

masterpieces



Meeting Masterpieces Facility Rental at the OMA 2011

Orlando Museum of Art
2416 North Mills Avenue
Orlando, FL 32803

www.omart.org
facilityrental@omart.org



meeting areas

Martin & Gracia Andersen Rotunda

Luxurious appointments, including a marble floor, rich wood paneling, 30' foot ceiling and a spectacular use of both natural and ambient lighting, create an elegant atmosphere for even the largest reception and dinner function. This space may also be used in conjunction with Council of 101 Meeting Rooms A, B and C to provide a dinner facility for up to 250 guests.

Council of 101 Meeting Rooms A, B & C

Floor to ceiling windows provide a park view in Meeting Room A. Rich wood paneling, plush carpet and flexible space options enable a "custom fit" for a variety of private meeting functions from morning 'til night. Rental options include the use of these plush, carpeted spaces independently or in conjunction with each other.

Galleries

Fine art from the museum's own permanent collection of 19th and 20th century American art and outstanding traveling exhibitions provide a premiere entertainment locale.

SunTrust Auditorium

Fully accessible and specially equipped for the physically challenged, this 250-seat space has excellent acoustics for concerts, lectures, films and other presentations. Graduated seating assures maximum viewing from all seats.

other amenities

Kitchen

The facility boasts a well-equipped kitchen, spacious preparation area and dedicated loading dock.

Museum Shop

Requests for the Museum Shop to remain open after hours will be considered as a special service to our rental clients. A modest fee to cover additional staffing will be charged.

