



2225 23rd Street SW, Naples, FL 34117

Managed by:

Naples Florida Vacation Homes, LLC

9128 Strada Place #10115, Naples, FL 34108

239-676-0088 info@knickerbockernaples.com

Terms of Use for Event Hosting

Allotment of Time

Evening events may begin after 3pm and must conclude with music ending no later than 11:30pm and all guests and staff departing by midnight. The total duration for guest attendance may not to exceed 7 hours. Duration of time allowed from start of set-up to breakdown/clean up shall not exceed 12 hours.

Additional time may be accommodated at additional charge. Please communicate your needs to the Knickerbocker staff for quote. Any extensions of time must be pre-arranged and paid for at least 14 days in advance of the event.

Daytime events of a shorter duration are available by special request. Please provide a date, nature of your event, total time needed, and thoughts as to food/alcohol being served. We will gladly provide a quote for your daytime event.

Planning Meetings

Included in your event fee are up to two (2) on-site meetings at The Knickerbocker accompanied by our staff. Each meeting is limited to one hour or a total of two hours for both meetings. To ensure a smooth event, we also encourage all service providers such as your event planner(s), caterer, florist, entertainers and other service providers to visit the property during these Planning Meetings. You are welcome to also bring family and friends who are participating in the planning process. However, please keep in mind, many participants render many opinions and often times make for a lengthy meeting.

Additional meetings or extended meeting times will be subject to additional charge. Meetings times are by appointment only and will be scheduled in accordance to when the property is not being used.

Event Staffing

During the set-up, duration of the event and take down, The Knickerbocker shall provide at least one on-call or on-site staff person who will be ready to assist with any facility questions and to coordinate with hired caterers, entertainers and other service providers.

Knickerbocker staff will set up and take down all banquet equipment which is provided by our facility. Staff to set up or break down equipment brought in from outside shall be arranged separately. Our staff will welcome your guests as they arrive and direct guests as to where to park. Our staff will also monitor restrooms throughout the course of the event, tidy as necessary and restock with toilet tissue, hand towels and soap.

Service providers, event host and it's guests are responsible for following direction of Knickerbocker staff to ensure use of the property is in accordance with these guidelines.

Areas Available for Event Use

Use of The Knickerbocker for hosting special events is limited to the outdoor grounds, pool/lanai area & interior common area rooms only to include: Foyer, Great Room, Living Room, Dining Room, Kitchen, Game Room and restrooms.

The dual Master Bedroom Suites shall be made available for wedding party and immediate family to dress, do hair, makeup and photography in advance of ceremony. Master bathrooms need to be cleared of personal items prior to the start of ceremony so that our staff may further tidy and make those facilities available for guest use during reception.

During the reception, access to bedrooms shall be restricted and not available for use during special events. We will be glad to make a quiet bedroom available to any elderly or frail guest or for families with young children or infants.

Venue Capacity

Each event is different. Please refer to the scaled floor plans for an idea of how many guests can be accommodated in the various areas of the property.

Generally, for a sit down dinner around the pool/lanai area, we are comfortable with a capacity of 200 – 225 guests, if planned and coordinated by experienced event planners. For a sit down dinner held indoors, without room for dancing, we are comfortable with a capacity of 140 – 165 people. Please note, however, additional charges will be applied for indoor events in consideration of the cost to move and reset house furnishings to make room for banquet furniture.

Events where the number of guests are underestimated and misrepresented are subject to penalty at a minimum of triple the difference had renter properly represented the number of guests in advance of the event. Management reserves the right to end event immediately and/or to handsomely charge responsible party for such misrepresentation and abuse.

Parking & Driving on Lawn

The front lawn is commonly used for guest parking. The Knickerbocker will provide staff to guide guests to park in an orderly fashion.

Under no circumstances shall any vehicle drive over either of the two septic and drain field systems on the property. Those areas are recognizable as the mounds elevated approximately 2-3 feet higher on the north and south side of the house. If it is necessary to bring a vehicle to the back yard, we strongly encourage use of the paved concrete driveway along the north side of the house.

