

Edison & Ford™
W I N T E R E S T A T E S
Homes • Gardens • Laboratory • Museum

P.O. Box 2368 • Fort Myers, FL 33902 • 239.334.7419
www.efwefla.org

EXHIBIT B

GENERAL GUIDELINES FOR THE USE OF THE ESTATES

The mission of Edison & Ford Winter Estates is to preserve, protect, and interpret the winter Estates of Thomas Edison and Henry Ford. In managing supplementary night time events and special programs, it is important to recognize the site's basic commitment to protecting the historic property, as well as daytime public access.

The Estates staff evaluates the appropriateness of every activity with respect to the mission of the Estates and accreditation standards by the American Association of Museums and other nationally accredited boards related to the Estates historical and educational mission.

The Estates Events Department is available by appointment during the week and on weekends.

The Estates property cannot be used for outside fundraising, political, or organized church events or any event that is not in compliance with the Estates mission. Lessee shall not sell tickets or admission to contracted event.

AREAS FOR EVENTS AS INDICATED ON MAP

Ford Estate Riverside Lawn

Edison Coconut Grove

Edison Caretaker's House

Estates Museum & Exhibit Galleries

All evening events will begin no earlier than 5:30 PM and must conclude at 10 PM

Contracting guest will have access to the premises one hour before the event and one hour after the event concludes.

AREAS NOT AVAILABLE FOR EVENTS

Historical Residences

Adjacent Historic Lawns

Edison Main Gate Area

Historic Garden Areas

CATERERS/VENDORS

A list of approved caterers and vendors will be provided to you by Estates Events staff. These are the only caterers/vendors you may use for your Estates event because of compliance and insurance guidelines. There will be no exceptions.

No Food or Drink is allowed inside in any of the Residences or on any of the porch areas on the property of Edison & Ford Winter Estates.

Red wine and sauces are not permitted in the Museum Exhibit Galleries.

Cash exchange for alcoholic beverages is prohibited.

Only catering personnel are permitted to dispense alcoholic beverages.

Under no circumstance is any person under the age of 21 to be served alcoholic beverages.

Guests may not leave the premises with alcohol.

Contracting guest will agree to immediately, upon notification of Estates staff or catering personnel, cease serving alcoholic beverages to any person who is intoxicated. The Estates does not assume the responsibility of monitoring alcoholic consumption.

TENTS

A list of approved vendors will be provided by Estates Events staff. These are the only vendors for your Estates event, no exceptions. Staff members will manage and supervise Estate's facilities and contents, answer questions, and help coordinate. Staff will not be available to carry equipment or be involved in preparation, set-up, or tear-down of events. Remember to arrange for adequate help with these tasks.

All rental equipment must be removed from the premises within one hour of the conclusion of the event or by 12pm the following day.

An event delivery schedule for vendor delivery and pick-up must be returned to the Edison & Ford Winter Estate's Special Events Department office two weeks prior to the event. Deliveries will be refused admittance if the client does not provide such a list or if the arrival time differs from the time submitted in the original delivery agenda.

ESTATES TOURS, EDUCATIONAL PROGRAMS, AND EVENTS

Special tours, educational programs, Estates events and Estates publications are available at an additional cost. Estates Events staff will provide additional information to make your event special. Such additional opportunities include, but are not limited to:

Visits by Thomas Edison, Mina Edison, Henry Ford, Clara Ford*

Estates Guide Book (great event keepsake)

Edison Botanic Lab Tours

Educational Workshops and Programs

**subject to availability*

WEDDING REHEARSALS

Wedding rehearsals generally take place the day prior to the wedding between 5:00PM-6:00PM. However, this must be scheduled at the time of your reservation through the Estates Events Department. You may be assigned a time other than 5:00PM-6:00PM depending upon bookings on the property.

PARKING

Guests will park at the Edison & Ford Winter Estates' parking lot. Estates Security staff will cross guests on McGregor Boulevard at the stoplight. Parking is NOT available on the historic riverside property.

SECURITY

Security is provided for evening events at the Edison & Ford Winter Estates through Estates security staff and Estates/Wackenhut staff. Standard security fees are included in the rental fee; however, for events requiring additional security, security costs will be charged to the client for events with special security requirements as indicated in Estates Rental Contract, Section IV, 10. The Edison & Ford Winter Estates is not responsible for the protection or storage of items brought onto the grounds for an event.