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vendors

Audio Visual

American Audio Visual
407 888 8300

americanaudiovisual.com
Photosound
407 896 8103
photosoundav.com

Pro Audio Visual
407 709 5768
proaudiovisualinc.com

AV Creative Solutions
407 322 0212

The AV Guys
407 251 3191
theavguys.com

Wedding Coordinators

An Affair to Remember
407 365 9111
anaffairtoremember.net

Blissful Event
321 297 8799
blissfulevent.com

Blush
407 463 6655
blushbbg.com

Ella Charles Events, Inc
407 421 2036
ellacharles.com

Eventfully Yours
407 489 7699
eventfully-yours.com

Remembering When
407 849 3744
rwevents.com

Tina Bryan
407 616 2854

Wedding & Events
407 484 8286

Weddings Inc
407 964 1215
weddingsincorporated.net

Weddings Unique
407 629 7111
weddingsunique.com

Wonderful Weddings
407 629 1849
wonderfulweddingsorlando.com

Invitation to a Wedding
407 445 0597
invitationtoawedding.com

Mary E. McKinney Enterprise
407 678 9961

Sherri Rinker
407 925 7991

Entertainment

Band Source Productions, Inc.
407 851 3033
bandsourceproductions.com

Buzzcatz
321 277 5522
thebuzzcatz.com

Derek & The Slammers
321 783 3966
conventionband.com

DJ Ready
407 880 2828
djready.com

Elysee Music
407 207 5922
elyseemusic.biz

Beautiful Music
407 295 8527
beautifulmusic.cc

Casino Parties Orlando
407 862 6052
allpartyinfo.com

Rainbows End Productions
407 339 0735
rainbowsendmusic.com

Fun Factory Entertainment
407 595 1065
djfunfactory.com

Harpist Christine MacPhail
407 239 1330
orlandoharpist.com

Harps Unlimited
407 352 5950
orlandoharpistmusic.com

Lisa Ferrigno Violinist
321 297 9443
orlandoviolinist.com

Orlando's Got Talent (DJ)
407 690 9996
orlandosgottalent.com

Sounddecision (DJ/Band)
407 247 0070
sounddecision.com

Power Entertainment
407 299 5530
www.powerdjorlando.com

Peyton & Day
407-299-0996
peytonday.com

Strings & Things
407 295 4785

Tagas Events
407 826 5833
tagasevents.com

White Rose Entertainment
407 678 0041
orlandodj.com

Floral & Decor
BBJ Linen
407 857 6566
bbjlinen.com

Flourish
407 644 7474
flourishproductions.com

Kamini Design
407 388 1427
kaminidesign.com

Lee Forest Designs
407 770 0440
leeforestdesign.com

Raining Roses Productions
407 854 3500
rainingroses.biz

Special Event Floral
407 872 0099
specialeventfloral.com

Kelly's Flowers
407 443 6665
kellysweddingflowers.com

Up a Tree
407 273 8249

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vendors

Photography & Video

kwu weddings
407 221 4379
www.kwuweddings.com

Domenico Castaldo
407 401 9071
www.castalostudio.com

Focus on, Inc
321 455 3200
focusonphotos.com

Molly Dempsey
321 276 0763

MorningStar Photography
888 294 1417
morningstarphotography.com

Photography by Greg
407 549 3437
gregsgallery.net

Sterling Photography International
407 894 1111
sterlingphotography.com

Bill Peck Photography
407 733 2352
studiopeck.com

Domenico Castaldo
407 401 9071
castalostudio.com

Doug Forner Photography
407 322 6076
dougforner.com

Fotos by Frandsen
321 848 7554
fotosbyfrandsen.com

Omarr Photography
407 327 4128
omarrphotography.com

Rentals

All Party Info
407 862 6052
allpartyinfo.com

Amazing Chair Cover & Linen
407 345 9213
amazingchaircovers.com

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Backyard Party Rentals
407 601 5924
backyardpartyrentals1.com

Chair Covers Etc
407 695 8645

Executive Plant Services
407 509 0582

Panache Party Rentals
321 206 8131
classicpartyrentals.com

Room Service Rentals
407 251 5959
roomservicerentals.com

Sitting Pretty Party Rentals
321 377 9615
sittingprettypartyrentals.com

Zeus Furniture Rental
407 888 8233
zeusevent.com

A Chair Affair
386 479 4308
chairaffairrentals.com

Bell Chair Cover Inc.
407 380 0389
Bellchaircoversrentals.com

Wedding Cakes

Belladonna Cakes & Confections
407-296-6074

orlandoweddingcakes.com
Cakes by Design
407 339 3660
www.cakesbydesigninc.com

Party Flavors Custom Cakes
407 578 2082
orlandocustomcakes.com

Tiers Platinum Cakes
321 436 1416
tersonline.com

Wedding Cakes by Darlene R. Ward
407 365 7752

Bake Me a Cake
321 972 5727
bakemeacake.net

407 296 6074
orlandoweddingcakes.com

Transportation

Greater Orlando Limousine Ass
407 857 0886
getaroundorlando.com

Domenico Castaldo
407 401 9071
www.castalostudio.com

VIP Transportation Group
408 722 7755
viptg.com

Officiates

The Wedding Chaplain
407 370 2968
Orlandoweddingchaplain.com

Belladonna Cakes & Confections



Orlando Museum of Art

reception fees

Reception Space	Rate
Rotunda (up to 150 guests)	\$2,000
Rotunda with A, B & C (up to 250 guests)	\$2,625
101 Grand Gallery (up to 100 guests)	\$2,625
Full Museum (300+ guests)	\$3,600
101 Grand Gallery (for cocktail hour)	\$ 575

Wedding Ceremony with Reception Space	Rate
Rotunda & 101 Grand Gallery 1.5 hours for ceremony	\$2,625
Rotunda with A, B & C and 101 Grand Gallery 1.5 hours for ceremony	\$3,300
Full Museum/Ceremony in 101 Grand Gallery Gallery access for all guests throughout evening	\$3,600

Rental fees plus applicable sales tax are subject to change.

Miscellaneous Items	Rate
Extra hour for non-gallery areas	\$ 350
Extra hour for Gallery areas	\$ 550

Conditions

Equipment rental available through the museum; additional charges will be incurred. Ceremonies and receptions are from 6 – 11pm. Receptions 6 – 10 pm or 7 – 11pm. An additional fee is charged for extended hours, as listed above.

