

APPLETON

MUSEUM OF ART
College of Central Florida

RECEPTIONS—CEREMONIES—CORPORATE EVENTS

FACILITY SPACE	DESCRIPTION
AUDITORIUM	<p>The perfect location for a lecture, performance or seminar.</p> <ul style="list-style-type: none"> ◆ Seats a maximum of 250 people ◆ Sound, power point, video(VHS), DVD/CD player, slide projector available**
AUDITORIUM/CAFÉ/ COURTYARD	<p>Combine the auditorium, Courtside Café and Courtyard to host a reception after your program or presentation.</p> <p>You can also view the exhibits in the galleries or visit a special exhibition for an additional fee. To add the first floor galleries to your event the cost is \$1,200 for a day rental and \$1,400 for evening rental.* No food or beverages are permitted in the museum galleries.</p>
CAFÉ/ COURTYARD	<p>An ideal setting if you are looking for a place to have an elegant party, host a dinner in café and offer entertainment in the courtyard.</p> <ul style="list-style-type: none"> ◆ Maximum capacity in the café is 150. ◆ Maximum seating in the café is 100. ◆ Outside catering is required.
TOUR GROUPS & BUSINESS LUNCHEONS	<p>The museum café is an excellent location and affordably priced for business luncheons and group tours that would like to include a lunch while visiting the galleries and special exhibitions. Outside caterers is required. Museum admission fees are extra. To schedule a group tour, please contact Lara Sundberg at 352-291-4455, ext. 1836.</p>
SEMINAR CONFERENCE ROOMS OR CLASSROOMS	<p>If your program requires tables/chairs, our classrooms are the ideal locations. A sound system and slide projector are available for use.</p> <ul style="list-style-type: none"> ◆ Single room capacity is 35 chairs or 15-20 with tables. ◆ Double room capacity is 100 chairs or 65 with tables.

*Security is \$25 per hour per guard with a four guard minimum up to 100 people. Over a 100 people requires extra security. Cleaning is approx. \$150. A Certificate of Liability Insurance is required or must be provided. The museum liability fees vary from \$60 to \$280. Events that serve alcohol require liability insurance that host alcohol. A Liquor License if required is alcohol is being sold. **Audio/visual equipment requires extra fees. Audio/Visual Technician is \$30 per hour. Moving/tuning piano fee is \$400. A 30% discount is offered to nonprofit organizations. The 30% discount is discounted off the facility space only...all other fees are not discounted.

Note: Day rate events are open to the public. Private evening rate events may begin any time after 5:30pm. Alcohol beverages may not be distributed during daytime hour up to 5pm.

For further information please call: Colleen Harper at (352) 291-4455 x1831

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APPLETON MUSEUM OF ART		<u>Day Rate</u>	<u>Evening Rate</u>
Auditorium		\$500	\$600
Café/Courtyard		\$400	\$700
Tour Group or Business Luncheon in the Café		\$75 (2 hrs max.)	N/A
Auditorium/Café/Courtyard		\$1,000	\$1,000
Entire First Floor		\$1,200	\$1,400
Seminar/Conference Rooms			
Single Bay/ITV Room		\$175	\$200
ARTSpace		\$225	\$250
Bride/Groom Changing Rooms (each separate)		\$50	\$50
Nonprofit discount		-30%	-30%
Security	\$25 per hour	Charge four (4), six (6) or eight (8) hours relative to space rented and people in attendance	

INSURANCE

LIABILITY

The Florida College Risk Management Consortium (FCRMC) provides liability coverage for non-college-sponsored individuals, groups, agencies and organizations renting College facilities that do not carry liability insurance. (If private insurance is available, a certificate of liability insurance naming the College as an additional insured in the amount of \$1,000,000 is required.) In the event the licensee does not carry liability insurance, participation in the FCRMC program is mandatory.

ALCOHOL

Generally, alcohol is not permitted on any CF site. For specific events in the Webber Center, Klein Center, Citrus Campus Conference Center, and the Appleton Museum of Art, an exemption may be requested to distribute alcoholic beverages. The President of the College is authorized to grant approval and may do so with certain restrictions and conditions. Any person or agency with authorization to distribute alcohol must provide the College with alcohol liability insurance coverage. The insurance should be in the amount of at least \$1,000,000 and name the college as an additional insured. The renter shall assume all responsibility for compliance with any applicable State of Florida Division of Alcoholic Beverages and Tobacco licensing requirements.