PAYMENT AND RESERVATION

Several Estates membership levels offer a 10% discount on events. Inquire about signing up now and be a part of the Edison Ford Winter Estates throughout the year.

Reservations will be processed **ONLY** when a signed contract and the appropriate reservation deposit of 50% of the rental rate is received and countersigned by the appropriate Edison & Ford Winter Estates staff member. The remaining payment must be received fourteen (14) days prior to the event. Verbal reservations will be held for a maximum period of seven (7) days to allow a client to submit a check and contract. The Estates will not be held responsible should that date be contracted (written) by another party before the time of the verbal contract expires. Method of payment can either be cash, check, or credit card.

CANCELLATION

The Contracting Guest may cancel a reservation at any time. All cancellations must be in writing. If a Contracting Guest cancels a reservation more than ninety (90) days prior to the event, the entire reservation deposit, minus a 10% processing fee, will be refunded. The reservation deposit of a Contracting Guest, who cancels his/her event less than fourteen (14) days prior to the reserved date, shall not be refunded. If a cancellation falls between ninety (90) days and the fourteen (14) days, the refund will be pro-rated.

WEATHER

In the event of rain or lightning, the property must be vacated by all visitors and guests. Alternative arrangements should be considered during the event planning process.

EXHIBITS

The Edison & Ford Winter Estates cannot change or supplement any exhibits that are in place at the time of your event. The exhibits (which include furniture in the Ford Home) cannot be moved or covered for any reason.

DECORATIONS/DISPLAY MATERIALS

The theme for all events should focus on the Estates historic and botanic assets.

Decorations and displays may only be installed within the designated rental area.

Plans for decorations or displays must be submitted thirty (30) days prior to the event. The Estates Events Department will communicate final approval to the client within five days of receipt. Materials must be consistent with the guidelines listed within the Estates contract, Section VII.

Electrical needs for sound equipment or lighting must be included on design plan and submitted for approval thirty (30) days prior to event. Total electricity available for events is 100 amps.

Open flames including candles are not permissible.

Decorations, signs, banners, etc. may not be taped, nailed, stapled, or otherwise fastened to the Edison & Ford Winter Estates property. No holes may be drilled, cored, or punched in any part of the facility.

ALL decorations, equipment, and any other items must be removed and packed away at the conclusion of the event.

No portion of the sidewalks, ramps entries, corridors, passageways, vestibules, halls, lobbies, stairways, aisles, driveways, or access to public utilities of the Estates shall be obstructed either during installation or the event itself.

Bubbles, butterflies and flower petals may be thrown outside during wedding events. Please no rice, birdseed, glitter, confetti, balloons, non-biodegradable and environmentally inappropriate materials.

INSURANCE

The Contracting Guest will carry a \$1,000,000 insurance policy naming the Edison & Ford Winter Estates as additional insured. If your homeowner's policy does not cover or permit this, the Estates can suggest a local insurance company who offers affordable coverage. **This policy must be received to the Estates fourteen (14) days prior to the Event. Failure to provide proof of insurance will result in cancellation of event.**

MUSIC

Music and microphones on the Estates must cease fifteen (15) minutes before the contracted conclusion of the event.

An Estates staff member will monitor the noise level and have final authority on the sound level. Any decision made by Estates staff member shall be complied with immediately. Failure to comply with Estates staff will result in immediate termination of event.

MISCELLANEOUS

SMOKING is NOT permitted **anywhere** on the Edison & Ford Winter Estates property including the restrooms and parking lots. Under the guidelines of the National Trust for Historic Preservation, Secretary of Interior and the American Association of Museums, the Estates is a **smoke free site**. Violation of this policy may result in a fine up to \$1,000 and removal of the violator from the premises. Please inform your guests of this policy.

Due to seasonal changes and the revolving nature of exhibits, Edison & Ford Winter Estates cannot guarantee that your rented space will have the same appearance as when originally viewed.

All references to the Edison & Ford Winter Estates are trademarked but can be incorporated into invitations, programs, etc. Use of Edison/Ford photographs for printed materials must be reviewed for appropriateness of usage prior to distribution by the Estates Event staff. The Estates staff can provide logos, photos and text.

The Estates' Event Coordinator must approve any and all special requests.

I have read the above guidelines and agree to comply with the rules and regulations of the Edison & Ford Winter Estates.

Lessee

Date of Event

Signature

Today's Date
