

# YOUR WEDDING *at the* CROSLEY

Congratulations! Not only on your upcoming wedding, but also on finding its perfect location: the historic Powel Crosley Estate.

Imagine your event amid the grandeur of a bygone era. You and your guests will walk in the footsteps of the titans of America's Roaring 20s, as your event creates a history all its own. This is where fairytales come true, in the area's most impressive venue, on the shimmering shores of Sarasota Bay.

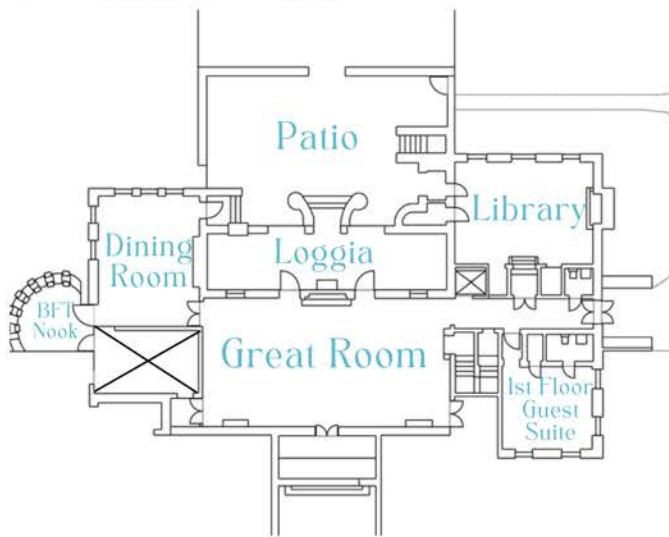
Here, every view offers stunning scenes, creating picturesque memories of a lifetime. Whether your guest list is 20 or 1,000 you'll find the Crosley easily adapts to become the perfect setting. Indoors, outdoors, from intimate dinners to gala weddings and receptions, all you need for the perfect affair is all in one place.

Come discover the area's most impressive venue and all you need for the most perfect event possible.

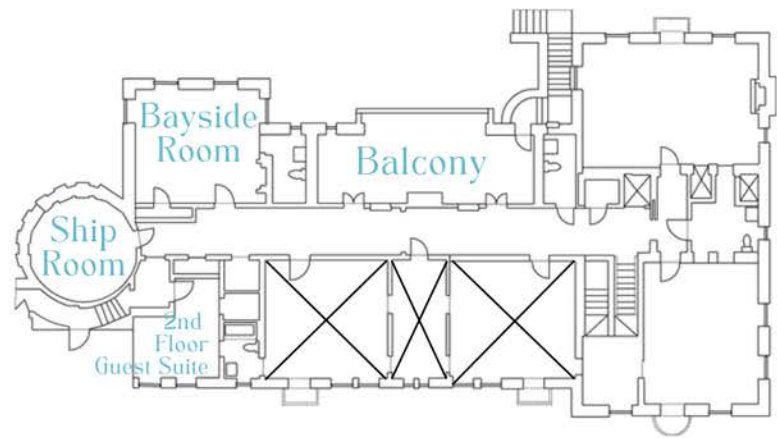


# RENTAL & RATES INFORMATION

## First Floor



## Second Floor



Event rentals below include all public areas on the 1st & 2nd floors, six restrooms, patio, & pavilion. Public areas are the rooms noted in the diagrams above.

### Crosley Estate Event Rental No Lawn

\$4500 | Monday - Wednesday | 12pm - 11pm

\$5500 | Thursday | 12pm - 11pm

\$7000 | Fridays & Sundays\* | 12pm - 11pm

\$7500 | Saturdays | 12pm - 11pm

\*Sundays before holidays charged at Saturday rate

### Crosley Estate Event Rental Plus Lawn

\$5500 | Monday - Wednesday | 12pm - 11pm

\$6500 | Thursday | 12pm - 11pm

\$8000 | Fridays & Sundays\* | 12pm - 11pm

\$8500 | Saturdays | 12pm - 11pm

\*Sundays before holidays charged at Saturday rate

A one-hour rehearsal (non-holiday) is included in the above rentals. Additional hours outside of the 12pm - 11pm time frame are available at the rate of \$250 per hour (plus tax).

Prices listed above are not tax inclusive. All prices are subject to change without notice.



