

Special Events

AT THE CORAL GABLES MUSEUM



CORAL GABLES
MUSEUM

EVENT SPACES RENTAL GUIDE

Explore the Coral

Give your group the opportunity to experience the Coral Gables Museum (CGM), the Gables' most unique event setting. In the heart of downtown Coral Gables in the City's Cultural District, the CGM is located in a beautiful 1939 historically designated coral stone building, and features the new Robert and Marian Fewell Gallery which is an addition to the original structure. The newly-restored historic building, which served as the City's first police and fire station, includes original architectural detailing and eco-friendly enhancements. The CGM is one of a few federally designated buildings to be LEED certified by the United States Green Building Council.

MISSION STATEMENT

Holding true to those principles which make Coral Gables one of the premier historic planned communities in the country, the CGM celebrates the civic arts with exhibits and programs focusing on architecture, urban design and planning, sustainability and preservation. You can celebrate the civic arts and support us at your next event.

Guests at the CGM will explore the history of Coral Gables, visit the Sister Cities exhibit, learn about sustainability and South Florida's natural and built environments, and see original exhibitions integrating art, architecture and design.

Interior and exterior spaces at the CGM have been artfully fashioned, integrating the original building plan into a thoughtful green restoration. Spaces feature coral stone and Cuban tiled walls and floors, cork surfaces, terrazzo, slate and bamboo floors, lovely fountains, soaring ceilings and an abundance of natural light.

The CGM can accommodate events of all sizes, from small gatherings to large groups of over 500 guests in a variety of event areas. Choose from our preferred caterers and event/decor providers to help make your gathering most memorable. A Special Event Manager will be assigned upon contracting with us to ensure a smooth and successful event.



GIRALDA PLAZA

Gables Museum



Photograph provided by Kallima Photography

Venues

THE CORAL GABLES MUSEUM PRESENTS A
MINIMUM OF 16 NEW EXHIBITS EVERY YEAR.



Enter the CGM at 285 Aragon Avenue through the lovely Withers Family Lobby. With its tall ceilings, Cuban tile and original architectural details, the lobby was the location of the booking desk area when the building served as the old police and fire station. Off the lobby is our wonderful Gift Shop by Books and Books which may be available to your guests by special arrangement if your event is after hours.

COMMUNITY MEETING ROOM

Guests in the spacious Community Meeting Room, formerly the courtroom, are greeted by two-story ceilings, natural light and cork floors and walls. The 1350 square foot Community Meeting Room is a perfect venue for corporate presentations, meetings, small group receptions, performances, luncheons and dinners. This space accommodates up to 160 people for a cocktail reception, 140 people for a presentation or performance and up to 100 people for a seated dinner.

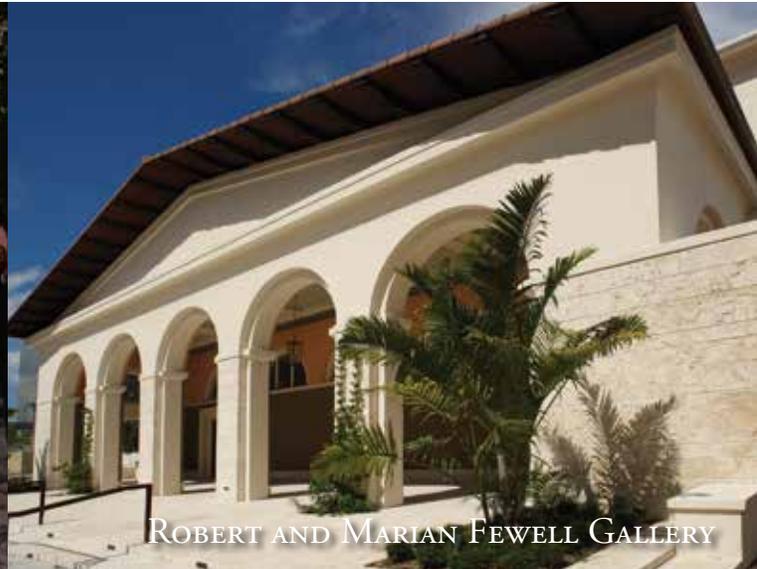
ABRAHAM FAMILY GALLERY

The 900 square foot Abraham Family Gallery served as the apparatus room when the building housed the City's Fire Department, and features terrazzo floors and Cuban tiled and coral stone walls. This gallery houses small temporary exhibitions with an architectural and design focus. The Abraham Family Gallery is available for presentations, meetings and small group receptions.

