)
- 4) **Creekside Kitchen**
- a. Stand-alone building by Wedding Dais & Game Field
 - b. Fee included in cost of catering
 - c. Only available for AUOC catered event
 - d. AUOC staff only in kitchen
 - e. Seating for up to 75 ppl
 - f. Tables for cake & gifts provided at no charge; tablecloths not provided
 - g. Restrooms within & outside

"Other" Details:

- 1) **Access** to venue(s) is based on a 12-hour time period; additional time will result in additional fees (minimum of \$100/hour)
- 2) **Alcohol**
 - a. Alcohol is allowed at the reception and/or after-party within reason
 - b. AUOC strongly advises the (on-river) NO GLASS policy be adhered to
 - c. The wedding group acknowledges responsibility for the proper and lawful consumption of alcoholic beverages at Adventures Unlimited for the duration of the event; additionally, the wedding group agrees to fully cooperate and assist AUOC and its agents in enforcing the laws of the state of Florida and policies of AUOC regarding the consumption alcoholic beverages.
- 3) **AUOC Staff** - one staff person on site for the duration of the event at no charge; additional personnel will result in a fee (TBD in advance based on the need, date and time of day)
- 4) **Catering**
 - a. By AUOC
 - i. standard menu applies, other options are subject to availability & pricing is TBD
 - ii. basic plastic ware, paper plates, drink ware & napkins are provided; any upgrades will incur an additional charge
 - iii. tablecloths provided for catering tables only
 - b. Outside caterer
 - i. name of caterer must be provided in advance
 - ii. must be completely self-contained
- 5) **Clean-up** is the responsibility of the group, with all trash moved to a pre-designated area
- 6) **Decorating**
 - a. Responsibility of the group (NO glitter, confetti, snow, glitter or fireworks)
 - b. Decorations must maintain the integrity of the AUOC grounds, buildings and venues
 - c. Open-air candles not allowed; alternate options will be considered and must receive approval
 - d. Real flowers are recommended; plastic flowers cannot be left behind
 - e. Determine schedule with the AUOC Group & Events Manager
- 7) **Extension cords & water hoses** are the responsibility of the group
- 8) **Lighting**
 - a. Outdoor lighting is the responsibility of the group (*must be approved in advance*)
 - b. Metal tiki torches are allowed (unless a burn ban is in place)
- 9) **Music** - details regarding a DJ and/or band of any size must be provided ASAP due limited electrical power at all venues
- 10) **Parking** in designated areas only (directional signs provided by wedding group are highly recommended)
- 11) **Pets/Animals**
 - a. AUOC has pet-friendly cabins & campground sites
 - b. Animals must be on a leash while on the grounds
 - c. No pets within the buildings unless prior approval is given the AUOC Group & Events Manager
 - d. Clean-up after the animal(s) is the responsibility of the owner and/or the group
 - e. Approval for "other" animals (i.e. horses) must be granted by the AUOC Group & Events Manager prior to the event
- 12) **Quiet time** at AUOC standard quiet time is 10:00pm (*a waiver must be requested no less than 7 days prior to event*)
- 13) **Tents**
 - a. Responsibility of the group
 - b. Coordinate set-up/take-down with AUOC Group & Events Manager
- 14) **Vendors** (photographer, DJ, party supplies provider, minister, etc.) – recommendations upon request
- 15) **Wedding party preparation** - work with the AUOC Group & Events Manager to determine location

Pertinent Details:

- 1) There is a **\$3500.00 minimum charge** for a wedding and/or reception, which can be met through accommodations, catering and venue rental(s) paid by the bride/groom/booking party; reservations made by individual attendees does not count towards the minimum; **the minimum charge may be waived upon consideration*
- 2) A **nonrefundable prepayment of \$1000.00 is required** to secure the date on the AUOC calendar, with a payment schedule determined at that time; this can be taken care of by MasterCard, Visa, Discover, American Express, checks & cash for payment; a valid credit card must be on file
- 3) **Cancellation** of Group: In the unlikely event that CLIENT should cancel, all prepayments are nonrefundable. In the event of a cancellation, if AUOC is able rebook a comparable event on the scheduled date, a portion of payments over \$1000 made after the initial deposit may be refunded.
- 4) **AUOC is a remote outdoor scenic venue. Refunds** for inclement weather, flooding or a names storm in the Gulf of Mexico **are not provided.** In the event of such occurrences, the Booking Guest will be given the option to reschedule for up to 365 days. AUOC reserves the right to utilize any deposits and/or prepayments to cover any costs incurred prior to the event (food purchases, etc).

**Please direct all questions, usage issues, waiver requests, approval requests,
booking confirmations and payments to:**

Jo Dee Cattrell, Group & Events Manager
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