Proof of liability insurance required.

reception fees

Rental Equipment and Services

Ceremony Items

6ft white columns n/c

4 X 6 black platform n/c

Chairs, Tables & Linens

Green arm chairs (180 chairs) n/c

60" round table n/c

42" square table n/c

8 ft banquet n/c

6ft banquet n/c

hightop table n/c

30" round table n/c

banquet black tablecloth \$15.00

120" round black tablecloth \$10.00

Miscellaneous items

Easels n/c

Podium/microphone n/c

Stanchions n/c

Portable 6 X 6 screen n/c

TV/VCR \$50.00

Risers (3) 4 X 8 sections \$40.00 per section

Tents upon request

Valet parking upon request

meeting fees

Space	Availability	Rate
Auditorium with projector	Morning, Afternoon, Evening	\$500 \$650
Meeting Rooms A, B & C	Morning	\$195 per room
Meeting Rooms A, B & C	Afternoon, Evening	\$275 per room
Meeting Rooms A, B & C	Entire Space	\$650
Rotunda	1 hour with other rental	\$500
Rotunda	Evening Only	\$1,325
Rotunda with gallery access	Evening Only	\$1,875
101 Grand gallery with gallery access	Evening Only	\$2,000
Rotunda, 101 Grand gallery with gallery access	Evening Only	\$2,500
Full Museum		\$3,600

Prices reflect a four hour time frame except as noted.

Rental fees plus applicable sales tax are subject to change.

Conditions

No charge for rehearsal 4-5pm the day before the ceremony.

Non-profit organizations showing a 501(c)(3) certificate receive a 25% discount on rental rates.

Ambassadors members receive 10% discount.

Equipment rental available through the museum; additional charges may be incurred.

Availability of museum rental space is from 7am to 11pm.

Any exceptions to these policies must be approved by the museum and are subject to an additional charge of \$550 per hour for full museum rentals; \$350 per hour for all other areas.

Proof of liability insurance required.

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catering companies

Arthur's Catering

860 Sunshine Lane
Altamonte Springs, FL 32714
407 331 1993
www.arthurscatering.com

Black Tie to Barbecue

1900 Buena Vista Drive
PO Box 22206
Lake Buena Vista, FL 32830-2206
407 827 3587
www.blacktietobbq.com

Cuisiniers

PO Box 1693
Winter Park, FL 32790
407 975 8763
www.cuisinierscater.com

**Hyatt Catering &
Events Management**

9300 Airport Blvd.
Orlando, FL 32827
407 825 1234
www.hyatt.com/gallery/orlancatering

Levan's Catering

910 Belle Avenue, Suite 1080
Winter Springs, FL 32708
407 699 9900
www.levans.com

**John Michael Wedding
and Special Events**

627 Virginia Drive
Orlando, FL 32803
407 894 6671
www.johnmichaelevents.com

Puff 'n Stuff

250 Rio Drive
Orlando, FL 32810
407 629 7833
www.puffnstuff.com

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Orlando Museum of Art

directions

Directions to the OMA Parking Area

From Florida's Turnpike

Exit from Florida's Turnpike at Exit #259 and proceed East on Interstate 4 through downtown Orlando. It is eight miles from Exit #259 to Princeton Street Exit #85. Exit and proceed to the bottom of the ramp, turn right at the traffic light onto Princeton. Stay on Princeton until you reach the traffic light for Mills Avenue and turn left. At the next traffic light, at Rollins Street, turn left. The entrance to the OMA's parking lot is on the left.

From Interstate 4

Exit from Interstate 4 at the Princeton Street Exit #85. Exit and proceed to the bottom of the ramp, turn right at the traffic light onto Princeton. Stay on Princeton until you reach the traffic light for Mills Avenue and turn left. At the next traffic light, at Rollins Street, turn left. The entrance to the OMA's parking lot is the first left.

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policies

Types of Events

All events are expected to harmonize with the character and mission of the Orlando Museum of Art (the OMA) and must be approved by the OMA. No commercial, political or fundraising event is permitted before, during or after the facility rental event. As an exception for one year, as a test, OMA considered rentals for fundraising events by Charitable 501 (c) (3) Organizations and entities entitled to receive U.S. income tax deductible donations (Charitable Organizations). During that one year test period Charitable Organizations were required by staff of the OMA to furnish information about their past fundraising events and their operational history. Charitable Organizations to conduct fundraising events had to be of good reputation and have reasonable longevity in the community. Based on these guidelines the OMA rented its facility to qualified non profit organizations for fundraising events successfully and it is continuing to do so following the same guidelines.