MUSEUM COURTYARD

The Museum Courtyard is a 1,300 square foot exterior garden space bordered by galleries and featuring palm trees and beautiful coral stone detailing. The Museum Courtyard has a maximum capacity of 120 individuals for a cocktail reception, 80 for an intimate wedding ceremony and 50 for a seated lunch or dinner.

EXHIBITS ARE ACCESSIBLE
TO YOUR GUESTS AT THE TIME OF YOUR EVENT.



COURTYARD TERRACE

The Courtyard Terrace is an 800 square foot exterior space on the second level reached by stairway from the Museum Courtyard. This space is ideal for use in tandem with an event in the Museum Courtyard, or as a bar or private dinner party/lunch area. The Courtyard Terrace has a maximum capacity of 60 guests.

GALLERY LOGGIA

The Gallery Loggia is a 1500 square foot covered exterior space adjoining the Fewell Gallery. With its soaring ceilings and stunning arch detailing, the Loggia is perfect for cocktail parties, dinners, wedding ceremonies and receptions.

PERRIN HALL

Perrin Hall is a 600 square foot gallery that houses the Sister Cities: Partners in Peace exhibition. The space is ideal for small meetings, luncheons and presentations.

GIRALDA PLAZA

The Giralda Plaza is a 2000 square foot piazza in front of the CGM's Fewell Gallery. The Plaza is a wonderful exterior space that can be used for concerts and large parties and gatherings. It is available during the day or in the evening for an "under the stars" experience.

ROBERT AND MARIAN FEWELL GALLERY

The 2000 square foot Fewell Gallery is the CGM's largest exhibition space and is available for rentals for short time periods throughout the year as the exhibition schedule allows. Events in the Fewell Gallery must be planned at least six months in advance.



Special Events



Manager

GIRALDA PLAZA

A Museum Special Event Manager will be assigned upon contracting with us to ensure a smooth and successful event. They will assist throughout your event planning and will be on site the day of the event. All activities relating to an event must be coordinated through the Special Event Manager.

PLANNING & SET UP

The CGM requires that the event plan and details must be submitted to the Special Events Manager one week before the event. Event set up will begin as early as possible. Set up must not interfere with CGM activities. A walk-through by the client, caterer, event planner and production personnel must

occur no later than one week prior to the event to finalize all arrangements. The CGM does not provide staff to move props, musical instruments, staging etc. No open flames or candles are permitted inside the building. Votive lights and enclosed candles are acceptable for use on tables for outdoor events.

ALCOHOLIC BEVERAGES

The CGM will supply all alcoholic beverages and soft drinks in conjunction with any event held at the CGM. The CGM will also provide bar service including set up mixers, soda, glassware and staff.

Additional Information

PARKING

Rental clients may contract with a valet company authorized by the City of Coral Gables, or may instruct their guests to park in the Museum Garage, located at 250 Aragon Avenue, just down the street from the CGM. The City Parking Department may be reached by calling 305-460-5540.

FUNDRAISING EVENTS

Any organization seeking to use the CGM facilities for a fundraising event must qualify as a not-for-profit, tax exempt organization under Section 501(c)3 or other sections of the Internal Revenue Code.



PERRIN HALL

Information



GENERAL

Rental clients must provide a certificate of insurance naming both the CGM and the City of Coral Gables as additional insureds. Any failure to comply with these requirements and general requirements of the contract will result in cancellation of the agreement to use the CGM and the user shall waive any claims against the CGM for damages arising from such cancellations.

The CGM provides required paid staff at all events at 1 staffer per 100 guests. Staffing and clean-up fees are included and are mandatory for all rentals.

The event contract for use must be received within two weeks of the verbal reservation and a non-refundable 50% deposit on the rental must be received with the contract.

The CGM has the option to rent or use other separate event spaces within the building during the event.

Outdoor events that feature use of the Plaza and/or amplified music may require a Special Event Permit from the City of Coral Gables. The application and the process will be handled by CGM staff; however, the rental client will be responsible for the cost of the permit which varies depending upon the event.

CGM members receive a 10% discount on space rental exclusive of bar service, staffing and special event permit fees.

Please refer to the CGM's Special Event Contract and Policies and Procedures for complete event rental information. These documents can be downloaded at www.coralgablesmuseum.org/events, or you may request a copy from the Museum for review.