Under no circumstances are commercial vehicles allowed to drive on the lawn without the prior consent of Manager. Rain saturation and softness of lawn should be considered particularly during rainy season. Renter is responsible for rectifying any damages to grounds caused by either it's own guests or it's chosen vendors.

Restrooms

There are a total of 4 restrooms easily accesible for guest use during an event. This includes the master suite restrooms located at the far end of pool/lanai area on both sides of the lanai. Any personal contents present in the master suite restrooms from dressing, etc. must be removed so that the master suite restrooms may be made available for guest use during reception.

Knickerbocker staff will monitor and tidy restrooms and restock with toilet paper, hand towels and hand soap throughout course of event.

Event host, renter and/or their service providers are responsible for closely considering if restrooms are adequate for the size of their party. Should it be determined additional restroom facilities are necessary, portable restrooms must be brought in at the expense of event host/renter.

Pest Control & Lawn Care

Quarterly pest control services are provided inside and around the perimeter of the home. The lawn however is a natural, native Florida landscape where, in certain times of the year, fire ants and other insects which naturally exist. When opting for a ceremony, reception or other activities upon the grass, we suggest considering a special application of spray to control fire ants just in advance of the event. The additional cost of that application is \$450 per 1/4 lot and shall be the responsibility of the event host.

Given our tropical climate, guest accepts that nothing is 100% full-proof and that bugs, spiders, geckos and other natural but "unwanted friends" are a natural phenomenon both indoors and outdoors and beyond anyone's total control.

Event Furnishings

User may not rely on the use of the home furnishings of The Knickerbocker to entertain for any special event exceeding twenty guests. Proper use of commonly used banquet tables, chairs, etc. must be arranged in advance in accordance with the expected number of guests attending and food and beverage service to be provided.

The Knickerbocker has banquet tables (8' rectangular, tall cocktail, 48" round, 60" round and sweetheart), high-quality white folding chairs and linens available for use when hosting an event at our facility. Since every event is different, use is charged in accordance with the equipment you expect to use. Please refer to the price list for a list of available equipment and charges.

When renting from the Knickerbocker, there are no delivery fees, nor extra costs to set up or take down the equipment if set up is within the home, within the pool/lanai area or within a 25' perimeter of the home. Set up on lawn greater than 25 feet from the perimeter of the home is subject to additional charge for the extra labor to haul furnishings the long distances.

If you require additional or different types of banquet tables, chair or linens our staff will be happy to assist in procuring those on your behalf or you may arrange separately. The Knickerbocker allows 3rd party equipment to be brought in from outside only in circumstances where we do not have that equipment available.

Special Charges for Moving of Furnishings & Artwork

Under no circumstances shall the house furnishings (furniture, window treatments, pictures, mirrors, lamps, rugs, artwork, etc.) be moved by anyone other than labor under the direct supervision of Knickerbocker management. The Knickerbocker will consider advanced requests to relocate or remove house furnishings.

The event host or renter shall in ALL cases be responsible for extra charges to relocate &/or remove any furnishings both prior to and after the event. Any cost to store items off site, if necessary is also the responsibility of the event host or renter. Generally, the charges to move property contents are \$120/hour for a 2-man crew supervised by management with a 4-hour minimum.

Please note: there is no charge for our staff to relocate pool lounge chairs and outdoor patio furniture for your event. The above additional charges relate to relocating interior furnishings & artwork.

Music & Entertainment

The Knickerbocker is located in a residential area. Loud music, the use of speakers or other projection systems should be used in close consideration of our residential neighbors. Accordingly, all loud dance music is to be played indoors so the walls of the house help muffle the sound. Throughout the course of the event, Knickerbocker staff will monitor noise levels in consideration of our neighbors. DJ, musicians or other entertainers are required to adjust volume down at the direction of Knickerbocker staff.

All music must conclude no later than 11:30pm, unless other arrangements have been made in advance.

Alcohol Consumption

Event host, renter and/or their service providers must provide licensed and insured bartenders to serve alcohol. A copy of license and service providers' proof of insurance must be presented no later than 14 days prior to the event.

The Knickerbocker reserves it's right to penalize event host and/or renter for additional staff, security, transportation charges and/or damages as a result of lewd behavior or uncontrolled consumption. Under no circumstances will the serving of minors be tolerated.

