

ORLANDO MUSEUM°ART

# PICTURESQUE WEDDINGS

*Your Wedding Planning Guide*



*The Orlando Museum of Art's special events team is ready to help customize our space to fit your needs. Please contact us to schedule a tour and to book your special event.*

PHOTO CREDIT: JESSI CAPARELLA









PHOTO CREDIT: HUNDREDS OF MOMENTS

# ORLANDO MUSEUM OF ART

## About Us

Founded in 1924, and incorporated as a 501(c)(3) institution in 1926, the Orlando Museum of Art is a leading cultural institution in the region. The Museum’s mission is to inspire creativity, passion and intellectual curiosity by connecting people with art and new ideas.

To meet this objective, the Museum has dedicated itself to collecting, preserving and interpreting notable works of art; to presenting exhibitions of local, regional, national and international significance; to developing first-rate educational

programs; to presenting creative and inclusive programs that reach every segment our community and to partner with people and organizations throughout central Florida via our facility rentals program.

The Museum is ideally located between Downtown Orlando and Winter Park in Orlando’s Loch Haven Park, with a large brick-paver parking lot just outside the Museum entrance, free and convenient for your guests.



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# EVENT AREAS



### Martin and 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 or ceremony. 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 functions from morning until night. Rental options include carpeted spaces to be used independently or in conjunction with each other.



### Council of 101 Grand Gallery

Gallery space with incredible natural lighting, marble floors, and walls adorned with the Museum’s artwork. The natural light flows from a domed skylight, perfectly situated over Dale Chihuly’s signature glass sculpture, *Citron & Cobalt Tower*. This central gallery opens up on every side to the Museum’s galleries and Rotunda, making it an ideal ceremony or cocktail hour space.



### 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 optimal viewing from all seats.



### City of Orlando Sculpture Plaza

Artwork abounds even outside of the Museum, specifically in our Sculpture Plaza, located directly outside of the Rotunda. This open space allows for outside events surrounded by our rotating sculpture exhibitions, with the ability to entertain under the grand entrance of the Museum.



### 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.

## Additional Amenities

### Private Bridal Waiting Areas

A variety of rooms are available for the bride and her wedding party to prepare for her entrance. The private waiting area is selected based upon the bride’s ceremony location.

### Kitchen

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



PHOTO CREDIT: EMILY KATHARINE





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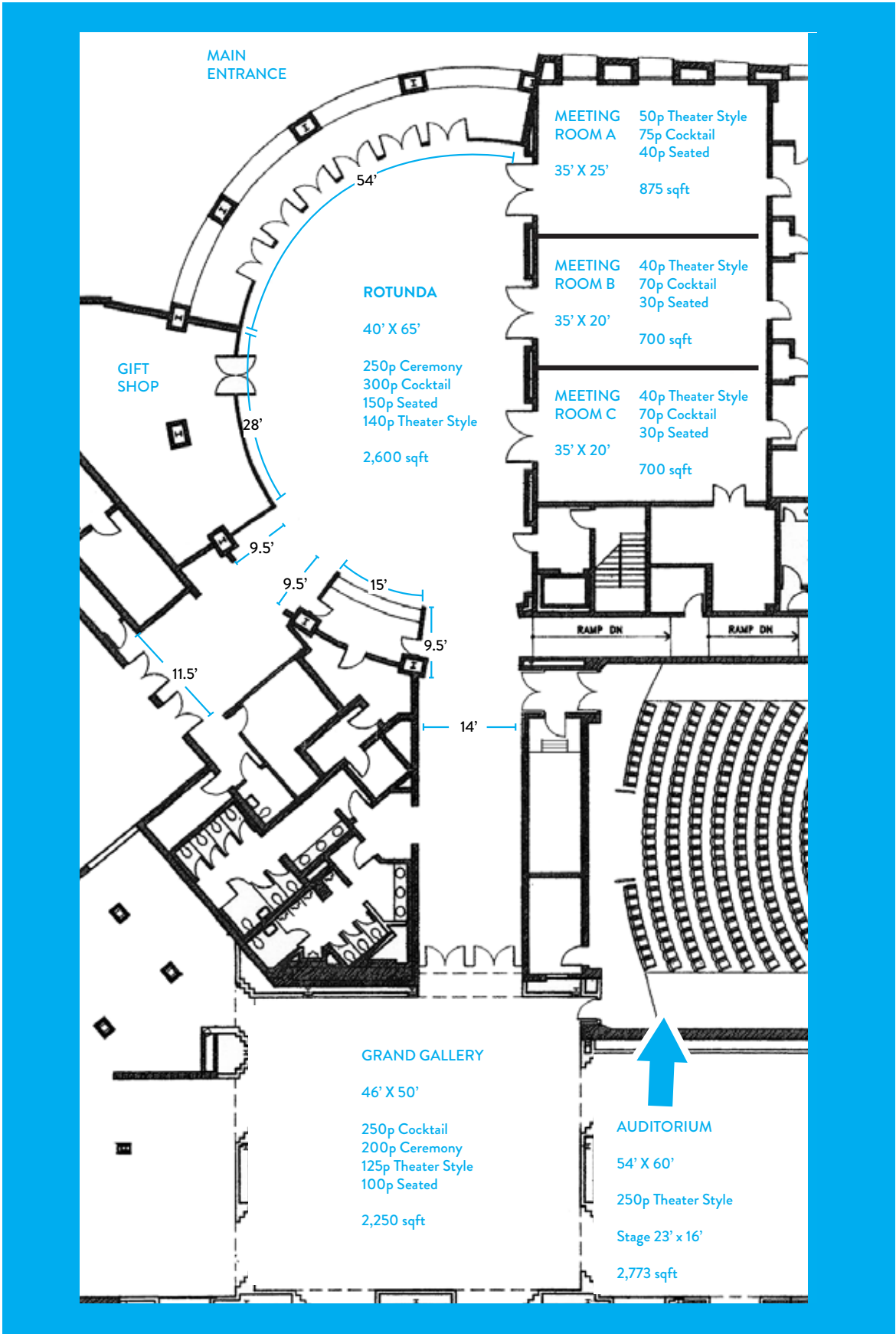
ORLANDO MUSEUM OF ART





