

## Avera-Clarke House Wedding & Event Information Packet

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### Welcome to The Avera-Clarke House!

Thank you for considering The Avera-Clarke House Bed & Breakfast for your special event. Nestled in the charming Monticello, FL, we offer an intimate, picturesque setting perfect for weddings, receptions, and other celebrations. We are here to help you create a memorable experience with top-notch service and personalized attention.

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### Venue Information

#### Event Spaces Available:

- **The Avera-Clarke House (Main House/Indoors)**  
Capacity: Up to 40 guests  
Features: Gorgeous period details, ample natural light, and a cozy, inviting atmosphere.
  - **Outdoor Garden & Lawn Area**  
Capacity: Up to 100 guests (see FAQ if more than 100 guests)  
Features: Lush greenery and a covered veranda, perfect for photos and relaxing outdoor events.
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### Event Options

We are pleased to host a variety of events including:

- Wedding Ceremonies & Receptions
  - Rehearsal Dinners
  - Bridal Showers & Engagement Parties
  - Corporate Events
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## Event Policies

### Catering & Kitchen Use:

- Kitchen access is limited to warming food only. No onsite cooking is allowed.
- Your chosen caterer should schedule a site visit prior to the event.
- All caterers and bartenders must be licensed and insured and comply with local laws. All caterers MUST clean-up during event. We are unable to store food.

### Music & Audio Equipment:

- All DJs or bands must bring their own equipment, including speakers.

### Tables & Chairs Provided:

- 8 round 60-inch tables
- 6 rectangular 96-inch banquet tables
- 100 white folding chairs

### Clean-Up:

- The client (or designated representative) is responsible for cleaning up all event-related trash and food items after the event. Any remaining items must be removed from the venue by the conclusion of the event.

### Prohibited Items:

- Fog machines, smoke machines, misting machines
- Confetti, glitter, streamers, fake flower petals
- Fireworks or firearms

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## Rental Agreement & Policies

Please carefully review and sign our rental agreement. This contract outlines:

- Terms and conditions
- Deposit requirements
- Cancellation policies
- Required insurance

## Key Rental Terms

### 1. Deposits & Payments:

- A 50% **booking deposit** (non-refundable after 7 days) is required to reserve your date.
- A \$250 **security deposit** is also required and may be refunded if no damages occur, cleanup is completed, and the event ends on time.
- Final balance due 30 days before the event.

### 2. Cancellation Policy:

- 90+ days: Full refund of booking and security deposits
- 60–89 days: 50% refund of booking deposit; full refund of security deposit
- 30–59 days: No refund of booking deposit; full refund of security deposit
- <30 days: No refunds; full balance due

### 3. Insurance:

- To ensure the safety and protection of all parties, all events held at The Avera-Clarke House/The Clarke House are required to carry Special Event Liability Insurance.
- **Required Coverage**
  - Clients must obtain a special event insurance policy that includes:
    - **General Event Liability Insurance**
    - **Host Liquor Liability Insurance** (beer & wine)
      - This coverage applies regardless of whether alcohol is professionally served or self-served.
- **Coverage Limits**
  - Minimum coverage of **\$1,000,000 per occurrence** (Higher limits may be required for larger events.)
- **Additional Insured Requirement**
  - The policy must list the following as **Additional Insured**:
    - **The Avera-Clarke House**
- A **Certificate of Insurance (COI)** must be provided no later than **30 days prior to the event**.
- **Alcohol Service**
  - Alcohol may not be sold unless approved in writing and properly licensed.

- Host liquor liability is required for all events where alcohol is present.
- The venue reserves the right to restrict alcohol service if safety concerns arise.
- **Where to Purchase Event Insurance**
  - Short-term event insurance can be purchased online through the following providers (clients may choose any provider that meets the above requirements):
    - **Special Event Insurance** – <https://www.specialeventinsurance.com/>
    - **GatherGuard® Wedding Insurance** – <https://gatherguard.com/wedding-insurance/>
    - **Insurance Canopy (Event Insurance)** – <https://www.insurancecanopy.com/event-insurance>
    - **WedSafe Wedding Liability Insurance** – <https://www.wedsafe.com/Pages/wedding-liability-insurance.aspx>
    - **GEICO Event Insurance** – <https://www.geico.com/event-insurance/>
  - Policies are typically affordable and can be purchased in minutes. Most providers allow the Certificate of Insurance to be emailed directly to the venue.
- **Failure to Provide Coverage**
  - Events may not proceed without proof of the required insurance. Failure to provide a valid Certificate of Insurance by the required deadline may result in cancellation of the event per the terms of the contract.

