



The Cayman Islands  
Government

**Tourism Attraction Board**

Pedro Castle Road, Savannah  
P.O. Box 305, KY1-1501  
Grand Cayman  
Tel: 345-949-6999  
Email: foi@tab.ky



## **Pedro St. James Venue Rental Policy**

Step back in time and experience the magic at Pedro St James Castle! With 7 acres of lush lawns, beautiful gardens, azure ocean views and an 18<sup>th</sup> Century three-storey Great House, Pedro St James Castle is the perfect place to host your Wedding or Private Event. The venue can be rented for weddings, corporate functions, team-building events, birthdays, baby showers, and other private parties.

To preserve the beauty and history of Pedro St James Castle, there are certain guidelines that need to be followed. It is the responsibility of the Renter to see that all guests, florists, decorators, musicians, photographers, and other outside vendors are informed of these policies below:

### **1. Conditions of Rental:**

- 1.1** All event rentals are subject to the approval of the Tourism Attraction Board (TAB). Renter(s), guests, subcontractors or other parties invited to the venue by the renter must not act in a manner that, in Pedro St. James Castle sole discretion, is likely to adversely affect the peaceful operation of the premises;
- 1.2.** Renter may not use the site for any illegal purposes or in any manner that could tarnish the reputation of Pedro St. James Castle. Guest access is limited to pre-designated areas within the facility;
- 1.3.** Renter may not tamper with, borrow, or remove any property kept on the premises;
- 1.4.** Renter will not cause or permit any hazardous substance to be used, stored, generated, released or disposed of on or in the premises.

### **2. Reservations and Payments:**

- 2.1** Booking of the Pedro St. James Castle site is accepted on a first-come, first-served basis. A signed rental agreement and a deposit of 20% of the agreed rental price are required to reserve a date. Your date is not confirmed until you have a copy of the rental contract and a receipt for your deposit from Pedro St. James Castle. If the date of event is within ten (10) days of the date of the rental contract, the full amount of the rental is due upon signing of the rental contract. For events booked more than 10 days in advance, the balance is required 72 hours before the date of the event.

Renter's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**2.2** The Renter must provide the TAB with a valid credit card in the Renter's name at the time of booking the reservation. Should any charges remain five business days following the event, such charges will be placed on the Renter's credit card.

**3. Cancellation Policy:**

**3.1** A non-refundable \$100 processing fee is applied to all cancellations. Rentals cancelled 30 days or more prior to the date of the event will receive a refund on the deposit and/or any other payments made, less the \$100 processing fee.

**3.2** Rentals cancelled less than 30 days prior to the event will receive a 50% refund on the deposit paid, and 100% of any other payments made, less the \$100 processing fee.

**3.3** Events cancelled less than 10 days prior to the rental date will receive no refund on the deposit paid, and 100% of any other payments made, less the \$100 processing fee, unless such cancellation was a result of force majeure or Pedro St. James Castle's inability to provide the venue in accordance with the rental agreement.

**4. Use of alcohol on site:**

**4.1** Serving of alcohol is permitted at Pedro St. James Castle in accordance with the Cayman Island Liquor License Law (2000 Revision). Renters and guest must adhere to the following when serving alcohol at any event hosted at the Pedro St. James Castle venue:

**4.1.1** Alcohol may be served only in areas designated by Pedro St. James Castle;

**4.1.2** No alcohol may be served to minors;

**4.1.3** Alcohol service must end at least 30 minutes prior to the end of event;

**4.1.4** Alcohol service and music for all events must comply with the Cayman Islands liquor licensing law and the Music and Dancing (Control) Law;

**4.1.5** Pedro St. James Castle reserves the right to end alcohol service and/or the event at any time, for any reason, if our staff feels that behavior and/or alcohol consumption is getting out of control or has become dangerous.

**4.2** An onsite Alcohol beverage provider is available, if for any reason the Renter chooses not to use the onsite provider as the Alcohol beverage provider for the event, the Renter may choose to bring outside alcohol or set up their own bar.

