



Policies and Procedures for use of the Public Spaces at the Coral Gables Museum

The public spaces at the Coral Gables Museum available for use on a scheduled basis for meetings and social events by the public and private sectors pursuant to guidelines established by the Museum are:

- Community Meeting Room
- Museum Courtyard
- Courtyard Terrace
- Gallery Loggia
- Giralda Plaza

Definitions:

The **Community Meeting Room** (CMR) at the Coral Gables Museum is a 1,575 square foot (45' x 35') multi-purpose room with a maximum capacity of 120 individuals. The CMR is envisioned to be used for the following purposes:

- Coral Gables Museum sponsored lectures, exhibitions, board and committee meetings, luncheons, exhibition openings, fundraisers, films, music performances, classes and informational meetings
- City of Coral Gables sponsored commission, committee and board meetings
- Events held by other public and private sector organizations and individuals

The **Museum Courtyard** is a 1,200 square foot (60' x 20') exterior garden space available for a social gathering, reception or for a "pre-function" event held prior to the use of another museum room.

The **Courtyard Terrace** is a 750 square foot (15' x 50') exterior space on the second level reached by stairway from the **Sculpture Courtyard**. This space is ideal for use in tandem with an event in the **Sculpture Courtyard** – for overflow or as a bar area.

The **Gallery Loggia** is a 1400 square foot (70' x 20') exterior space adjacent to the Fewell Gallery.

The **Giralda Plaza** is a 4000 (40' x 100') square foot public plaza at the corner of Salzedo Street and Giralda Avenue. Rental of the plaza requires a Special Events Permit from the City of Coral Gables. The permit application process is handled by Museum staff.

1. Procedures

All events held in museum spaces must be scheduled no less than one week in advance through the administrative office of the Coral Gables Museum and approved by the Executive Director or, in his or her absence, the Director of Operations of the Coral Gables Museum. This approval will not be unreasonably withheld. A 50% non-refundable deposit is required to hold a reservation

2. 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.
- Fundraising events other than those sponsored or co-sponsored by the Coral Gables Museum.
- Classes, films, concerts or lectures not sponsored or co-sponsored by the Coral Gables Museum.
- Any exhibition of any art or artifacts 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.

A ticket or admission may be charged.

3. Costs and responsibilities

Estimated security/maintenance personnel costs

It is the renter's responsibility to pay for Museum security personnel to staff the facility for events occurring outside normal business hours. One security guard for every 100 people (or fraction of that number) anticipated per rental space. Any hours for security personnel required after normal business hours (9:00am – 5:00pm) will be charged at the rate of \$25 per hour. The renter will also be charged a minimum \$75 maintenance fee for post-event cleanup. **Events requiring a city-issued special event permit must employ the services of an off-duty City of Coral Gables police 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 \$294 and a \$500 performance bond must be paid to the City of Coral Gables at the time of the execution of the Contract/Application for Use.

Rental Fees

- **Community Meeting Room** - \$200 per hour
- **Museum Courtyard** - \$300 per hour
- **Courtyard Terrace** - \$150 per hour

- **Museum Courtyard and Courtyard Deck** - \$300 per hour
- **Giralda Plaza and Loggia** - \$2500 per event. Rental of the **Giralda Plaza and Loggia** will require a City of Coral Gables Special Event Permit.
- **Gallery Loggia** - \$300 per hour
- **The entire Museum facility** - \$4000

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:

- Food and beverage service and consumption is allowed only in the Community Meeting Room, the corridor passageway, the entrance lobby, the Museum Courtyard and Courtyard Terrace.
- Rental events during 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 security guards 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 "Rental Fees." Maximum capacity for the entire Museum and the Giralda Plaza and Loggia spaces is 900 persons.

Local non-profit groups will receive a one-time complimentary use of the Community Meeting Room or the Courtyard, at the discretion of the Executive Director. Subsequent to this initial use of a Museum space, a 10% discount on rental fees will apply to not-for-profit groups for all areas.

Coral Gables Museum individual and corporate members receive a 10% discount on rental fees.

No rental fee will be charged to the Coral Gables Museum Corp. and its affiliates or to the City of Coral Gables for official use, however, security personnel costs of \$25 per hour will be charged for events that take place outside regular Museum hours. Rental fees for other organizations and individuals may be waived or discounted at the discretion of the Museum's Executive Director.

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 7:00am and must be completed by 2:00am.

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, 405 Biltmore Way, Coral Gables, FL 33134 and the Coral Gables Museum, 285 Aragon Avenue, Coral Gables, FL 33134 as additional insureds 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 is <https://www.ebi-ins.com/tulip> 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://www.ebi-ins.com/tulip> 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 necessary security, maintenance and wait/bar staff. If applicable, renter will contact one of the preferred caterers directly who will then make arrangements with the Museum.

Food and beverage and catering services

Food - Renter may only serve or provide food and beverages using a caterer from the Museum's select caterer list (attached). For events which do not utilize a full-service caterer, the Museum can provide waitstaff at a fee of \$20 per hour per staffer, minimum of two hours. Caterer and museum maintenance personnel will insure the proper cleanup and disposal of refuse and recyclables.

Kitchen facilities are not available to renter at any time, only to authorized caterers.

All deliveries of food, equipment and furnishings must be coordinated with the Director of Operations.

4. Publicity, marketing, printed materials, electronic communications

Any printed or electronic invitations or other materials that are produced regarding your event held at the Coral Gables Museum must be reviewed by the Museum's Executive Director prior to distribution.

Announcements of events or meetings should include a description similar in wording to "in the Community 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.

5. Parking

Parking is available at city meters or in the City of Coral Gables Museum Parking Building at 252 Aragon Street. For special events, it is possible to pre-pay guest parking by contacting the Parking Administrative Supervisor at 305-460-5542.

For information regarding valet parking services, please contact Valet Plus Parking Systems at 305-461-3303.

6. 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.

7. Additional Terms and Conditions

- Renter agrees to adhere to all instructions of Coral Gables Museum staff and/or security personnel.
- Nothing may be adhered to any wall in the Museum.
- Rental does not include admission to the Museum; however, the renter and guests may receive the discounted admission price of \$5.00 should they wish to visit the Museum after their event.
- Renter agrees to abide by all federal, state and local laws.
- Coral Gables Museum reserves the right to remove from premises and person(s) behaving in a manner considered to be potentially harmful or detrimental to the Coral Gables Museum and/or other event guests

8. How to schedule an event at the Coral Gables Museum

To tour the Museum and the spaces available prior to scheduling an event, please call the Museum at 305-910-3996 and ask to speak to the Director of Operations.

Please visit "Have your next event at the Coral Gables Museum" section of the Museum's website www.coralgablesmuseum.org to check if the date and time you want is available.

Contact the Director of Operations to review and complete the Contract/Application for Use – available on the Museum's website www.coralgablesmuseum.org or at the Museum's front desk, 285 Aragon Avenue, Coral Gables. The Contract/Application for Use will calculate an estimated cost based on anticipated use and attendance. The 50% balance of the total rental fee is due no later than 7 days

prior to the event. The balance of the cost or refund will be billed or returned within one week following the event.

Approval by the Executive Director or designate is needed and will be sent via US Mail unless otherwise requested.