Because of the character of the OMA as an educational and charitable institution and the need for protection of the objects displayed in the building, the OMA reserves the right to refuse to make its facility available to a prospective user for any reasons it deems inappropriate or a potential danger or disadvantage to the OMA, its staff or visitors at its sole discretion. Rentals to Charitable Organizations shall be at a 25% discount from the standard rates.

The Renter recognizes, understands and agrees that its right of occupancy and use of the OMA facility is conditioned upon the Renter using the facility for its designated activity as set forth in and approved in this Agreement and not undertaking any activity or program which, in the sole discretion and opinion of the OMA, might serve to or does (1) place in jeopardy the OMA's 501(c)(3) IRS designation, or (2) serves to or does place the reputation of the OMA, its staff, volunteers or Trustees in a light which compromises the mission of the OMA as a nonprofit, philanthropic organization dedicated to the housing and display of historically important and significant art, including the provision of art education for a wide range and diverse population in the central Florida area. Any activities which are, in the sole and absolute discretion of the OMA deemed to violate these standards are grounds for immediate termination of this Agreement with only such notice as is required to communicate the decision of the OMA to terminate this Agreement. Upon receipt of such notice, the Renter will immediately cease the designated activity and will assemble its guests, members and others using the OMA and vacate the premises. By way of example and not by way of limitation, political activity designed to promote any political agenda or idea is prohibited. Illegal activity is prohibited. Activity which would violate the community standards and be deemed out of character with the mission and reputation of the OMA is prohibited."

Securing a Rental Date

Facility rentals are subject to the availability of the space desired. To secure a rental date and reserve the space, the renter must sign the OMA Facility Rental Contract and pay a 30% nonrefundable deposit. A renter is not guaranteed a date until the contract and deposit are received by the OMA. All renters are required to comply with all policies and procedures outlined in the Facility Rental Contract and this policy.

On-Site Event Approval An On-Site Event Approval is required two weeks prior to the event and shall include the OMA's facility rental sales coordinator, renter and caterer (if applicable). All final arrangements for the planned event will be confirmed and arranged through the OMA's facility rental sales coordinator.

Catering The selection of a caterer for each event is subject to the OMA's approval. All caterers permitted to work at the OMA are responsible for materials brought into the building, preparation and cleanup of the kitchen and service areas. A list of kitchen equipment for use by professional catering companies is available in the facility rental package. All required licensing is the sole responsibility of any caterer using the OMA's facilities. Caterers' equipment rental services and any other delivery or service companies must use the service entrance(s) unless prior approval is obtained from the facility rental sales coordinator. All preparation of the menu served at the event must be performed in the caterer's establishment. Any additional heating or other preparation of food must be approved by the OMA's facility rental sales coordinator and must be done only in the kitchen. Food or drink may not be served or taken into any of the galleries or auditorium. No red wine is allowed on the premises.

Alcoholic Beverages

If the renter plans to serve alcohol at the event, the OMA must approve all plans and circumstances under which it is served, and such approval shall be for the sole purpose of ensuring that said plans and circumstances comply with and do not contradict the character and mission of the OMA. No alcohol shall be served on OMA property before 4pm except in circumstances when there are to be at that time no children in the Museum who could be affected by the activity and with prior written permission. The renter shall be responsible and liable for any and all damages arising out of the use of alcoholic beverages at its event. Individuals under the age of 21 shall not be served any alcoholic beverages, and the renter specifically agrees to take whatever steps may be necessary to ensure that alcoholic beverages are not served to minors at its event. Florida law will apply as to the age of servers of alcohol. The OMA reserves the right to evict anyone attending the event who appears to be inebriated or is causing a disturbance.