Smoking

The Knickerbocker is strictly a smoke-free, vape-free facility. Smoking and/or vaping is not permitted in any part of the house, in the pool/lanai area or within 25 feet of any operable window or door. Smoking shall be allowed only in pre-determined designated areas and shall only be on concrete surface. The event host, renter &/or it's service providers will be responsible for providing safe receptacles for the disposal of tobacco products and for cleaning up at the conclusion of the event. Failure to clean or adhere to this rule will result in additional charges.

Under no circumstances shall the possession or use of illegal substances or the serving of alcohol to minors be allowed. Management reserves the right to remove guest(s), terminate event and/or notify the authorities. All monies paid will be forfeited.

Decorating

Event host, renter or it's service providers may decorate so long as no damage is incurred as a result of the decoration being hung or adhered to a surface. For example, if taping something to a wall, we recommend use of blue painter's tape as other tapes may remove or damage the painted surface. If things may be tied to or hung from electrical fixtures, pool cage, columns, HVAC grates or trees, consideration must be taken for potential damage from something being overly heavy, or being pulled down by children, etc. Nails, tacks or other similar things which will leave a hole may not be used to hang decorations.

All decorations must be fully removed at the completion of event, including the tape, string, wire or other material used to adhere the decoration. The user is responsible for leaving the entire facility, furnishings, equipment and grounds undamaged by their use.

Any runners or other material used to cover grass or other landscaping shall be removed promptly after use to prevent discoloration or damage to organic material. Precaution for safety to avoid tripping or slipping hazards, risk of things falling or being pulled down, etc. must be considered when decorating.

Scattering of Rice, Confetti, etc. or Releasing of Balloons or Birds

Throwing of rice, confetti, silk rose petals may be indoors only so long as event host takes full responsibility for thoroughly cleaning immediately thereafter. When outdoors, bird or butterfly release, throwing of birdseed or other ecologically friendly material may be used. In either case, renter is responsible for cleaning up and disposing of any scattered material. No material may be scattered in pool area for risk of it entering pool and causing damage to filtration or heating equipment.

Use of Fireworks and Open Flame

Any use of fireworks, soaring paper lanterns, open fires/flames (including lawn torches) are strictly prohibited in consideration of potential fire hazard to our property, to our neighbors and surrounding heavily forested natural environment. Candles and/or lanterns may be used so long as their flame is enclosed in glass and placed upon a non-combustible surface.

Propane heaters may be used outdoors so long as they are in newer, well-maintained and are placed only upon stable concrete surface. In the event guest chooses use of any kind of flame or propane heaters, they are also responsible for providing adequate fire extinguisher in the event of malfunction or an emergency. Guest shall be fully responsible for the cost of restoring any damage as the result of their option to make use of fire/flame.

Tents

Use of tents is permissible only with the prior written consent of manager and at additional cost due to extra wear and tear on lawn, risk of damaging underground sprinkler system, etc.

Manager reserves the right to require tent installer to provide damage deposit &/or certificate of insurance. Damages caused to underground sprinkler system or to lawn or other landscaping from the staking and or installation of tent is the responsibility of Renter.

Cleaning & Event Service

As part of its facility event charge, The Knickerbocker will provide a clean facility prior to setup and shall sweep, mop and clean surfaces after the event. All banquet equipment rented from the Facility shall be set up and taken down by Knickerbocker staff. Renters and/or their staff are responsible for hiring appropriate staff to handle catering, valet parking service, licensed

bartenders to control consumption of alcohol, professional staff to set-up/take-down any equipment brought in by outside sources, etc.

The Knickerbocker can provide professional set up/take down and cleaning staff billable for at an hourly rate of \$42/hour/person (rate subject to change from time to time without notice) if prearranged in advance. Unfinished or inadequate cleanup by renter or its hired service providers will be handled by The Knickerbocker staff and billed to event host or renter.

Garbage Disposal

Event host, renter and/or their service providers are responsible for picking up and depositing all trash to designated receptacles. The Knickerbocker provides a limited amount of trash & recycling receptacles with pick up only twice per week.

Caterers, bartenders and other service providers are responsible for removing debris produced from their own service at departure. Debris left beyond capacity of provided containers is subject to an additional charges.

