

Casa Feliz ~ P.O. Box 591 ~ Winter Park, FL 32790~ (407) 628-0230

Contract Regulations

CATERING: Casa Feliz has an exclusive catering arrangement with Arthur's Catering. Arthur's superior quality and service will make your event at Casa Feliz an unforgettable experience. Please contact one of our event designers at 407-628-0230 to discuss rental and catering options. The tenant may not bring in his/her own food for an event or choose an outside caterer.

CHAIRS: Please make arrangements with Arthur's to rent for an additional fee any chairs you will need for your event. Outdoor chairs cannot be used inside unless padded on the bottoms with felt or sliders.

SMOKING: Absolutely no smoking is allowed on Casa Feliz property except in the designated area near the fountain in the roundabout and ash trays must be provided by the tenant or caterer.

SPARKLERS & FIRE: Sparklers are not allowed on the Casa Feliz property. Candles can be used but the flame must be enclosed with glass. Wedding wish lanterns or anything else with an open flame is not allowed per the Winter Park Fire Marshal. Oil Lamps are not allowed at Casa Feliz. The tenant is responsible for adherence to these rules.

GRAND EXIT: We do not allow rose petals, confetti, rice, silly string or any other small objects to be thrown about. Failure to abide by these policies will result in the loss of the security deposit. Please see an Event Designer to discuss grand exit options such as dried lavender buds, bubbles, and ribbon wands.

NOISE: Casa Feliz is located in a residential area, and the tenant must agree that there will be no excessive noise and the premises will not be used in such a manner as to constitute a nuisance. Amplified music is allowed outside for the ceremony only. All other amplified music must be played indoors in the Main Room with the band or DJ in the bay window. If the police are called because of excess noise, the entire security deposit will be forfeited and the event may be shut down all together.

DJ'S & BANDS: The maximum amount of members allowed in a band at Casa Feliz is **FOUR**. All bands need to be approved by the Director and they will be asked to sign an agreement that they will abide by noise restrictions. To ensure that Casa Feliz noise and property rules are adhered to, clients wishing to hire a DJ for their event must select from the following list:

Atomic Entertainment DJPJ/Monica www.atomicweddingdj.com

Fun Factory Darrin <http://www.difunfactory.com/>

Liquid Entertainment Jay <http://www.jayliquidentertainment.com>

A List Entertainment Asher Grier <http://alistdjentertainment.com/>

Maria <http://www.celebrationexpert.com/>

Our DJ Rocks- <http://ourdjrocks.com/>

Weddings Only Brian <http://weddingsonlydjentertainment.com>

BUILDING CAPACITY: The maximum capacity of Casa Feliz, for any event, is 120 people. This is a Fire Marshal limit and cannot be exceeded.

RENTAL HOURS AND EVENT END TIMES: Please see your Casa Feliz rental agreement contract for specific event time blocks. If the tenant or tenant's guests or contractors retain possession of the premises after expiration of the contractual time period there will be a charge of \$150/hr plus additional catering fees. Casa Feliz borders a residential neighborhood. For this reason, all events must end by 10:00 p.m. Sunday through Thursday, and 10:30 p.m. Friday and Saturday.

SUNDAY OPEN HOUSE: Casa Feliz has a weekly Open House every Sunday from Noon to 3:00 pm. **Bridal party can arrive at 3:00 pm and Vendors at 3:30pm.**

EVENTS FOR GUESTS UNDER 21: Events for guests under the age of 21 should have a final count of 75% guests over 21 and 25% guests under 21.

ALCOHOL: Alcohol is only to be served at Casa Feliz for 4 hours or less. A licensed bartender, arranged through the caterer, must serve alcoholic beverages at all events. It is the responsibility of the tenant to ensure that alcohol is consumed responsibly, and that it is not served to anyone under the age of 21. An Arthur's bartender has the right to refuse anyone who has had too much to drink. A drunken or excessively loud guest who constitutes a disturbance will be asked to leave by the Casa Feliz event manager.

DECORATIONS: Decorations must be cleared with Casa Feliz staff. Absolutely no nails, tacks, tape or other adhesives may be used to affix decorations to Casa Feliz property. Wall-hangings and other fixtures may not be moved without prior permission of Casa Feliz. For insurance reasons, décor or lighting that requires the use of ladders when hanging must be handled by a licensed and insured professional. Please do not stand on chairs or furniture to place décor anywhere on the Casa Feliz property. *Christmas décor will be installed at Casa Feliz anytime from the end of November to the beginning of January and the dates may range from year to year. Please call for set up and breakdown dates.

REMOVAL OF ITEMS: All items brought in for your event must be removed from the property immediately following the event. Casa Feliz bears no responsibility for any possessions brought onto the property either before or after the event and items left behind after an event may be disposed of or donated without notice.

COURTYARD LIGHTING: Our exterior courtyard will get dark after sunset and most clients decide to rent outdoor lighting of some sort for this area. Please contact us to receive a list of lighting companies that typically work at Casa Feliz.

PARKING: A parking plan must be made by the tenant. There are always 5 regular parking spots and 2 handicapped spaces that are reserved for the renter's party on property. Rental rates include overflow parking at the Christian Science Church on Whipple Ave. in spots 58-110 (unless there is a lecture event at the church or if our contract becomes void with the CSC).

SURROUNDING AREAS: Casa Feliz bears no responsibility to the surrounding areas outside of our property in regards to construction, maintenance and etc.

ANIMALS: No pets/animals are allowed inside the house at any time.

DELIVERIES: Casa Feliz is not an open facility, family members and vendors can begin set up within the contracted set up time. See your contract for details on timing. It is our strong preference that items (furniture, A/V equipment) be hand-carried into Casa Feliz.

TENT COMPANIES: Please see your Event Designer to discuss the tent companies that are approved. If there is inclement weather a tent is needed for a guest count over 70.

WEDDING REHEARSAL: We will work with you to find a time when you may use the Casa Feliz gardens for your rehearsal. If Casa Feliz has another event scheduled the evening before your wedding, it may be necessary to schedule the rehearsal early in the day the day before the wedding. Depending on Casa Feliz's staff schedules, **access to the interior of the home may not be available**. Please coordinate and schedule a rehearsal time with an Event Designer- 407-628-0230.

WEDDING COORDINATOR: It is the client's responsibility to organize a wedding coordinator for their event. Please see an Event Designer for wedding coordinator recommendations.

RENTAL PAYMENTS: A rental deposit of 50% plus tax of the total rental amount is due with the signed contract. This amount is non-refundable, and reserves the home for your use.

DATE CHANGES: You may make a date change more than eight months prior to the booked event date; doing so will incur a change fee of \$200 plus tax. If you change a date within eight months of the booked date, the results are a complete forfeiture of all rental deposits excluding your security deposit.

SECURITY DEPOSIT: A security deposit of \$350 is due with the signed contract and first deposit. This needs to be in the form of a Check. The security deposit is fully refundable after the event, pending a satisfactory inspection by the Casa Feliz staff and provided that the client abides by the contract regulations listed above.

*Failure to abide by any of these above rules by any client or guest will result in the forfeiture of the security deposit.

Tenant Signature

Date