# ADDITIONAL RENTAL TYPES & RATES

## Crosley Estate Ceremony Only Rental

\$2000 | Ceremony Only rental includes full exterior access with limited interior access to the restrooms, 1st & 2nd floor guest suites, and the balcony | 3 hour rental window between 7am - 9pm; limited additional hours available upon request and availability | Maximum of 100 guests | No food service allowed | Must use exclusive vendor(s) for rentals | Available 4 or less months prior to requested date

## Crosley Estate Elopement Packages

\$400 | Daytime Ceremony - 30 minute rental between 9am - 4pm | Walk-on/walk-off ceremony on the Bayside Lawn | Maximum of 20 people plus the officiant | No set-up or food allowed | Elopements can be contracted 14 - 60 days in advance of the event date | Additional 30 minutes for photos can be added for \$100

\$650 | Evening Ceremony - 30 minute rental between 5pm - 9pm | Walk-on/walk-off ceremony on the Bayside Lawn | Maximum of 20 people plus the officiant | No set-up or food allowed | Elopements can be contracted 14 - 60 days in advance of the event date | Additional 30 minutes for photos can be added for \$100

## New Year's Eve Rental Package

\$10500 | New Year's Eve rental package includes Crosley Estate Event Rental plus Lawn (see above for details) from 1pm - 2am | Includes the holiday surcharge and a 1-hour rehearsal (non-holiday)

## Photo Shoot Rental

\$200/hour | Personal photos only - engagements, wedding portraits, graduation, etc. | 1-hour minimum and 4-hours maximum between 7am - 11pm | Can only be scheduled within 30 days of the requested event date

*Prices listed above are not tax inclusive. All prices are subject to change without notice.*

# YOUR DAY *at the* CROSLEY

## *It Begins...*



### 1st Floor Guest Suite

A private suite perfect for getting ready for the big day



### 2nd Floor Guest Suite

Your partner can be safely tucked away on the 2nd floor to relax and get ready

## *Your Guests Arrive*



### Portico Entrance

A grand entrance through the estate's Great Room with views of the bay



### North side Entrance

Guests walk down a tree-lined pathway to the bay front lawn: a perfect location for a welcome drink or pre-ceremony musicians

# ROMANTIC CEREMONY LOCATIONS

## *Say Your Vows*

The gracious ambiance of the Powel Crosley Estate offers several beautiful outdoor locations for your ceremony. For a more intimate setting, an indoor ceremony in the Great Room or Library is available.

### The Loggia & Patio



### The Bayside Lawn



### The Pavilion



### Inside the Estate



# ENCHANTING RECEPTION LOCATIONS

## *Celebrate the Night Away on the Bay*

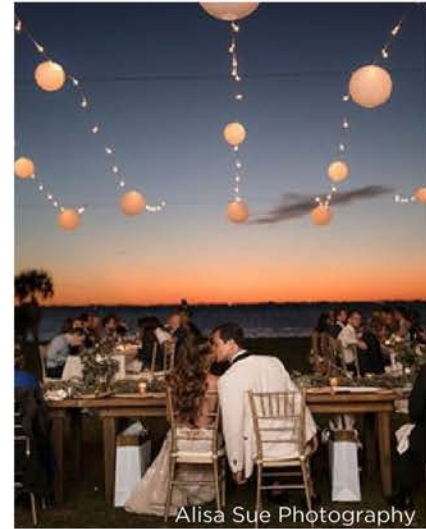
The Bay Side Lawn at the Powel Crosley Estate overlooks the shimmering waters of Sarasota Bay with spectacular sunset views & romantic starlight dining. Our Bay Side Pavilion is a beautiful covered outdoor option for cocktail hour or an intimate dinner.



Beth Joy Photography



Cat Pennenga Photography



Alisa Sue Photography



Danielle Christine Photography



Beth Joy Photography



Cornelia Zaiss Photography



Cornelia Zaiss Photography



Danielle Christine Photography

# ENCHANTING RECEPTION LOCATIONS

## *Indulge Inside the Elegant Interiors*

The Great Room offers an intimate dining or cocktail area with grand vintage decor. Use the Dining Room or the Library for extra seating, set up a lounge space, or host a photo booth. Let your imagination create a truly unique experience for you and your guests.







# CROSLEY ESTATE

## *Exclusive Catering List*

### Mattison's Catering

941-921-3400

[mattisons\\_sales@mattisons.com](mailto:mattisons_sales@mattisons.com)

### Pier 22 Catering

941-748-8087

[kim@pier22.com](mailto:kim@pier22.com)

### Michael's On East

941-366-0007

[Phil.Mancini@bestfood.com](mailto:Phil.Mancini@bestfood.com)

### Puff 'n Stuff

813-382-5901

[lauren@puffnstuff.com](mailto:lauren@puffnstuff.com)

### Milan Catering & Event Design

941-312-0000

[mroxana@milancatering.com](mailto:mroxana@milancatering.com)

### Simply Gourmet by Metz

941-218-3671

[bsouflis@metzcorp.com](mailto:bsouflis@metzcorp.com)



Powel  
Crosley Estate

# FREQUENTLY ASKED QUESTIONS

Below is a list of our frequently asked questions to help you prepare for your event. If you have any additional questions, please contact our sales office.

