

Mosaic NEST Fee Schedule

The Mosaic NEST at Robinson Preserve Expansion is available for rental by individuals and groups for a variety of different uses and purposes. The following document describes the procedure for renting this space as well as the parameters set forth for rental eligibility. Due to this site's unique structure features, and interior, specific elements for rentals, such as the need for all rentals to carry event insurance have also been outlined below. All rental fees include a County staff member Rental Host to assist with the event (fees have been calculated to include an hourly rate of \$20 per host plus building rental fee of \$80 per hour during regular business hours; \$180 during afterhours).

General Building Rental:

Daily available rental hours for the Mosaic NEST are 8:00 am to 5:00 pm. The building is open for rentals provided the Department has not previously scheduled an educational program. Rental space is available on a first come, first served basis.

Daily Fee (per hours): \$100
Refundable Damage Deposit: \$100 (\$500 for events with alcohol)

Public Class Instructor Rental:

Special rental rates are available for group class instructors who would like to lead a program in the NEST. All instructors are required to provide insurance for the programming naming the County as additionally insured. These classes will be conducted in partnership with Manatee County as part of programming at the NEST and as such will incur a discounted fee.

Daily Fee (per hours): \$25

After Hours Building Rental:

The Mosaic NEST is available for before and afterhours rentals between the hours of 6:00 am to 8:00 am and 5:00 pm to 9:00 pm . All activities absolutely must cease by 9:30 pm. This includes cleanup and breakdown of the site so please plan your event accordingly. To respect these boundaries, any rentals that run over this time will incur an additional charge of \$50 per 30 minutes that exceed the 9:00 pm cut off time.

Before and Afterhours Fee (per hour): \$150
Afterhours Surcharge Fee (per 30-minutes): \$50

Building Rentals that Include Grounds Usage:

From time to time, a renter may also want to utilize the grounds surrounding the building for their rental. When this is the case, the renter will also have to fill out the Special Event Permit Application and pay the appropriate fee as established in the County's fee schedule. Examples of grounds usage that would trigger this occurrence would include, but are not limited to, "spillover" events that request to place tables, chairs, stages, DJs, scenery, or props, and/or tents on the grounds around the NEST, weddings requesting to take photos on the grounds around the building and other similar instances that request off trail access for their event. Events that are larger than 50 people and require additional parking and/or toilets to be brought into the site, or have additional considerations and needs, are also considered to be larger than a simple building rental and will require additional staff effort and coordination to effectively execute and as such these will also incur the special event fee.

The fees for this occurrence are determined by the number of people expected to attend the event.

Mosaic NEST Rental Parameters & Procedures

The Mosaic NEST at Robinson Preserve Expansion is available for rental by individuals and groups for a variety of different uses and purposes. The following document describes the procedure for renting this space as well as the parameters set forth for rental eligibility. Due to this site's unique structure features, and interior, specific elements for rentals, such as the need for all rentals to carry event insurance have also been outlined below.

Requirements for all Mosaic NEST Rentals:

1. Each rental, regardless of the amount of time requested on site, will carry insurance naming Manatee County as additionally insured. This requirement is intended to protect and preserve the integrity and high value of the site.
2. A refundable damage deposit of \$100 will be obtained for each rental. The County reserves the right to adjust damage fees if necessary upon site evaluation after rental.
3. Any caterers for events must be selected from the County's pre-approved list. All caterers will provide the County with a certificate of insurance naming the County as additional insured.
4. Requests for alcohol on site must be made in the initial proposal for the event. Additional insurance to be provided by the renter will be required for events with alcohol.
5. Any additional vendors including those bringing in tables, chairs, tents, entertainment, etc. will provide the County with certificates of insurance naming the County as additionally insured.
6. Animals beyond standard service animals are not allowed within the building, except for staff managed Animal Ambassadors.
7. Events are subject to limitations on number of participants and availability depending upon the Department's previously established calendar of events.
8. Rentals of the Mosaic NEST are handled in the same manner as pavilion and other structure rentals in the parks and preserves. Rentals for the NEST are either for the building only or include the grounds in which case the renter must also fill out the Special Event Permit Application and pay the appropriate additional fee.
9. Rental fees incurred will include any necessary time before and/or after the event for set up and tear down. For instance, if an event requires an hour lead time for set up, this time will be billed at the standard rate and must be indicated on the rental application.
10. Fire and open flames are not permitted within the building except for sterno and chafing dishes.
11. All renters are required to provide a site plan within the building describing any elements they plan to bring into the site including tables, chairs, arches, etc. The County reserves the right to refuse permission to use any item that is deemed one that might harm the interior of the building.
12. Mylar/metal confetti and water balloons are not allowed inside of the building. Please use paper confetti only.
13. Decorations are welcome in the building; however, staples and permanent affixtures cannot be used. All decorations as well as tape and adhesives must be removed from the building.
14. Events with alcohol will not have access to the building's slide or rope entrance.

