CUMMER MUSEUM

ART | GARDENS | EDUCATION

Facility Rental Rates

General Info

Operating hours	
Monday	Closed
Tuesday	10:00am - 9:00pm
Wednesday-Saturday	10:00am - 4:00pm
Sunday	12:00pm - 4:00pm

Capacities

Hixon Auditorium		
Seated reception	64	
Cocktail reception	100	
Concert/Lecture	110	
Uible Loggia		
Seated reception	80	
Cocktail reception	100	
Terry Gallery		
Seated reception	160	(with dance floor)
Seated reception	220	(only seating)
Cocktail reception	250	
Concert/Lecture	300	
Upper Tier of the Gardens		
Seated reception	80	(with dance floor)
Seated reception	120	(only seating)
Cocktail reception	150	
Ceremony	120	
Lower Tier of the Gardens		
Ceremony	220	

Events Rates

Uible Loggia, Terry Gallery & Upper Tier or Lower Tier of the Gardens

Wednesday and Thursday evenings	$6,000.00 + tax
Friday, Saturday and Sunday evenings	$7,000.00 + tax

Uible Loggia, Terry Gallery, Upper Tier and Lower Tier of the Gardens

Wednesday and Thursday evenings	$7,000.00 + tax
Friday, Saturday and Sunday evenings	$8,000.00 + tax

Please call the Events and Programs Office at (904) 899-6026
for corporate and non-profit rates.

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Facility Use Policies

(Revised 3.13.17)

Event Logistics

- The Event may begin at 6:00pm. The front doors of the Museum will open for guests at 5:00pm, as the Museum is open to the public until 4:00pm. Wedding guests, wedding parties and family will be permitted in event spaces 1 hour before the start of the Event.

- All vendors must enter and exit through the loading dock and check-in and out with security. The loading dock for the Museum is located on the left side of the building, at the back, behind the Art Connections entrance.

- To ensure smooth and timely set-ups, we have allotted specific times for vendor load-ins on the day of the event (Monday - Sunday):

8:00am - 4:00pm	Through the loading dock and/or gardens (Mon only)
8:00am - 10:00am	Through the loading dock (Tues - Sat)
9:00am - 12:00pm	Through the loading dock (Sun only)
10:00am - 3:00pm	Through the gardens, via loading dock (Tues - Sat)
3:00pm - 5:00pm	Through the loading dock and/or gardens (Tues - Sun)

- Contracted vendors will have 1 hour after the conclusion of the Event for load-out. Please alert the caterer that all food, glassware, china and trash must be removed from the Museum within that hour. Contracted vendors may also load-out of the museum at the following times on the day after the Event (Monday - Sunday):

8:00am - 4:00pm	Through the loading dock and/or gardens (Mon only)
8:00am - 10:00am	Through the loading dock (Tues - Sat)
9:00am - 12:00pm	Through the loading dock (Sun only)

- Outside doors must remain closed at all times to prevent fluctuations in the environmental conditions of the Museum. For any load-in/load-out that requires an outside door to be open, please be prompt in closing the door immediately following.

- If any contracted vendor requires additional load-in or load-out hours, outside of the Museum's security hours, the Client will be charged an additional $25.00/hour.

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- All contracted vendors must be pre-approved by the Museum's Director of Events & Programs prior to signing a contract with them. Please notify the Museum's Director of Events & Programs if you are planning on using a vendor not listed on the Preferred Vendors list. Professionals with whom we have excellent working relations are specifically listed on our Preferred Vendors list.

- All contracted vendors agree to name the Cummer Museum of Art & Gardens as additional insured for general liability insurance and procure workers' compensation and umbrella insurance as follows:

General Liability

Coverage - Occurrence Form	Limit of Liability
General Aggregate Limit	$2,000,000
Personal and Advertising Injury Limit	$1,000,000
Each Occurrence Limit	$1,000,000
Fire Damage Liability	$ 100,000
Medical Expense Limit (*Any one person*)	$ 5,000
Deductible	None

Workers' Compensation

Coverage	Limit of Liability
Coverage A - Workers' Compensation	Statutory benefits
Coverage B - Employers Liability	
Each Accident - by disease	$ 100,000
Each Employee - by disease	$ 100,000
Policy Limit	$ 500,000

Umbrella

Coverage	Limit of Liability
Limits of Liability	
General Aggregate Limit	$1,000,000
Each Occurrence Limit	$1,000,000
Retained Limit	None

- The Client must schedule a logistics walk-through 30 days prior to the Event with the caterer, event or wedding coordinator, and the Museum's Director of Events & Programs. The walk-through must take place no later than 14 days prior to the Event. A list of all vendors, including contact information, a list of all needed inventory, diagrams, and final timeline must be provided to the Museum's Director of Events & Programs at the final walk-through.