**SALES OFFICE** The Crosley Estate Sales Office is at the Bradenton Area Convention Center, One Haben Blvd, Palmetto, Florida 34221, sales@bacvb.com, 941-722-3244, ext. 3987; front desk extension 0 and is open Monday-Friday, 8am-5pm.

**How do I tour the Powel Crosley Estate?** Visit [www.PowelCrosleyEstate.com](http://www.PowelCrosleyEstate.com) and click the "Schedule a Site Visit" button to schedule a site visit.

**Are prices negotiable?** No. They are preset.

**When are deposits due?** If your event is more than 6 months away, one third (1/3) of the rent is due with the signed agreement and the balance is due six months prior to the event. If your event is within 6 months, half the rent is due with the agreement and the other half is due one month later. Total of known charges is due ten days prior to the event taking place.

**What forms of payment do you accept?** Through our on-line payment portal, we accept all major credit cards. Checks are not accepted less than 21 days prior to the event.

**Is the Crosley Estate ADA compliant?** Yes. We have a small elevator that goes to all floors as well as several ramps for scooters, wheelchairs, etc. We highly recommend guests with mobility issues always use the lifts and not the stairs.

**What is the capacity of the outdoor space at the Crosley Estate?** The Bayside Lawn can host upwards of 800 people for a banquet. Large parties need additional advanced planning. The pavilion seats 80+ people for a ceremony and 50-60 for a seated dinner.

**What is the sales tax?** Manatee County Sales Tax is 7% although the rental tax is slightly lower.

**Are tables and chairs available?** We provide 20-60" round tables, 12-8' tables, and 4-6' tables at no cost. Your caterer is responsible for set up and tear down if used.

**What caterer can I use?** Our venue offers our clients the opportunity to choose from six caterers. The caterers have been selected through an extensive evaluation process to provide our customers with quality catering options. Self-catering or requesting caterers that are not on our approved list is prohibited. The Powel Crosley Estate does collect at 12% - 20% commission fee from the caterers to offset our expenses related to food and beverage services. The caterers have the option of absorbing the fee within their per person cost to the customer or adding it as a separate line item on a customer's invoice.

**What rental items are required to be handled by the caterer?** Tents, lighting, linens, tables, chairs, furniture, and dance floors are required to be handled by the caterer. The only rental exceptions are listed below.

**What rental items are not required to be handled by the caterer?** Transportation (limos, carriages, etc), flowers, formal wear or clothing, cakes, all entertainment, photographer/videographer and wedding planners.

# FREQUENTLY ASKED QUESTIONS

**Can I bring in my old family linens or some of my own decorations?** That is between you and the caterer. Often home-made or heirloom decorations are used.

**Do you provide wedding planners?** The Crosley Estate does not provide wedding planners and does not maintain a list of local wedding planners.

**Can I bring in my boat or arrive by boat?** Yes. The Powel Crosley Estate offers a large, deep water boat basin for docking and can provide you with the Nautical Navigation instructions.

**Can I have live music or a DJ?** Basic power is available for bands, string quartets, DJ's, etc. However, you will need to communicate specific power needs with your facility representative. You must also follow specific decibel guidelines per county ordinances. All amplified music should be moved indoors at 11pm.

**Can I hang lanterns, chandeliers from the trees?** Yes, speak with your caterer.

What kinds of flowers are allowed at the Powel Crosley Estate? Anything other than live red or dark colored rose petals is permitted for use at the facility. Rose petals leave behind stains and can damage the historic facility. Silk flowers should only be used in a controlled environment (no petals).

**That tree is in my way. Can it be removed?** No, we do not change landscaping.

**What can we use for the wedding reception toss?** Birdseed, Biodegradable items, and rice are not permitted as they are hard to clean up and can be unsafe for guests to walk on. Alternatives could be bubbles or larger, easier items to clean up like mini beach balls, glow sticks, or streamers that are attached to a base. Dried herbs kept in little bags can also be used; noise-based items such as tambourines, maracas, or bells can be used. Crosley Estate staff clean-up will result in additional charges.