#### 4. **Overages & Late Fees:**

- Events that exceed contracted hours without prior arrangement will be charged \$100/hour, deducted from the security deposit.
- Late payments may result in cancellation or additional fees.

#### 5. **Force Majeure:**

- Neither party shall be held responsible for failure to perform its obligations under this Agreement if such failure is caused by circumstances beyond its reasonable control, including, but not limited to, acts of God, natural disasters, power outages, civil disturbances, strikes, or governmental action.

## Frequently Asked Questions (FAQs)

**1. What is the maximum guest count for my event?**

The venue is designed to comfortably accommodate up to 100 guests. Should the client wish to exceed this number, additional table, chair, and linen rentals will be required at the client's expense. The client is responsible for coordinating these additional rentals, and the venue must approve the arrangements in advance. Any changes to the guest count must be communicated no later than 30 days prior to the event.

**2. Can guests access the Main House during the event?**

For events held outdoors at our venue, guests are not permitted inside the Main House during the event. This includes restricted access to areas such as the kitchen and other private spaces within the house. We kindly ask that guests remain in the designated event areas to preserve the privacy and integrity of the property.

**3. Is there parking available?**

Yes, street parking is available along West Washington Street. For larger events, overflow parking is available and must be coordinated with the event manager, Brooke, prior to the event. Please contact Brooke to arrange for overflow parking needs.

**4. Can we decorate the venue?**

Absolutely! We encourage you to personalize the space with decorations. However, please note that nothing may be affixed to walls, ceilings, or floors. Glitter, confetti, and other similar items are prohibited.

## Contact Us

Phone: 850-997-5001

Email: [info@averaclarke.com](mailto:info@averaclarke.com)

Website: [www.averaclarke.com/events](http://www.averaclarke.com/events)

We look forward to helping you host a beautiful and memorable event!

## Rules and Regulations

1. **Event Hours:** All events must conclude by 10:00 p.m. No vendors or guests may remain on the property past 11:00 p.m. unless prior arrangements are made with The Avera-Clarke House.
2. **Food and Beverage:** All food and beverages must be provided by licensed, insured caterers and bartenders. The Client is responsible for ensuring compliance with all laws regarding food and alcohol service.
3. **Parking:** Vehicles must be parked in designated areas. Driving or parking on lawns or walkways is prohibited.
4. **Smoking:** Smoking is not permitted inside any buildings. Designated smoking areas are available outdoors.
5. **Cleanup:** The Client is responsible for cleaning up after the event. Trash must be disposed of off-site, as the venue does not provide disposal services. Trash bags will be provided for the event, and the Client is responsible for ensuring all waste is removed from the property by the end of the event. Please make arrangements for proper disposal prior to the event.

## Signature of Agreement

By signing below, the undersigned acknowledges and agrees to the terms and conditions outlined in this agreement, as well as the Rules and Regulations provided by The Avera-Clarke House.

**Client Name:** \_\_\_\_\_

**Client Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Financially Responsible Party Name (if different):** \_\_\_\_\_

**Financially Responsible Party Signature:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

## The Avera-Clarke House Rental Agreement

**Agreement Date:** \_\_\_\_\_

This agreement is made between **The Avera-Clarke House** (referred to as the "Owner") and the undersigned "Renting Party" (referred to as the "Client").

The Client agrees to rent the following areas of The Avera-Clarke House property for the specified purpose upon the terms and conditions outlined in this agreement.

### The Event

**Type of Event:** \_\_\_\_\_

**Date/Time of Event:** \_\_\_\_\_

**Property Access Time:** \_\_\_\_\_

**Property Exit Time:** \_\_\_\_\_

**Number of Guests:** \_\_\_\_\_

### The Renting Party

**Primary Contact Person:** \_\_\_\_\_

**Phone (Cell):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Additional Contact Person:** \_\_\_\_\_

**Phone (Cell):** \_\_\_\_\_

### Areas Rented

**The Main House:** \_\_\_\_\_

**Grounds:** \_\_\_\_\_