

## RENTAL INFORMATION AND FEES

- The Museum is open to the public Mon-Sat 10am-5pm and Sun 11am-5pm. Therefore, rental start times are determined by location and the possibility for an early closure.
- Rates reflect an 8-hour period including 5-hour event time, and vendor 2-hour set-up and 1-hour breakdown; additional fees will apply for a rental set-up time longer than the 2-hour time period.
- A minimum Rental Fee Deposit of fifty percent (50%) of the total, together with a signed Facility Use Contract, is required to secure your Event Date.

The remaining fees are due thirty (30) days prior to your rental. These include:

- The Rental Fee balance
  - The Refundable Security/Damage Deposit  
(\$500 for most spaces; the Education Room and Board Room are \$100)
  - Event Liability Insurance of \$1,000,000 is required with the Museum of Arts & Sciences included as an additional insured (fees vary)
- Fees are subject to a 6.5% Florida sales tax unless a valid certificate of tax exemption is provided at the time. The Refundable Security/Damage Deposit is tax free.
  - All alcohol is provided in-house, variable packages are available. There is a \$250 minimum for any bar package.
  - All rentals, including breakdown, must conclude by 12:00 a.m.

## WHY BOOK YOUR EVENT AT THE MUSEUM OF ARTS & SCIENCES?

### BENEFITS

- An incredibly unique and beautiful backdrop for your special event
- Outside licensed and insured vendors are welcomed
- Free venue tours to all vendors prior to the event
- Full prep catering kitchens on the property
- Select equipment included in rental (tables, chairs, A/V equipment)
- Security guards, cleaning service and event staff are on-site during your event
- Built-in entertainment by providing the option to leave museum galleries open for your guests for a limited time
- In-house liquor license with complimentary bar set-up and bartenders provided

### CLIENT RESPONSIBILITIES

- Client and guests will adhere to all museum policies to ensure a safe, high-quality event
- Client will book only licensed and insured vendors
- Client will be diligent in communication with the museum as it pertains to important event information
- Client will follow the agreed-upon schedule for all required information and payments

# RENTAL TIMELINE & POLICIES

No event can be contracted within less than thirty (30) days prior to the event. If the event is contracted less than sixty (60) days prior to the Event Date, the Total Venue Price and Fees are due in full at the time the contract is signed and executed.

The following details of the event must be completed and submitted, via email to the Assistant Director of Sales and Events:

## 60 Days

- Rental Inquiry must be received. The Rental Inquiry Form can be found on our Rentals website under Private & Corporate Rentals.

## 30 Days

- Final Rental Fee and Refundable Damage Deposit Payment
- Certificate of Liability Insurance
- Confirm Bar Package type, beer/wine selections, and bar timeframe
- Vendor contact information, including equipment rental contracts
- A copy of your catering order

## 10 Business Days

- Final floorplan approved; no further changes can be made
- A final schedule for events and/or program
- Delivery schedules; including but not limited to flowers, linens, chairs, etc.
- Final guest/attendee count

## Day Of

Any event items brought into the museum from your vendors must arrive and be removed the day of your event. Delivery and pick-up times must be approved by the Museum Events Team Member overseeing the event. The Museum will not assume any liability for items brought into the museum and in some cases, a waiver may be required.

## Rental Equipment

The museum has a variety of tables, chairs, and other rental equipment available. The list can be found on our Rentals website under Event Resources and Pricing. There you will find photos, equipment quantities and sizes, as well as any rental fees required.

## Catering and Vendors

Our facilities must be left by vendors as they were when they arrived. Caterers should supply their own kitchen ware, chaffing dishes, and clean up tools.

All catering, vendor equipment and staff must always maintain at least a 3-foot distance from art objects.

## Decorations

No rice (including puffed rice or biodegradable rice), birdseed, confetti, glitter, real flower petals on the floor, or other similar materials may be used inside or outside the Museum. Bubbles are only permitted outside. Decorations may not be affixed to the walls, doors, windows, window coverings, tables, painted surfaces or hung from the ceiling.

Spray paint, fog machines, and/or dry ice are not permitted.

Candles are not permitted in the Permanent Gallery or the Lemerand Wing. Otherwise, candles are permitted only when the flame is enclosed in glass (such as votive and hurricane lamps) and the wick is at least 1 inch below the top of the glass rim. No handheld or unity candles are permitted inside the Museum.

No decorations will be allowed which threaten the safety of any art or exhibit. Plans for décor that requires extensive set up for large scale floral arrangements, centerpieces, equipment, signs, and banners must be submitted to the Museum for approval no less than ten (10) business days prior to your event. Any décor must be removed from the Museum by the Rental Party directly following the event.

Exhibits are located throughout the facilities. Exhibits are considered "permanent" and cannot be moved under any circumstances. This includes but is not limited to display cases, signage, and holiday decorations. Exhibits change periodically; therefore, the museum cannot guarantee that the rented space as listed in the rental contract will appear the same as when originally viewed by the client.

#### **Clean Up Policy**

The facility must be returned to the condition in which it was received. All food, beverages, decor, and rental items should be picked up immediately after the event. All trash must be bagged and placed in the dumpster. Failure to comply will result in additional fees.