**Why can't I have Sky Lanterns or drones?** The facility is in the flight pattern of the Sarasota Bradenton International Airport. Regulations do not allow anything to be released in the air including birds, balloons and especially sky lanterns. The FAA prohibits drones with our proximity to the airport.

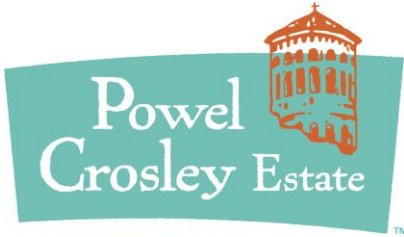
**Can I have professional fireworks brought in?** Yes, professional fireworks can be set off from a floating barge off property using a licensed pyrotechnic company. You must alert your Facility Representative.

**Are candles allowed?** All candles must be in a container and the top of the flame must be 2 inches below the top of the container. Unity candles are permitted during the ceremony only.

**Are sparklers allowed?** Sparklers are not allowed at the Crosley.

**Can I leave my car overnight?** Plan ahead with designated drivers. Cars are occasionally left overnight, however the property is not open every day and may not be open the following day for pickup. You may want to consider hiring a car service in advance to assist your guests.

**When can we rehearse?** Non-exclusive use rehearsals are confirmed 60 days prior to your event by your event manager. We will do our best to work in a time that works for you and your guests around other activities going on at the venue. There may be other guests on the property during your rehearsal.



# License Agreement Request Form Crosley Weddings

Today's Date \_\_\_\_\_ Rental date(s) requested \_\_\_\_\_ Type of event \_\_\_\_\_  
Move-in time \_\_\_\_\_ \* Event Start/End \_\_\_\_\_ Complete move-out \_\_\_\_\_ \*

*\* This must include move in and move out for all vendors. Extensive lighting and/or a tent may require several additional hours.*

Engaged Couple's Names \_\_\_\_\_

Requested Rental Type: \_\_\_\_\_ Crosley Estate Event Rental \_\_\_\_\_ Crosley Estate Event Rental Plus Lawn  
\_\_\_\_\_ Ceremony Only Event Rental – Bayside Lawn \_\_\_\_\_ Crosley Estate Elopement \_\_\_\_\_ New Year's Eve Rental

Caterer selected \_\_\_\_ Yes \_\_\_\_ No If yes, please list \_\_\_\_\_

Where did you hear about us? \_\_\_\_\_

### LICENSEE (RENTER) INFORMATION

#### For businesses and organizations

Legal Name of Organization \_\_\_\_\_

*\* Florida Sales Tax Exemption certificate required at time of license agreement is prepared for exemption*

#### For individuals

Applicant's full name \_\_\_\_\_

*Note – Joint agreements with "and" will require signatures of both parties*

#### Address for individuals and organizations

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell phone \_\_\_\_\_ Secondary phone \_\_\_\_\_ Email \_\_\_\_\_

#### Contact Person (Partner, Family Member, Event or Wedding Planner are suggested as the contact person)

*This person will be called for information and can authorize charges on you or your organization's behalf.*

Name \_\_\_\_\_ Relationship to Licensee \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell phone \_\_\_\_\_ Secondary phone \_\_\_\_\_ Email \_\_\_\_\_

#### **Authorization for verification of Space Utilization History, Bank Account Records, Credit Report and Public Records.**

I hereby authorize the release of Convention/Conference/Meeting Space Utilization History, Bank Account Records, Credit Report and Public Records whether by telephone, fax, photocopy or original to Crosley Estate. I agree to hold harmless Crosley Estate and all providers of information on the prospective licensee described above. I hereby covenant and warrant that the information provided on this Application is true and accurate. Any resulting contract shall be voidable by the Center if this information is shown to be false or inaccurate. **The Crosley Estate reserves the right to review and approve applicants and events to determine their acceptability for the facility. Completion of a written contract is required to secure your rights.**

Important Crosley Estate Contract Highlights

Please initial all boxes.

