



(352) 533-3380

[info@DoraQueen.com](mailto:info@DoraQueen.com)

## **Venue Agreement**

Event Date:\_\_\_\_\_ Day of the Week:\_\_\_\_\_

Name of Event:\_\_\_\_\_

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

Client's Name or Organization:\_\_\_\_\_

If non-profit, provide tax exempt number:\_\_\_\_\_

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

Mailing Address for Security Deposit Refund:\_\_\_\_\_

Phone:\_\_\_\_\_

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

Name of Coordinator or Event Planner:\_\_\_\_\_

Phone:\_\_\_\_\_

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

Time Block for Event:\_\_\_\_\_

### **Special Event Rates:**

Weekdays ( Wednesday & Thursday)  
\$900 per hour w/ 2 hour minimum

Weekends (Friday-Sunday)  
\$1100 per hour w/ 2 hour minimum

Holidays (month of December)  
\$1500 per hour w/ 2 hour minimum

### **Booking:**

- All events must be booked through the Dora Queen personnel
- Events can be booked up to 12 months in advance
- All bookings are first-come-first-serve
- The individual listed on the rental contract or their designee is to be 21 years of age or older, and must be present at the scheduled event for the entire duration. (including set up and clean up). This designee's name must be provided to the Dora Queen personnel 60 days prior to the event and identified the day of the event.

### **Refunds/Terminations/Cancellations:**

- Cancellation of a contract 6 months or longer prior to the event will be refunded at 100% minus a \$100 administration fee.
- Cancellation of a contract between 3 months and 6 months prior to the event will be refunded 50% of the original deposit, or a \$100 administration fee, whichever is greater.
- Cancellation of a contract less than 3 months before the event will receive no refund.
- Date changes are treated as cancellations.

### **Usage Hours:**

The rental period begins and ends at the time indicated on the signed contract which includes your set up and clean up for special events that require taking on and off existing furniture already on the boat. We kindly ask that you inform your vendors of your time block to ensure they have ample time to set up as well as break down. Any additional time beyond your block end time will be accessed from your security deposit.

**Rehearsals:**

Reservations for onsite wedding rehearsals may be scheduled, as we do offer hourly block rentals (Two hour minimum) Please refer to the rental rates for additional information.

**Rental Fees and Payment Schedule:**

- For pricing specifics, please refer to the rental rates.
- To secure the reservation, an initial payment of 50% of the rental fee and 50% of sales tax shall be paid to Steamboat Cruises upon signing of the contract.
- Final payment must be paid in full 60 days prior to the scheduled event. The Dora Queen reserves the right to cancel the venue agreement if the rental balance and security deposit are not paid when due.
- If you wish to extend your exit time on the day of the event, the daily hourly rate will be doubled. Please see the Dora Queen personnel for availability and payment. Usage hours guidelines concerning exit all will apply.

**Security Deposits:**

- Security deposits are required to be paid 30 days prior to the event.
- For boat rental a security deposit of \$500 is required.
- Following a satisfactory inspection by the personnel of the Dora Queen after the event, security deposits will be returned within 30 days by check to the contract signee.
- The client agrees to be responsible for all damages to the boat and equipment associated with the use of the Dora Queen. The amount of the security deposit paid is not a limit of liability for damages, loss or expense incurred. Clients shall be billed for any damages exceeding the security deposit.
- Any person or organization that abuses the Dora Queen may be denied further use and may be subject to criminal charges.

### **Decorations:**

- Tape, staples, tacks, glue guns etc. are not permitted to hang or attach decorations.
- Decorations are not to be fastened to any fixtures or floors.
- Glitter and confetti are not permitted either inside or outside of the vessel.
- Real rose petals are not permitted on the flooring inside the vessel.
- Sparklers, smoke bombs/grenades, sky lanterns, balloons, silk flowers, rice of any kind, and birdseed are not permitted on the pier,
- Fog, rain and bubble machines are not permitted on the vessel.
- Candles of any kind are not permitted on the vessel.
- The Dora Queen can not provide storage space for any decorations or supplies in advance of the event.

### **Event Vendors:**

- Clients may choose their own vendors such as florists, photographers, bakers, transportation and event planners that will be happy to assist in planning your special day.
- All vendors are to supply their own equipment (tables, linens, electrical cords, ect.)
- Client is to provide the list of vendors to the Dora Queen staff 30 days in advance to the event,
- Vendors are to adhere to your selected timelines.
- I understand that I, the renter, am responsible for informing vendors of all Dora Queen policies and procedures.

### **Deliveries/Pick-up:**

- All deliveries and pick-ups related to this event are to be made during the contracted rental hours. Please inform your vendors of your selected time block to not incur any additional charges.
- The Dora Queen staff will not be responsible for items delivered prior to or remaining after the rental block.

### **Clean-Up:**

- The caterer and or client is responsible for breakdown and removal of all tables and equipment and trash removal.
- The Dora Queen can not provide storage space for any decorations or supplies following the event.
- Client is responsible for removal of all decorations and personal property by the end of the scheduled event. Decorations left may be discarded and an additional cleaning fee will apply.

**Alcohol:**

- All alcoholic beverages are to be served and provided by the Dora Queen staff. No outside alcohol will be permitted.
- The client may provide a cash bar for alcoholic beverages in accordance with the law for the event.
- Kegs and personal coolers are not permitted on the vessel.
- Alcoholic consumption is a maximum of five continuous hours.
- No guest will be permitted to come aboard the vessel with alcohol of any kind.
- The staff of the Dora Queen reserve the right to refuse alcohol consumption to any guest at any time.

**Caterers:**

- The client may use any caterer of their choice as long as the caterer can provide the proper insurance required.

**Attendees:**

- No pets or animals are permitted inside the vessel, except for trained and certified service animals.
- Minors should have adult supervision at all times.
- Smoking is only permitted in the designated smoking areas

Signature:\_\_\_\_\_

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

Deposit Amount:\_\_\_\_\_