



Coral Gables Museum Policies and Procedures

General Policies and Procedures

All events held in museum spaces must be scheduled no less than three weeks in advance through the Events Manager and approved by the Director. This approval will not be unreasonably withheld. A 50% non-refundable deposit and signed contract is required to hold a reservation. The remaining balance must be paid a week prior to the event date.

The Coral Gables Museum may not be used for the following:

- Religious ceremonies other than weddings.
- Political rallies for individual office seekers or political parties or action groups. Public forums where all candidates are invited will be allowed.
- Classes, films, concerts or lectures not sponsored or co-sponsored by the Coral Gables Museum.
- Any exhibition not sponsored by the Coral Gables Museum.
- Any event where items or services are offered for sale.
- Any event that is deemed by the Museum's Executive Director to be unsuitable for this Museum's setting.

Additional Considerations

Renters are responsible for coordination of all rental items (furniture, décor, lighting, etc.) including drop-off, pick-up, and break down. All rental items must be picked up on the day of the event. Arrangements must be made ahead of time with the Events Manager for items that require being picked up the following day. The Coral Gables Museum is not responsible for items that are lost, stolen, damaged or left behind.

Confetti, glitter, flower petals and the like are not permitted. Live flame candles are not permitted inside the museum under any circumstances. In addition, nails, staples, tape or any adhesives may not be used to attach items to the museum's walls, ceilings, etc. All permanent museum signage must remain in place, unharmed and visible.

Furniture

The Museum has tables and chairs available for rent. If the renter chooses to rent furniture elsewhere, the cost, delivery, acceptance, setup and return of furniture will be the responsibility of the renter. The use of additional furniture must be approved in writing in advance by the Events Manager of the Museum. This is an additional billing that will appear on your invoice.

Table rental is \$4 per table.

Chair rental is \$1 per chair.

A/V and sound equipment

The Museum can provide the following A/V and sound equipment for rental:

Microphone, speaker, podium, projector and screen for \$150

NOTE: Presentations should be provided to the Events Manager using a flash drive.

Piano

The Museum's Steinway is available for use at the cost of \$250 per event. This includes the cost to tune the piano prior to the renter's event.

Planning and Set-Up

The Coral Gables Museum requires that a layout be submitted for approval no later than two weeks prior to the event. If extensive or unusual set up is required it must not interfere with museum activities and must be arranged with the Events Manager.

Estimated personnel costs

It is the renter's responsibility to pay for Museum personnel to staff the facility for events occurring outside normal business hours. Two staff members are required for every 100 people (or fraction of that number) Anticipated per rental space. Any hours for museum personnel required after normal business hours (12:00pm – 6:00pm) will be charged at the rate of \$25 per hour. **Events requiring a city-issued special event permit must employ the services of an off-duty City of Coral Gables police officer and City of Coral Gables Code Enforcement officer at the rate determined by the City. (Current rates and application form are attached).*

Special Event Permit

Events which engage the plaza and/or feature outdoor live music require a special event permit issued by the City of Coral Gables. Museum staff will represent the renter at the City's Special Event Permit meeting. The permit fee of \$350 and a \$500 performance bond must be paid to the Coral Gables Museum at the time of the execution of the Contract/Application for Use.

The galleries, interior courtyard and other interior public spaces are available for rent as a package along with meeting and special events spaces and all exhibitions will be open and available for guests to enjoy. Previous sections of this agreement apply, with the following exceptions:

- Rental events doing normal business hours that use the entire museum facility cannot exclude attendance by museum visitors. Renters can limit food and beverage to those attending their event and the Community Meeting Room can be used exclusively by renter's attendees.
- A minimum of three museum personnel is required for rental of the entire facility.
- The Giralda Plaza and Loggia can be added to the use of the entire Museum at the rate listed under the previous section "Event Spaces Fact Sheet." Maximum capacity for the entire Museum and the Giralda Plaza and Loggia spaces is 900 persons.
- Food and beverage service and consumption is restricted to designated areas within the rental space.

Time Restrictions

Outdoor events must be completed by **11:00pm Sunday – Thursday and 12:00 midnight on Friday and Saturday, in accordance with the City of Coral Gables' noise ordinance.** Indoor events may begin as early as 9:00am and must be completed by midnight

Insurance

As required by the Museum's lease agreement with the City of Coral Gables, renters will provide the Coral Gables Museum with a certificate of general liability insurance with broad form endorsement and personal injury liability with limits of \$1,000,000 combined single limit per occurrence for bodily injury and property damage. Said policy or policies shall be endorsed to name the City of Coral Gables and the Coral Gables Museum as additional insured and shall reflect hold harmless provisions. Certificate of insurance must be submitted no less than two days prior to event or the event will be canceled.