Mosaic NEST Rental Procedure:

1. Individual contacts Manatee County Parks and Natural Resources requesting to rent the NEST.
2. Rentals of the NEST fall into two categories: either a rental of just the building or a rental that would require use of the surrounding property as well.
 - a. If the rental is just for the building, the individual will fill out the building rental application.
 - b. If the rental also requires use of the grounds, more parking than is available at the site, additional elements such as more bathrooms, or is larger than 50 people, the individual is provided with a special event permit application.
3. The individual then fills out the appropriate form/s and submits it to the Education and Volunteer Division.
4. Staff in the Division will review the application, send it to the review committee, and will verify that the following elements are met:
 - a. The building and/or site is available at the time requested
 - b. The proposed event is feasible at the site, taking into consideration the building's capacity, availability, etc.
 - c. The proposed event does not have a negative impact on the preserve's ecosystem.
 - d. Any questions raised by the review committee are sufficiently addressed.
5. Once the event application is approved, staff will invoice the requestor with the fees for the event.
6. **Fees for all rentals must be paid within two weeks of the event or the renter will forfeit the space reservation.** Cancellations will include a \$100 cancellation fee (the damage deposit will not be returned) to address staff time spent coordinating the rental.
7. Once an event is scheduled, an appropriate staff member will be assigned to attend the event and serve as the County's host. Staff will follow the Mosaic NEST Rental Management Procedure to host the event.
 - a. Staff will attend the event and will assist with opening the site, preparing it as necessary within reason, monitoring the building during the event to insure its safety, and closing of the site after the event.
8. Once the event is completed, staff will verify that the site is undamaged. The renter will then be provided with their refundable damage deposit.
 - a. If the site is damaged, staff will take detailed notes in the event application packet and will also take photos of the damage to provide to the renter. These will be kept on file and the damage deposit will not be returned.
 - b. Any damage to the site will be reported to the Department Director and the damage deposit will be utilized to cover the costs incurred. If the building receives severe loss the County Attorney's Office will be contacted to pursue the event insurance to cover damages.

Mosaic NEST Rental Management Procedure

1. Staff will be assigned to host events at the Mosaic NEST depending upon their availability, the date and time of the event (for instance afterhours events may be more likely to be hosted by salary staff), and their ability to coordinate and host a professional level event on behalf of the County. Assignments will occur once the application for rental has been approved.
2. Rental hosts will serve as the onsite point of contact for the rental. Their duties will include coordinating the event with the renter, providing support during the event, and insuring the safety of the site before, during, and after the event. They will be responsible for providing access to the building and making sure that the renter has everything they need inside including lighting, temperature adjustments, etc.
3. Rental hosts will arrive to the NEST approximately 30 minutes before the requested start time of the event. For the setup of an event the rental host will secure the site to include:
 - a. Unlocking the NEST and bathrooms as necessary
 - b. cursory sweeping of the interior of the building
 - c. Removing any temporary structures such as tables, etc.
 - d. Adjusting the temperature of the site as needed
 - e. Preparing the lighting of the site
 - f. Cordoning off any areas as needed
4. During the event, rental hosts will support the success of the event by providing the following services:
 - a. Being on hand to answer any questions and to trouble shoot for the event
 - b. Aiding in accessing the building
 - c. Providing caterers etc with access to areas for set up
 - d. Assisting event coordinators with any concerns about the building
 - e. Serving as the County's point of contact for the event coordinator
5. Once the event is complete, the rental host will secure the site as follows:
 - a. Inspecting the site for any damage from the event. If any damage is found the rental host will document it appropriately via photos and written notes and will submit it to a Supervisor
 - b. Assisting the renter in leaving the site
 - c. Removing any small trash items left at the site, doing a final sweep of the site to make sure all food waste is removed from the site
 - d. Closing and locking the slide door and closing and securing the rope access gate if they are open
 - e. Turning off all lights at the site
 - f. Locking up the NEST and bathrooms as necessary
6. If there is any problem or damage occurring during the event, the Education and Volunteer Division team member acting as a rental host will contact a supervisor immediately to make them aware of the situation.