Use of Kitchen

Though the Knickerbocker has a large kitchen, it is not a commercial kitchen. We do not have adequate ventilation to remove heat produced by cooking large quantities of food. Our air conditioning equipment is also not designed to counteract extra heat produced by cooking indoors. Caterers are required to do all cooking outside on paved surfaces only. Caterers may also use the large garage on the south end of the home for food prep, plating, serving and cleanup.

The kitchen may be used for serving, plating and preparation of cold food items only. Please keep in mind that the kitchen is also located in a central part of the house. Naturally guests will want to pass through the kitchen to reach other parts of the house. Caterers or servers using the kitchen need to be mindful of this unwanted traffic. Caterers or servers are also asked to be mindful of the guest experience. No one wants to see an unsightly and messy kitchen.

Minimum Charge during High Demand Periods

This facility is also in high demand as a vacation rental property. During peak season (Christmas through Easter), and holidays (Memorial Day, 4th of July, Labor Day & Columbus Day, etc.) or any other time period so designated by Manager, together with an Event fee, Manager reserves the right to require a minimum two night reservation with event use. If you are planning an event during the described high demand periods, please inquire as to additional charge.

Use by Minors - Minimum Age Requirements

The responsible party contracting Use of The Knickerbocker must be at least 30 years of age.

Where there is a large portion of minors attending an event, there must be one responsible adult for at least every 8 minors on the premise at all times to provide adequate supervision. Events with a large proportion of small children must have adequate adult assistance and supervision suitable for age of children and suitable for the activities planned.

Overnight Accommodations

The Knickerbocker may also be used for overnight accommodations for up to 20 guests. Check-in time is at 3pm and Check-out time is at 10am. To obtain pricing and availability for overnight accommodations go to:

<http://naplesfloridavacationhomes.com/Knickerbocker-Estate.html>

Enter your Check-in date and Check-out date and the website will display availability and pricing. When booking overnight accommodations in connection with hosting an event at The Knickerbocker, use coupon code **KnickEvent** for a discount on any stay 3 nights or greater. Terms and Conditions for overnight stays are available for review when booking on-line.

A variety of smaller vacation rental properties are also available for your guests traveling from out of town. Use the search box at NaplesFloridaVacationHomes.com to view available properties, get quote and to book online. Further assistance is available by contacting our staff at 239-676-0088.

Use of the Knickerbocker as an Event Venue and for Overnight Accommodations is by separate contract. Booking overnight accommodations and hosting an unauthorized event is a strict violation of contract and Florida law. Violators subject themselves to criminal felony charges.

Payment

Payment is requested in full at the time of reservation. Other payment arrangements may be considered. Please submit your request for consideration prior to booking. Split payment requests are subject to additional charges.

Taxes & Extra Charges

6% booking fee will be added to all charges. All charges are subject to 10% tax. Booking fee may be waived if paying by check, electronic check (ACH) or cash.

Cancellation

Should you wish to cancel an event, please notify management immediately in writing. We will attempt to rebook the property. If we are able to rebook the property, money will be refunded up to the amount of the new booking, not to exceed your original booking, less a 35% cancellation fee. If we are not able to rebook another event for the same date, all monies paid will be forfeited.

If event is booked in combination with overnight accommodations, you may purchase cancellation insurance at an additional cost. Page 9 of 9The cost of this insurance is available at the time of booking the property and calculated at 7.65% of the cost of the rental. Coverage is available when travel is disrupted, loss of an immediate family member, illness, etc. You may purchase cancellation insurance only at the time of reservation. You may review the policy up to 72 hours and request cancellation of trip cancellation insurance without penalty.

Voiding of Contract

In the unlikely event that the building is rendered unusable due to an Act of God, major mechanical failure or unexpected loss of use of building, this contract shall be voided.

Indemnification & Hold Harmless

Responsible party, its vendors, its subcontractors and its guests make use of The Knickerbocker Estate, indemnifies and holds harmless The Knickerbocker Estate, property owner(s), its management company Naples Florida Vacation Homes, LLC, its staff and employees from any and all liability, except gross negligence and acts thereof.