# **RECEPTIONS—CEREMONIES—CORPORATE EVENTS**

|  |  |
| --- | --- |
|  FACILITY SPACE | **DESCRIPTION** |
| AUDITORIUM | The perfect location for a lecture, performance or seminar. |
|  | * Seats a maximum of 250 people
 |
|  | * Sound, power point, video(VHS), DVD/CD player,
 |
|  |  slide projector available\*\* |
|  |  |
| AUDITORIUM/CAFÉ/COURTYARD | Combine the auditorium, Courtside Café and Courtyard to host a reception after your program or presentation. |
|  | 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 the day or group rate admission** |
|  | whichever is less and **$1,400 for evening rental.** |
|  | No food or beverages are permitted in the museum galleries.\* |
|  |  |
| CAFÉ/ | An ideal setting if you are looking for a place to have an elegant |
| COURTYARD | party, host a dinner in café and offer entertainment in the courtyard. |
|  | * Maximum capacity in the café is 125.
 |
|  | * Maximum seating provided in the café is 125.
 |
|  | * Outside catering is required.
 |
|  |  |
| TOUR GROUPS & BUSINESS LUNCHEONS | 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 352-291-4455, x0. |
|  |  |
| SEMINAR | If your program requires tables/chairs, our classrooms are the ideal |
| CONFERENCE | locations. |
| ROOMS OR | * Single room capacity is 35 chairs or 15-20 with tables.
 |
| **CLASSROOMS** | * 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/Setup $200.

A Certificate of Liability Insurance is required and must be provided. Events that serve alcohol require liability insurance that host liquor. A Liquor License is required is alcohol is being sold. \*\*Audio/visual equipment requires extra fees. Audio/Visual Technician is $30 per hour. 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**

|  |  |  |
| --- | --- | --- |
| **APPLETON MUSEUM OF ART**  | **Day Rate** | **Evening Rate** |
|  | Auditorium | $600 | $700 |
| Café/Courtyard | $500 | $800 |
| Tour Group or Business Luncheon in the Café | $75 (2 hrs max.) | N/A |
| Auditorium/Café/Courtyard | $1,000 | $1,200 |
| First Floor Galleries | $1,200 | $1,400 |
| Seminar/Conference Rooms |  |  |
| Art Lab or Clay Lab | $250 | $300 |
| ARTSpace | N/A | $350 |
|  |  |  |
| 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**A certificate of liability insurance naming the College or Appleton Museum as an additional insured in the amount of $1,000,000 is required. You can obtain coverage at the following: 877-723-3933 / [www.PrivateEventInsurance.com](http://www.PrivateEventInsurance.com) / Event Helper: [www.theeventhelper.com](http://www.theeventhelper.com) / Local contact: Francis L. Dean & Associates of Florida, Inc. at 877-671-3326 / For weddings: [www.WedSafe.com](http://www.WedSafe.com) |
| **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. |