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- The remainder of the rental must be paid 14 days prior to the Event date. A late fee of $250.00 will be assessed for all late payments.

Parking

- The Museum has a surface lot across the street on Riverside Avenue that can accommodate 86 vehicles (plus 2 electric vehicles). The Museum cannot ensure that adequate parking will be available if the Event occurs during regular, public museum hours. Valet parking, shuttle service, or off-site parking may be necessary based on the size of the Event. Any additional parking costs will be the Client's responsibility.

- Valet parking or lot attendants may be arranged with a preferred or approved vendor. Plain clothes security or off-duty police may be required for larger groups at the discretion of the Museum.

- Parking in front of the Art Connections entrance, in front of the dumpster, or in the Loading Dock is prohibited.

Food and Beverage

- The Chef's Garden (www.chefsgardenjacksonville.com) is the Museum's exclusive in-house caterer. Jennifer Earnest of The Chef's Garden can be reached at (904) 899-6017 or jennifer@cateringjacksonville.com.

- For the safety of the guests and attendees, open pour liquor bars are limited to 4 hours of continuous service, even if contractual time of the Event exceeds 4 hours.

- It is the Museum's policy to ensure responsible alcoholic beverage service. We require that professional bartenders follow responsible practices. Beer kegs are prohibited. Tips jars are not to be used and pouring of shots is prohibited. Open beverage containers may not leave the premises. Beverage service to minors will not be tolerated and will be cause for Museum security to close the bar.

- Food must accompany alcoholic beverages at all times.

- Sterno, infusion and electric cooking aids are only permitted for food service in designated and well-ventilated areas, such as the Terry Gallery, Uible Loggia and Hixon Auditorium. Compressed gas containers and butane cooking devices are prohibited.

- Food and beverages are prohibited in galleries or spaces where art is present.

Décor

- The Museum can provide table spots in the Terry Gallery for $900.00. For additional lighting in the Terry Gallery and lighting in the Uible Loggia, Upper Tier of the Gardens, Lower Tier of the Gardens and Courtyard, Mark Grandin Events (www.grandlinlights.com) is the only permitted vendor. Mark Grandin can be reached at (904) 536-4622 or mg@markgrandinevents.com.

- The Event does include any existing tables and chairs in Museum inventory. For a complete listing of the inventory, please contact the Museum's Director of Events & Programs.

- All details of your set-up and décor plans must be reviewed and approved 30 days in advance by the Museum's Director of Events & Programs. Sensitive security equipment prevents the use of helium balloons, ceiling treatments or paper decorations left overnight. Please check with the Museum's Director of Events & Programs should you have questions about décor before a plan is finalized.

- Fireworks, pyrotechnics, sparklers, and smoke effects of any nature are strictly prohibited. Decorative candles and elements with open flames are strictly prohibited. Electric powered and battery operated options exist to replace decorative candles.

- Water fountains or anything that could affect the environmental conditions of the Museum (fog machines, bubble machines, dry ice, spray foam) are prohibited.

- Confetti, glitter, birdseed, balloons, feather, or the like, are prohibited.

- All decorations shall be removed by the Client and/or contracted vendors immediately following Event, please see the Event Logistics section for further details. The Museum will not be responsible for any decorations left after the Event. Violation of this provision shall result in a mandatory $500.00 clean-up fee to be paid by the Client.

<u>Weddings</u>

- A wedding ceremony, of any size, is only permitted in the Gardens when booked in advance through the Museum's Director of Events & Programs. A ceremony is considered a Facility Rental and must take place after the Museum is closed to the general public and in accordance with the Museum's Facility Use Policies and Pricing structure.

- For ceremonies, a professional, day-of-event coordinator/planner must be used. Please refer to the Museum's Preferred Vendors list for recommended coordinators.

- For receptions, a professional coordinator/planner is strongly recommended to perform services involving coordination of bridal parties, wedding party introductions, first dances, cake cutting, and other related traditions. These types of details are not the responsibility of the Museum's Director of Events & Programs or Museum staff.

- The role of the Museum's Director of Events & Programs is to coordinate vendors, manage set-up and strike of installations and décor, visitor arrival and departure, answer vendor and visitor questions, and protect the Museum and its contents.

- Wedding ceremony rehearsals may be scheduled from 4:00pm – 6:00pm on the day prior to the wedding. If a wedding rehearsal extends past 6:00pm, the Client will be charged an additional $100.00/per every 15 minutes thereafter.

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- Wedding parties may arrive to the Museum up to 3 hours prior to the ceremony start time. One room will be provided for the Bride and Bridesmaids and one room will be provided for the Groom and Groomsmen. The Museum does not permit hair and make-up for the Bride & Bridesmaids to be done onsite.