1. \_\_\_\_\_ **Standard Rental hours** for the Crosley Estate Event Rental is from 12pm until 11pm. Additional hours are available for rent at \$250 per each additional hour. Additional hours must be listed in the initial license agreement or added by addendum. Move in hours before 12pm are not exclusive use of the facility. Site visits and rehearsals may be taking place. Hours not listed at the time of contracting may not be available later. Unscheduled additional hours are charged at time and a half. ***Please make sure you have contracted enough time for ALL vendors including deliveries to move in and out. Large tents can take several hours.*** Ceremony only rentals, Elopements, photo shoots, and business meeting rentals do not fall within the standard rental hours; hours for these rentals will be defined in the license agreement.
2. \_\_\_\_\_ **Guaranteeing Space and Refunds** - Space is not guaranteed until a license agreement is signed by both parties. *Cancellations less than six months prior to the event date are not eligible for refunds.*
3. \_\_\_\_\_ **Rental space** –1<sup>st</sup> Floor + 2<sup>nd</sup> Floor Common Areas include all public areas of the 1<sup>st</sup> floor (great room, dining room, library, breakfast nook, 1<sup>st</sup> floor guest suite and public restrooms); and public areas of the 2<sup>nd</sup> floor (the balcony, bayside room, ship room, 2<sup>nd</sup> floor guest suite and public restrooms); plus, the patio and pavilion. There are locked rooms upstairs used for storage that are not included. *“Grounds or Lawn”* refers to the bayside lawn. Set up of equipment including tables, chairs, etc. on the bayside lawn will be considered “rental” and will incur additional charges. Ceremony only rentals, Elopements, photo shoots, and business meeting rentals have varied access to the property which will be defined in the license agreement.
4. \_\_\_\_\_ **Rehearsal** – Rehearsals of up to 1-hour in length may be scheduled and are included in the rental rate. If scheduled on a Manatee County holiday or observed holiday there will be a charge of \$300 for a 1-hour rehearsal. A rehearsal time may be requested at 60 days and confirmed any time after. Rehearsal times are based on availability of the facility. Food service during rehearsal is not permitted. Rehearsals are intended as a practice for the wedding ceremony. They are a non-exclusive use and showings, move ins or other business may be taking place during rehearsals. Rehearsals do not take precedence over a contracted, scheduled event’s hours and can be adjusted once scheduled to accommodate for a full rental.
5. \_\_\_\_\_ **Liability insurance** is required on all events. Insurance requirements will be provided in your License Agreement. Sources will be provided to you to purchase insurance.
6. \_\_\_\_\_ **Catering** – Powel Crosley Estate has multiple in-house caterers to provide your food and beverage service. These in-house caterers work closely with the Crosley staff and fully understand the rules of the facility. The Caterer must handle rentals (including, but not limited to, linens, lighting, tenting, flooring, and furniture) and will pay a commission to the Crosley Estate. You may handle the handle entertainment, limos, clothing, planning services, and flowers. Referrals may be available from the in-house caterers as well.
7. \_\_\_\_\_ **Rentals** – For catered events, the caterer must handle rentals (see above). For events without a caterer, licensee is required to use vendors from a preferred list, available from the sales office.
8. \_\_\_\_\_ **Alcohol Service** - Powel Crosley Estate or its designee (caterer) have an exclusive right to provide and handle all alcohol service. *You cannot bring in personal alcohol to the building.* Liquor cannot be removed from the premises.
9. \_\_\_\_\_ **Equipment** - The following equipment will be available: 20 – 60” round tables, 12 – 8’ tables and 4 – 6’ tables. Set up and tear down of this equipment will be the responsibility of the caterer as per our agreement with them. Furniture in the guests’ suites should not be removed from those spaces. Damage to those items could result in post event charges.
10. \_\_\_\_\_ **Not Permitted** – Sparklers, **sky lanterns**, fireworks or other things projected into the air are not permitted on the facility property. Dark colored live rose petals are not permitted. Drones are not permitted by the FAA due to airport proximity without official permits.
11. \_\_\_\_\_ **Site visits** - The Estate is *not* an open facility. Site Visits and deliveries must be scheduled in advance.
12. \_\_\_\_\_ **Payments** - Estimated balance of charges, per your **pre-event invoice**, will be due no less than 10 days prior to the event. Payments can be made through the online payment portal via our website “make payment” button. Checks are not accepted less than 30 days prior to event. All charges must be paid in advance. A final invoice will be issued following the event showing all charges and credits to the account.
13. \_\_\_\_\_ **The weather in Florida** can be unpredictable. It is suggested you have “Rain Plan” in place with your caterer.
14. **IMPORTANT** – The business office will retain your file with signed license agreement until approximately two months prior to the event. At that time an Advance Form will be emailed to you for completion. This is the starting point of your coordination journey for you and the Crosley Estate.

**Signing this confirms you have read and understood this information and that you will pass this on to those involved in your event planning.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return this application** to Crosley Estate, Attn. Business Office, One Haben Blvd., Palmetto, Florida 34221 - Fax to 941-729-1820