Media Coverage, Invitations and Printed Materials

Any media coverage must be approved in advance and coordinated through the OMA's marketing manager 407 896 4231 x239; fax 407 896 9920. The content of all materials relating to the event, including without limitation invitation copy, programs and any promotional materials is to be submitted to the OMA's marketing manager for review and approval before being produced. The OMA may waive this disclaimer requirement on promotional materials for weddings, retirement, anniversary and birthday events at its sole discretion. Promotional materials must include the line: This event is neither sponsored nor endorsed by the Orlando Museum of Art. The OMA may waive this disclaimer requirement on promotional materials for weddings, retirement, and anniversary and birthday events at its sole discretion. Events with Fundraising must distribute promotional material both in advance and at the event further stating "The Orlando Museum of Art is not participating in the fundraising at this event, does not have any sponsorship of this event and will not receive any of the funds raised at this event."

Guest Lists

Two weeks prior to the event during the On-Site Approval, the renter must submit the number of expected guests for the event to the OMA. A confirmed number of guests must be submitted to the OMA's facility rental sales coordinator 24 hours before the event.

Permission for Photography and Audio/Video Recording

Under limited circumstances, photography is permitted within the OMA for special events. Photography shall be confined to the Council of 101 Grand Gallery Hall, Council of 101 Rooms A,B,C, the Martin and Gracia Andersen Rotunda and the SunTrust Auditorium. However, photography is only allowed, where art is present, by prior written permission from the OMA's curator, since copyright regulations prohibit photography of works of art without prior consent. Prior approval of photography or audio/video equipment for use at all events must be obtained from the curator and the OMA's personnel must supervise the photography during the event.

Rental Equipment and Furnishings Audio-Visual

Audio-visual equipment and furnishings are subject to approval by the OMA. A price list of equipment available for rental through the OMA is available in the Facility Rental Packet. Audio-visual equipment is also available through outside vendors, provided the OMA's facility rental sales coordinator approves the use of the equipment.

Smoking

Smoking is prohibited throughout the OMA.

Tipping

The OMA staff is subject to a no tipping policy. It is our pleasure to serve you. Caterers' employees may receive tips.

policies

Décor

Plans for décor, including floral arrangements, table centerpieces, signs and banners are subject to approval by the OMA. Any décor supplied from an outside source must be removed from the rented area by the renter directly following the departure of the last guest from the OMA. No live animals are permitted in the OMA. Décor must not endanger the OMA's collections, necessitate the moving of works of art or affect their appearance. Votive and/or large candles may be used in the Council of 101 Grand Gallery Hall, Council of 101 Meeting Rooms A,B,C and the Martin and Gracia Andersen Rotunda only if such candles are enclosed in glass or other fireproof material, and approval of such candles is first obtained by the OMA's facility rental sales coordinator. Candles are not permitted in any other areas of the OMA. OMA décor cannot be moved under any circumstances. Under no circumstances shall relighting of the galleries be permitted. All décor items and placement thereof must meet all fire and safety codes. To ensure the safety and security of our guests, the OMA will not accept any type of material, substance or equipment that could jeopardize the safety or integrity of the building and its contents. All items used for décor must be approved by the OMA Facility Rental Sales Coordinator before the start of the event. Museum staff will remove any item that could potentially become hazardous, and any party violating this policy will be held responsible for any damage or injury that occurs. The OMA's exhibition schedule is subject to change; therefore, exhibitions are not guaranteed for events.

Delivery and Storage

The OMA does not provide storage for more than a 24-hour period without prior approval of the facility rental sales coordinator. Delivery of any items required for the event must be scheduled for the day of the event and pickup of the items must be scheduled no later than the day following the event.

Music

The selection of background music and musical entertainment for the event is subject to approval by the OMA's facility rental sales coordinator. Musical equipment requiring electrical connections of voltage higher than the normal 110V receptacle will not be permitted in the OMA.

Electrical

The selection of stage lighting for the event is subject to approval by the OMA's facility rental sales coordinator. Lighting equipment requiring electrical connections of voltage higher than the normal 110V receptacle will not be permitted in the OMA.

Time Limitations

Availability of OMA rental space is from 7am-11pm in four-hour blocks. Any exceptions to this policy must be approved by the OMA's facility rental sales coordinator and are subject to an additional charge per hour.