Photography

- Event photography is a benefit of contracted events and is restricted to specific areas in the Museum and its Gardens. Event photography is permitted in the Gardens only during Museum public hours (until 4:00pm). Event photography in permanent collection art galleries is prohibited unless arranged in advance and overseen by the Museum's Director of Events & Programs and/or Museum security. Flash photography is prohibited in permanent collection art galleries at all times. No photography is permitted in special exhibitions.

- Photography equipment, such as tripods, large lights and umbrellas, are prohibited in both the Gardens and permanent collection art galleries.

- Bridal or engagement photography sessions of 1-2 hours may be arranged by appointment with the Museum's Director of Events & Programs. Complimentary bridal photography sessions are a benefit to brides holding their wedding ceremony and/or reception at the Museum.

Art Work and Art Galleries

- If a client wishes to have permanent collection art gallery access during the Event and the Event occurs outside of public museum hours, timing must be arranged in advance with the Museum's Director of Events & Programs. All permanent collection art galleries can open 1 hour prior to the Event start time and close 2 hours after the Event start time (for a total of 3 hours). Special Exhibitions are not accessible during after hour events.

- Works of art cannot be removed for the Event. Obstruction, movement, rearrangement, or disturbance of any art work is strictly prohibited.

- The following are prohibited at any time in the permanent collection galleries: smoking, food, beverage, umbrellas, oversized handbags, backpacks, briefcases and any parcels 12"x18" or larger. No personal items may be stored in galleries at any time during an Event.

- No artwork can be brought into the Museum without prior approval of the Museum's Director of Events & Programs.

Damages

- The Client is liable for all damages, expenses and losses suffered by the Museum, including theft and property loss, caused by any person who attends, participates in, or provides goods and services to the Event. The Client agrees to indemnify, defend, and hold harmless the Museum and the Museum's employees, officers, Trustees, and invitees from any claim loss or damage caused by or occasioned by any person who attends, participates in, or provides goods or services to the Event.

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- Any beyond normal wear and tear to the Museum, as determined by the Museum's staff, will be charged to Client.

- Additional cleaning fees will be assessed on an as-needed basis and be charged accordingly based on staff hours required for cleaning and/or repair. Circumstances surrounding any additional charges will be addressed in writing by the Museum.

Restrictions and Rights of Termination

- In the event the Museum determines any violation of its Policies, or of any applicable laws, ordinances or regulations in the use of its premises and/or equipment, the Museum reserves the right to cancel the Event with written notice to the Client and no monies paid up to that point will be refunded.

- The Museum is not available for event rentals on the Fourth of July, Memorial Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

Miscellaneous

- If the Terry Gallery is unavailable for the Event (due to the renovation or unforeseen repair needs), the Museum will provide the Stein Gallery in its place. The Stein Gallery is the mirror image to the Terry Gallery, located on the opposite side of the Uible Loggia. All artwork will be removed from the Stein Gallery prior to the Event.

- The Museum is a smoke-free building. Smoking is only permitted outside and in the front of the main museum building facing Riverside Avenue.

- Pets are not permitted in the Museum.

- The Art Connections space, while part of the Museum, is not available for use during Event, unless specifically contracted by separate and specific agreement of the parties.

- Children must be accompanied by parents at the Event. Babysitters and group rooms for children are not provided during the Event.

- Museum exhibitions are an integral part of the mission. In addition to art galleries, art exhibits may be located in public spaces. Once positioned, these exhibits are considered permanent and cannot be moved. These exhibits change frequently and the Museum cannot guarantee that the rented space will have the same appearance as originally viewed. Care is given to assure the success of your event when considering placement of objects.

- If Client wishes to refer to the Museum or any of its collections in any materials or communications, regardless of form, the content of these materials and communications, including invitation copy and programs, must be submitted to the Museum's Director of Events & Programs for review and approval before use. The Museum may grant or withhold approval of any materials or communications. Please allow two (2) months prior to Event for approval. Materials and communications may require the following disclaimer: "The views and opinions of this organization do not necessarily reflect the views and

opinions of the Museum." Any violation can result in termination of the Agreement.

- The Museum should be listed as "Cummer Museum of Art & Gardens" on any materials. Thus, an invitation which only names the Cummer Museum or Art & Gardens as the location of the Event and provides directions to it as a destination is permitted without prior approval of the Museum. A copy of the invitation must be submitted to the Museum's Director of Events & Programs for Client's file prior to the Event.

- If a debit or credit card is used by or on behalf of the Client to pay all or any portion of the facility rental or other fees due to The Cummer under the Facility Rental Agreement or these Facility Use Policies and the Client (or such other cardholder) intends to contest all or any portion of the payment made to The Cummer using the debit or credit card, the Client shall not, and shall use their best efforts to the Client's family members not to, seek any reimbursement from any financial institution, credit card company, credit card processor, or other similar payment processing entity for any payments made by or on behalf of the Client in connection with the Event without providing fifteen (15) days prior written notice to The Cummer.

_____ Client's Initials