Manatee County Parks and Natural Resources

Robinson Preserve Mosaic NEST Rental Application

FEES:

Daily Fee (per hour): \$100
 After Hours Fee (per hour): \$50 (\$150/hour total)
 Refundable Damage Deposit: \$100 (\$500 for events with alcohol)

APPLICANT INFORMATION

Name of Event/Group: _____ Name of Applicant: _____
 Email: _____ Best Telephone Number: _____
 Address/City/State/Zip: _____

EVENT INFORMATION

Event Date: _____ Setup Time: _____ to _____
 Anticipated Attendance: _____ Event Time: _____ to _____
 Cleanup Time: _____ to _____

*The NEST is available 8am to 5pm. After-hours events (from 6am to 8am and 5pm to 9pm) will incur an additional fee.

Will your event utilize the grounds surrounding the NEST (beyond the building and surrounding deck)?
 Yes No

*Events larger than 50 people, requiring additional elements such as port-o-lets, or using the grounds of the NEST will require a special event permit application and the appropriate additional fee

Please describe activities that will occur at your event (Food, musicians or DJ, props or equipment such as arches, tables, chairs, etc.):

Will your event have alcohol?
 Yes No

_____ (If yes, please initial) I understand that events with alcohol cannot utilize the slide or rope ladder and will require additional insurance which the renter will provide.

Event insurance is required for all NEST rentals. Proof of insurance naming Manatee County as Additionally Insured as well as final payment is due for all event fees at least 2 weeks prior to the event.

EVENT LOGISTICS

Please use the space below to draw a site plan for your event. Please indicate location of tables, chairs, etc.

NEST RENTAL REMINDERS

- Any caterers for events must be selected from the County's pre-approved list.
- Caterers and all other vendors must provide a certificate of insurance naming the County as Additionally Insured.
- Amplified music is allowed only within the NEST. Music/entertainment is permitted outside only with special permissions and at the sole discretion of the Director.
- Animals other than standard service animals are not allowed within the building.
- Fire and open flames are not permitted within the building except for sterno and chafing dishes.
- Decorations are welcome however staples, nails, tacks, and other permanent items are not permitted. Tape and adhesives must be removed after the event.
- A refundable damage deposit of \$100 will be obtained for each rental. The County reserves the right to adjust damage fees if necessary upon site evaluation after rental.
- Events are subject to limitations on number of participants and availability depending upon the Department's previously established calendar of events.

I have read and agree to the above.

Applicant's Signature: _____ Application Date: _____

Please email or mail completed packet to: melissa.nell@mymanatee.org or
Manatee County Parks & Natural Resources Department * Attn: Education and Volunteer Division
5502 33rd Avenue Drive West * Bradenton, Florida 34209

FOR STAFF USE ONLY

APPROVED: Yes No Tax Exempt # _____

AMOUNT DUE \$ _____ AMOUNT PAID \$ _____

COMMENTS _____

Authorized Signature _____ Date _____

Know Before You Go Guide

Planning your Event at the Mosaic NEST

Planning Your Event

Step 1: Determine whether your event requires the building only or if it will also require a special event permit. Fill out the NEST Reservation Form. If your event will also be using the grounds, or is expected to have an attendance greater than 50, you will also need to complete the Special Event Permit Application.

Step 2: Send your completed application to melissa.nell@mymanatee.org

- Sooner is better when scheduling your event – space availability fills up fast!