Renters using the facilities are encouraged to use a link established by the City of Coral Gables to an insurance company that specifically provides this type of insurance. The company is Entertainment Brokers Inc. and their website:

<https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>.

This site provides the insurance levels required by the City of Coral Gables and the Museum and produces the necessary certificates and sends them to the City and the Museum. Once you have reached the website, in *Step 1: Select Your Facility* use the code OB85 – 091 and answer questions and follow instructions. You will need a credit card to purchase the insurance.

When approval is received, secure certificate of insurance. If using the Entertainment Brokers Inc. via their website <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx> the Museum and the City of Coral Gables will automatically receive the certificate. If you are securing the certificate of insurance through another broker, the Museum must receive the correct form no later than two days prior to the event. The Museum will forward a copy of the certificate to the City of Coral Gables Risk Management Office.

Upon receipt of the certificate of insurance the museum will schedule the event and the necessary security, maintenance and wait/bar staff.

Food and beverage

Cooking within the galleries is prohibited.

Food - Renter may only serve or provide food and/or non-alcoholic beverages using a caterer. Exceptions can be made for small group events. The caterer is responsible for food service clean-up during and after the event. Renter's vendors must recycle all suitable items using the museum's receptacles and/or dumpster.

Beverages – Alcoholic beverages of any kind must be purchased from the Coral Gables Museum (price list attached). All alcoholic beverages must be served by a Museum provided bartender at the renter's expense at the rate of \$35 per hour. Renter is responsible for fees associated with set up, service and breakdown. Guest count for bar and bar service must be paid and given to Coral Gables Museum two weeks prior to event.

Electrical Guidelines

Electrical power from the museum's electrical system is limited. A list of all proposed power requirements must be submitted in a month in advance to the Events Manager. Special electrical arrangements must be made in advance.

Deliveries

All deliveries and staff involved in the event must report to the museum's front desk, upon arrival. We are not responsible for coordinating on-site delivery with vendors for rental items. It is the renter's responsibility to inform their vendors which museum staff member to contact, what to bring, where to drop-off and when they are supposed to pick up their items.

The Coral Gables Museum is not responsible for personal property or any equipment or supplies belonging to the client's party or other vendors.

Publicity, marketing, printed materials, electronic communications

Any communications announcing events held at the Coral Gables Museum that are distributed to more than 25 individuals must be first reviewed and approved by the Executive Director before distribution. Announcements of events or meetings should include a description similar in wording to "in the Community Meeting Room of the Coral Gables Museum, 285 Aragon Street, Coral Gables." Unless agreed upon in writing, the Coral Gables Museum shall not be considered a co-sponsor or underwriter of any event and the Museum's logo may not be used.

Parking and Valet

Parking is available at city meters or in the City of Coral Gables Museum Parking Building at 252 Aragon Street. For information regarding valet parking services, please contact VIP Parking Specialists (221 Aragon Avenue, Ste 205, Coral Gables, FL 33134) at 305-345-0159 .

Inclement Weather

At no time shall the Coral Gables Museum be responsible or liable for inclement or bad weather that may in any way affect the renter's events at the Coral Gables Museum. If a hurricane watch is placed on Miami-Dade County, the Coral Gables Museum will close to the public to continue preparing the facility for the approaching storm. Events scheduled for a day in which a watch or a warning is placed on Miami-Dade County will be cancelled. The renter may select an alternate available date on which to have their event at the Coral Gables Museum. Additional charges will not apply. If the renter chooses to fully cancel their event at the Coral Gables Museum due to the closing of the Coral Gables Museum by a hurricane watch or warning, a refund of monies paid by the renter will be granted upon written notification and cancellation by the renter to the Coral Gables Museum. The Coral Gables Museum will in no way be responsible for any consequential damages resulting from a closure due to inclement weather, a hurricane warning or watch.

Cancellation Policy

Should your circumstances change and you are unable to attend an event, you must contact the Coral Gables Museum no later than 30 days prior to the set date for your event. A cancellation fee of 50% of your initial deposit will apply to cover costs incurred in relation to your registration. Should you cancel less than 30 days prior to the commencement of the event, no refund will be payable.