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# FACILITY RENTAL SPACES





# CATERING COMPANIES



**\* PATRONS ARE REQUIRED TO USE ONE OF THE APPROVED CATERERS BELOW \***



**Arthur's Catering**  
407.331.1993  
[www.arthurscatering.com](http://www.arthurscatering.com)



**Levan's Catering**  
407.699.9900  
[www.levanscatering.com](http://www.levanscatering.com)



**Cuisiniers**  
407.975.8763  
[www.cuisinierscater.com](http://www.cuisinierscater.com)



**Premier Event Services**  
407.285.0284  
[www.premiereventservices.net](http://www.premiereventservices.net)



**Puff' n Stuff**  
407.629.7833  
[www.puffnstuff.com](http://www.puffnstuff.com)



**Dubsdread Catering**  
407.650.9558  
[www.dubsdreadcatering.com](http://www.dubsdreadcatering.com)



# VENDORS

(Suggested)

## AUDIO / VISUAL

**American Audio Visual**  
407.888.8300  
americanaudiovisual.com

**LMG**  
407.850.0505  
lmg.net

**Photosound**  
407.898.8841  
photosoundav.com

**The AV Guys**  
407.251.3191  
theavguy.com

## WEDDING COORDINATORS

**An Affair to Remember**  
407.365.9111  
anaffairtoremember.net

**At Last Wedding & Event Design**  
321.443.0338  
atlast-weddings.com

**Big Day Celebrations**  
407.917.5232  
bigdaycelebrations.com

**Blush**  
407.394.8892  
blushbbg.com

**Overeasy Events**  
407.681.7805  
overeasyevents.com

**Plan It Events**  
407.574.4192  
planitcfl.com

**Remembering When**  
407.374.2534  
rwevents.com

**Runway Events**  
321.236.0757  
yourrunwayevent.com

**Tickled Pink Brides**  
407.455.0500  
tickledpinkbrides.com

**Weddings Unique**  
407.629.7111  
weddingsunique.com

**Wonderful Weddings**  
407.629.1849  
wonderfulweddingsorlando.com

## ENTERTAINMENT

**Beautiful Music**  
407.295.8527  
beautifulmusic.cc

**Buzzcatz**  
321.277.5522  
thebuzzcatz.band

**Weddings Only DJ Entertainment**  
**Brian Scott**  
407-321-2960  
www.weddingsonlydjentertainment.com

**Dj Live Productions**  
407.383.1740  
DJLiveproductions.com

**Fun Factory Entertainment**  
407.595.1065  
djfunfactory.com

**Harpist Christine MacPhail**  
407.239.1330  
orlandoharpist.com

**J & R Productions**  
407.884.0001  
jrpartys.com

**Jeff Scott**  
407.365.3601  
jeffscottguitarist.com

**Lisa Ferrigno Violinist**  
321.297.9443  
orlandoviolinist.com

**Liquid Entertainment**  
407.448.4658  
jayliquidentertainment.com

**Michael Petrovich**  
407.647.2784  
michaelpetrovichmusic.com

**Orlando DJ and Lighting**  
321.695.4072  
orlandodjandlighting.com

**Power Entertainment DJ Service**  
407.948.8333  
orlandodjservice.com

**Soundwave**  
407.905.0324  
djsoundwave.net

**White Rose Entertainment**  
407.601.3765  
orlandodj.com

**Z Street Wedding Band**  
407.851.3033  
zstreetweddingband.com

**Greg Parnell Group**  
407.620.6917  
greg\_glenmillerproductions@yahoo.com

## FLORAL

**Flourish**  
407.644.7474  
flourishproductions.com

**Fairbanks Florist**  
407.649.2023  
fairbanksflorist.net

**Kelly's Flowers**  
407.443.6665  
kellysweddingflowers.com

**Lee Forrest Designs**  
407.770.0440  
leeforrestdesign.com

**Raining Roses Productions**  
407.854.3500  
rainingroses.biz

**Runway Botanical**  
321.236.0757  
yourrunwayevent.com





# VENDORS

(Suggested)

## PHOTOGRAPHY & VIDEO

**Brian Adams**  
321.206.6285  
brianadamsphoto.com

**Concept Photography**  
800.381.2604  
cptphotography.com

**Domenico Castaldo**  
407.401.9071  
castaldostudio.com

**Emily Katharine**  
239.963.5756  
emilykatharine.com

**Hundreds of Moments**  
347.725.1272  
hundredsofmoments.com

**KMD Creations**  
407.885.0177  
kmdcreations.com

**KV Photography**  
407.923.0183  
kvphotographyonline.com

**Lupinek Productions**  
937.477.0609  
lupinekproductions.com

**Sarah Bray Photography**  
407.923.1043  
sarahbrayphoto.com

**Victoria Angela**  
407.730.0614  
victoriaangela.com

**Snap! Studio Booth**  
321.300.5833  