Billing

Upon execution of the rental contract, a 30% nonrefundable deposit is required. The remaining 70% of the rental fee must be paid no later than 60 days prior to the date of the event or, if less than 60 days remain when this agreement is signed, on the date this agreement is signed. Any additional charges will be billed to the renter within one week following the event and are due within 30 days of the invoice date.

Cancellation

Cancellation of rentals must be in writing. Should the event be cancelled, the following will apply: The original 30% deposit is nonrefundable. If the cancellation is made more than 60 days prior to the event, at the discretion of the OMA, the deposit may be applied to a future rental that occurs within 12 months of the cancellation date. If the cancellation is within 30 days of the event, 50% of the entire rental fee, including the deposit, is forfeited. If the cancellation is within 14 days of the event, 100% of the rental fee is forfeited.

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Insurance Coverage

At the time the Facility Rental Contract is signed, the Renter must provide proof of liability insurance coverage acceptable to the OMA by a certificate of insurance, with OMA as an additional insured and minimum coverage as set forth on the OMA Rental Rate Sheet. Should such coverage expire or renew prior to the occurrence of the event, a current certificate must be provided prior to the final On-Site Approval.

Security

The OMA will provide security and maintenance personnel it deems appropriate for the event. If the event requires increased security (e.g. use of the galleries) or maintenance, the OMA will provide the personnel but the additional cost will be paid by the renter. Security officers are provided for the safety of the guests as well as for the safety of the OMA's property. Security officers are under the direct supervision of the OMA and only the OMA's personnel can give instructions to the officers. Security of the building and artwork, and safety of the guests are paramount. Any breach of security or safety regulations can result in cancellation of an event at any time.

Parking and Transportation

The parking available at the OMA is owned by the City of Orlando and shared with other Orlando Loch Haven Park entities. Therefore, parking arrangements for the rental event need to be coordinated by the facility rental sales coordinator with other park entities, and the OMA will provide the required personnel at an additional cost to the renter. Any special permission from either the Orlando Loch Haven Park Board or owners of parking areas within the vicinity of the OMA is the sole responsibility of the renter. Any additional cost of shuttling guests and valet parking is the responsibility of the renter.

Liability The renter is responsible for all injury or damage of any kind to persons or property (regardless of who may be the owner of the property) arising out of or suffering through any act or omission of the renter, its employees, agents, contractors or guests, in connection with its use of the OMA's facilities. The renter further assumes the obligation to indemnify and hold harmless the OMA, its trustees, officers, agents and employees, against any and all damages, claims, expenses or other liability due to personal injury or death, or damage to property of others, arising out of or suffered through any act or omission of the renter, its employees, agents, contractors or guests, in connection with the renter's use of the OMA's facilities. All events must comply with City of Orlando Parks Division rules and regulations and all City of Orlando and State of Florida laws. A copy of the City of Orlando Parks Division rules and regulations may be obtained by calling 407 246 2287.

Damages

Any type of damage to the OMA's property or equipment is to be reported immediately to the facility rental personnel present at the event. The renter and/or his/her representative is asked to inspect those areas of the building to be used for the rental event with the OMA's facility rental sales coordinator or his/her designee prior to move-in and immediately following move out to determine any damages resulting from the event.

General

It is the policy of the OMA in considering requests for rentals of its physical facility to give first priority to the needs of the OMA to accommodate its own activities. The OMA shall decline rentals for the use of its facilities for any activity, event or other use which, in the best judgment of the staff:

- Will cause or be likely to cause any material conflict with the normally anticipated use by the OMA of its facility for its own activities (e.g. date conflicts or scheduled use extending for such duration and may preclude use of events likely to be scheduled by the OMA);
- May be reasonably expected to result in a significant burden to the facility because of physical wear and tear, overcrowding, use in violation of building or safety codes or other rules or regulations;
- Identify the OMA with the use or event as to tend to create the implication that such use or event is sponsored by or endorsed by the OMA or that any other business or organization conducts its business from the OMA's location. Use of the OMA's facility by parties other than the OMA shall be conducted in such a manner as will clearly indicate that such use or activity is undertaken by parties other than the OMA and that such use or activity is not an activity sponsored by or endorsed by the OMA.



Orlando Museum of Art