Step 3: When we receive your forms we will review the date, time, location and special requests (such as tents, chairs, etc.) and contact you with questions.

Step 4: You will receive your approved rental or permit via email. This permit will include all the details about your event including your activity timeline and those activities permitted to occur such as having amplified sound, chairs, etc.

Step 5: Pay your fee. This can be done online at www.mymanatee.org/parks or over the phone at 941-742-5923.

Step 6: Arrive at your event and have a great day!

Vendors at the Mosaic NEST

Events hosted in Manatee County's Mosaic NEST Center at Robinson Preserve vary from quiet, simple family affairs to larger events that draw huge crowds. Whether you are planning small or large, it's important to provide the County with the Certificates of Insurance from any vendors associated with your event. Some examples of services that companies may provide for a wedding include but are not limited to:

- Chairs
- Tents
- DJs & Bands
- Dancefloors
- Wedding Planners
- Caterers
- Decoration Companies (arches, altars, florists, etc.)

Before an event can be approved and permitted, we must obtain a certificate from every vendor participating in the event. Please ask your vendors to email their certificates to melissa.nell@mymanatee.org. If you are not sure whether we have the certificate on file please just ask and we will be happy to check for you.

We can also provide the vendor with the language that is needed on the certificate in order to name Manatee County, a political subdivision of the State of Florida, as additionally insured.

How does the rental process work?

The steps above describe the overall process, but how long will it take to obtain confirmation for your rental? Generally expect two to three weeks for us to process your application. We make every attempt to do so quicker, however if your event is large or has multiple vendors we may need to contact you to clarify any requests and/or to obtain certificates of insurance from vendors.



Each year, Manatee County hosts hundreds of events. At the NEST, we also host many public and private programs. As this site is in high demand be sure to obtain your permit or building reservation early once you know your date so that you can insure you will receive your chosen date.



Know Before You Go Guide

Planning your Event at the Mosaic NEST



Be Kind to the NEST

Manatee County's Mosaic NEST is a one of a kind site. We love to see events held here we request that visitors follow a few simple rules to keep this location looking beautiful. Please remember these rules for your event:

- alcoholic beverages only with approval
- no balloons or fly-away lanterns
- no dogs or pets allowed at the event
- no open fires, flames, or fireworks (sterno and chafing dishes are accepted)
- please remove trash from your event area
- decorations are welcome but no staples, nails, or permanent fixtures are allowed and all tape and adhesive must be removed
- mylar/metal confetti is not permitted
- water balloons are not allowed within the building
- the slide and rope access are not available during events with alcohol



Amplified Sound Systems

Music is a great part of any event and amplified sound is certainly allowed within the NEST for your event. Amplified music is allowed outside only with special permission and at the sole discretion of the Director. To share the outdoor space with other visitors and nearby neighbors, we ask that you please make sure all speakers are pointing away from the residential area to the south so that the sound does not carry too far away from your event. If you plan to use a large PA system, DJ, or band please let us know as this will require special consideration during the application process.



Approved Caterers and Vendors

Caterers and vendors are welcome at the NEST for your event provided they provide a certificate of insurance naming Manatee County as additionally insured. Alcohol vendors will require additional insurance. We can provide a listing of approved vendors upon request.

Included Elements

Rental of the NEST does not include any tables, chairs, audiovisual equipment, etc. Renters are required to either bring these items themselves or arrange for a vendor.

After Hours Events

Please keep in mind that the NEST is only available for afterhours events as late as 9:00 pm and as early as 6:00 am. All activities, including clean up, must be completed by 9:30 pm or will incur an additional charge of \$200 per 30 minutes that exceed the cut off time.

A Special Note for Class Instructors

Manatee County's Parks and Natural Resources Department is always seeking to expand the quality program we offer to the community. If you would like to host a public class or program in the NEST please contact us. The rental/reservation process is the same, however there is a fee discount if the program is held in partnership with the County.



Because special events at the NEST require the building to be closed to the public we require a minimum of 2 weeks' notice for all rentals. This allows staff to properly notify the public that the building will not be open during the day of your event.