Frequently Asked

Q. WHAT ARE THE PRICES FOR AN EVENT?

A. Rental fees are quoted on a case by case basis. Fees will include event staffing and post-event clean-up as required.

Q. WHAT TIME CAN MY EVENT START AND END?

A. Events may begin at 8:00am and end no later than 11:00pm during the week and midnight on Fridays and Saturdays.

Q. HOW CAN I RESERVE A SPACE FOR AN EVENT?

A. We will happily place your requested date on hold without a deposit for one week after a verbal confirmation. At the end of the week, a 50% deposit is required to secure the requested date.

Q. CAN I HANG IMAGES, SIGNS, OR BANNERS IN AND AROUND THE CORAL GABLES MUSEUM?

A. The CGM does not allow signs or banners to be attached to walls, however, we will work with renters to allow freestanding signs and banners and use of our gallery hanging system if required.

Q. WILL I BE REQUIRED TO SIGN A CONTRACT AND PROVIDE INSURANCE?

A. All parties will be required to sign a contract and comply with our policies and procedures in order to rent the CGM spaces. The Certificate of Insurance must be received two weeks prior to the event.

Q. CAN I BRING IN MY OWN LIQUOR AND WINE?

A. No, the CGM maintains a liquor license, so all wine, beer, liquor and bar services must be purchased through the CGM. Bar packages can be reviewed at: www.coralgablesmuseum.org/events.

Q. CAN I USE THE VENDORS I CHOOSE?

A. Yes, but vendors other than our list of preferred vendors must meet with Museum staff a minimum of one week prior to the event.

Q. HOW CAN I SUPPORT THE CORAL GABLES MUSEUM?

A. By renting space with us, you are providing support for all of the exhibitions, programs and events presented by the CGM.

Questions



Visiting the Museum

THE CORAL GABLES MUSEUM IS OPEN
TUESDAY – SUNDAY AS FOLLOWS:

Tuesday – Friday: 12:00pm – 6:00pm
(Later on First Friday Gallery Nights)

Saturday: 11:00am – 5:00pm

Sunday: 12:00pm – 5:00pm

Just tell our friendly receptionist you are interested in hosting an event at the Museum and you will receive a brief guided tour of our facility. The Special Event Manager will be notified of your interest and will schedule a meeting to provide additional details.

You may also schedule an appointment on Mondays, during regular Museum hours of operation or after-hours to tour the Museum and view the variety of event spaces available for rent.

To schedule an appointment, call 305-603-8067 or e-mail info@coralgablesmuseum.org.

The Museum is located in the heart of downtown Coral Gables, two blocks east of LeJeune Road and one block north of Miracle Mile, at the corner of Salzedo Street and Aragon Avenue. Visitors will find convenient parking in the Museum Garage at 250 Aragon Avenue.

The Coral Gables Museum
285 Aragon Avenue
Coral Gables, Florida 33134

Phone: 305-603-8067

Fax: 305-982-8401

coralgablesmuseum.org

info@coralgablesmuseum.org



NORTH

GIRALDA AVENUE

CORAL GABLES MUSEUM

seum

GUIDE TO EXHIBIT AREAS

(Listings in **bold** are rentable areas)

- 1 Lobby**
- 2 Courtyard Terrace (Open Air)**
- 3 Abraham Family Gallery**
- 4 Perrin Hall**
- 5 Creating the Dream Galleries
- 6 Fewell Gallery**
- 7 Community Meeting Room**
- 8 Gift Shop by Books and Books
- 9 Museum Courtyard (Open Air)**
- 10 Gallery Loggia (Open Air)**
- 11 Giralda Plaza (Open Air)**
- 12 Kitchen
- 13 Event Loading Area (Open Air)**
-  Ladies' Restroom
-  Men's Restroom

COLOR LEGEND

-  Interior Rooms & Galleries
-  Exterior Spaces (Open Air)

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Catering!

All our menu is available for catering, we may apply discounts for large parties.

We are currently expanding our horizons by reaching out to our neighbour in the area and introducing them to our executive catering menu. We would be pleased to accommodate any taste with the highest quality and would like you to make us part of your executive events and build up our business relationship.

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Welcome

TO THE CORAL GABLES MUSEUM, THE GABLES' MOST
UNIQUE AND INTERESTING VENUE FOR YOUR SPECIAL
EVENT, LOCATED IN THE HEART OF THE CITY BEAUTIFUL

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CORAL GABLES
MUSEUM

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