snapstudiobooth.com

## DÉCOR RENTAL

**Orlando Wedding & Party Rentals**  
407.739.5740  
orlandoweddingandpartyrentals.com

**AFR Event Furnishings**  
407.608.5141  
afrevents.com

**A Chair Affair**  
386.479.4308  
chairaffairrentals.com

**BBJ Linen**  
407.857.6566  
bbjlinen.com

**The Party Corp**  
407.862.6052  
thepartycorp.com

**Chic Event Furnishings**  
407.888.8233  
chiceventfurniture.com

**Executive Plant Services**  
407.509.0582

**Khaleidoscope Event Lighting**  
888.978.4719  
keventlighting.com

**Quest Drape**  
407.888.8164  
questdrape.com

**Rentaland Tents & Events**  
407.851.7368  
rentalandparties.com

**Swag Decor**  
407.422.3851  
swagdecor.com

## VALET

**One Way Valet**  
407.897.7172  
onewayvaletinc.com

## WEDDING CAKES

**Anna Cakes**  
407.792.8096  
annacakes.com

**Bake Me a Cake**  
407.830.90067  
bakemeacake.net

**Cut the Cake**  
407.265.2205  
cutthecakeinc.com

**Party Favors Custom Cakes**  
407.578.2082  
orlandocustomcakes.com

**The Pastry Studio**  
386.255.6404  
thepastrystudio.com

## TRANSPORTATION

**Cole's Classic Cars**  
407.963.9089  
colesclassiccars.com

**Empire Coach Line**  
407.888.2624  
empirecoachline.com

**VIP Transportation Group**  
407.822.7755  
viptg.com

**West Wing Limousines**  
407.657.2700  
westwinglimos.com



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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 seeking 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 Sunday to Thursday only. 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% non-refundable 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 or manager, 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 or manager.

## 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 upon request. 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. Kegs are not allowed. Beer should be poured in a glass. No red wine is allowed on the premises.

## 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 ext. 233; 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. 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."

# POLICIES

## 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 OMA but is permitted in the outdoor sculpture plaza.

## Tipping

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

## Other Prohibited Items

The OMA does not allow red wine, sparklers, rice, glitter, confetti, water beads, or other non-biodegradable items for outside use.

## 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. No banners may be hung inside or outside the museum and sculpture plaza.

## 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 6am-11pm in five-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.

## Setup

Caterers, floral designers, and other vendors will be allowed limited access within the storage area of the facility up to two hours prior to the event. Additional time may be granted for a fee.

## Billing

Upon execution of the rental contract, a 30% non-refundable 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. A check is preferred for payment.

## 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.



# POLICIES

## 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.

## Cleanup

The facility must be returned to the condition in which it was received. All food, beverages, decor, and rental items should be picked up immediately after the event. All trash must be bagged and placed in the dumpster. All areas must be mopped and the venue swept. Failure to comply will result in additional fees.

## 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.



# BOOK YOUR EVENT WITH US TODAY!

Facility Rentals and Corporate Sales Manager  
[facilityrentals@omart.org](mailto:facilityrentals@omart.org)  
407.896.4231 ext. 248

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A N D  
O M ° A

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