**5. Deliveries and Set-up:**

**5.1** All arrangements for deliveries must be booked no earlier than one day prior to the event. All items must be clearly labeled with the event date and name of the Renter. Any unscheduled deliveries may be refused, and the TAB is not responsible for any items that are lost or damaged.

Renter's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**5.2** Attachments are not permitted on any structure. Nails, screws, tacks, staples or tape of any kind may not be used anywhere on the Great House or on painted surfaces. All decorations must meet relevant fire codes.

**6. Use of Vendors and Subcontractors:**

**6.1** Names and phone numbers for vendors and subcontractors must be submitted in writing to the Operation Manager at Pedro St James Castle at least 10 days prior to the event. Renter is responsible for all materials and personnel brought to the site and for ensuring appropriate cleanliness.

**7. Musicians:**

**7.1** Musicians must bring their own equipment (sound, speakers, amplifiers, microphones, and extension cords). Please make arrangements for musical instruments and equipment to be delivered immediately before and picked up immediately after the event. The TAB is not responsible for any equipment left unattended during the day or overnight.

**8. Caterers:**

**8.1** Caterers must schedule and adhere to set-up and departure times. The caterer must also provide appropriate levels of staffing and cleanup service as necessary to maintain a safe and sanitary environment throughout the event. The Caterer and or Renter assume responsibility for illness resulting from the serving of food or beverage at the event and will hold the TAB harmless in all respects.

**9. Security Officer (s):**

**9.1** Security Officer(s) are required for some events which includes the sale of alcohol, music and dancing. It is the responsibility of the organizer of the event to hire Security Officer (s). The amount of Security Officers for each event is based on the number of attendees.

**10. Refuse handling:**

**10.1** All trash must be placed in appropriate bags and taken to the outdoor garbage receptacle. Renter may be charged an additional fee if garbage is not properly handled or disposed at the conclusion of the event.

**11. Rights to Images:**

**11.1** The TAB reserves the right to photograph the final set up of the event for the use in future advertisements/promotional material for renting the venue to others. The photographs are the property of the TAB at no cost or compensation to the Renter

Renter's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**12. Advertising:**

**12.1** If advertising your event, all photos of the Pedro St. James Castle site or the Pedro St. James Castle logo must be approved by the TAB. Any signs, symbols, or other objects displayed on the premises must be approved by Pedro St. James Castle and must be removed immediately following event. This is in keeping with the rules and regulations governing the site as a National Heritage & Cultural Attraction.

**12.2** No event slated to be held at the Pedro St. James venue should be advertised prior to paying the site rental deposit. The TAB reserves the right to prohibit any event to be hosted at the venue that is advertised prior to the payment of the deposit.

**13. No Warranty:**

**13.1** The Facilities are provided “AS IS”, “WHERE IS” and without warranty as to the suitability of the Facility for Renter’s intended use. Renter shall be responsible for the repair and/or replacement of the Facilities to the extent such repair or replacement is the result of Renter’s (or its agents, contractors, employees, invitees, or subcontractors) negligence, misconduct, misuse, or abuse.

**14. Liability:**

**14.1** The undersigned agrees to indemnify and hold harmless, Pedro St. James Castle, the TAB, officers, employees and affiliates (“the Organization”) from any and all claims, demands, losses, actions and liabilities including: lost, stolen or forgotten articles, injury to persons, damage to property, including but not limited to those caused by any service, food or alcohol provider and/or their products hired or obtained by the Renter; except for such claims, demands, losses, actions or liabilities that arise out of negligence or willful misconduct by the Organization.

**14.2** The Renter assumes responsibility for the character, acts and conduct of all persons admitted to the premises by consent of the Renter or with the consent of the Renter’s employees, agents, or guests.

**15. Declaration:**

**15.1** By signing my name below, I certify that I have read the Pedro St. James Venue Rental Policy and confirm that I understand all terms and conditions herein. I execute it voluntarily and with full knowledge of its implication.

Name of Renter (print):	
Signature of Renter:	
Date:	