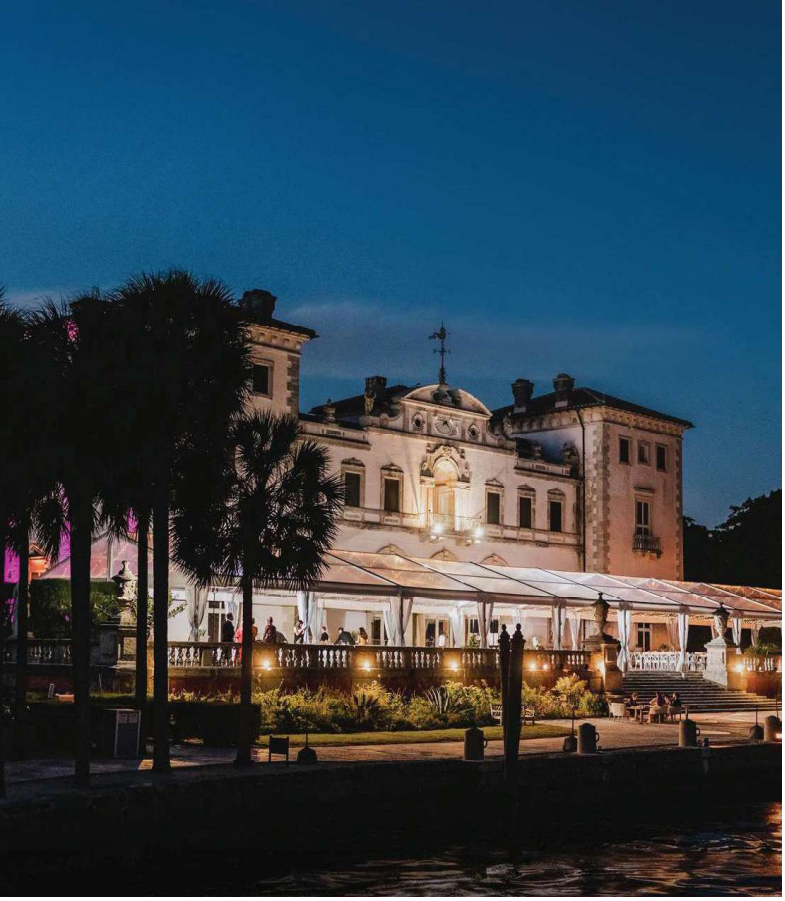
VIZCAYA
MUSEUM & GARDENS

A RENTAL GUIDE FOR CORPORATE & SOCIAL EVENTS



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MAJESTIC AND MAGICAL

With its majestic architecture and magical gardens on Biscayne Bay, Vizcaya is a stunning venue for weddings, corporate affairs and social events. Those who have enjoyed an evening at Vizcaya with family, friends, colleagues or clients know there is nothing quite like it!

Vizcaya is available for evening rental. Our experienced staff in the facility rental program is eager to work with you to make your special event memorable.





PRICES ARE SUBJECT TO CHANGE

Evening Hours of 6:30 p.m. to 11:00 p.m. for up to 100 guests.

Base Rental Fee	**$23,000**
For Each Guest Over 100	**$25**
Sun.-Thurs.: For additional hour between 11:00 p.m. to 12 midnight	**$2,400**
Fri. and Sat.: For each additional hour between 11:00 p.m. and 1:00 a.m.	**$2,400**

Note: Vizcaya cannot accommodate events with over 300 guests. No exceptions.

Permittee is required to rent a tent for any event with **90** or more guests. Such rental is required to ensure that guests will have access to a covered area in the event of rain.

Clear Tent 33′ x 113′	**$8,500***
Clear Tent 33′ x 180′	**$12,000***

Early Load-in Fees

Your vendors may begin unloading to set up on the day of your event at 3:00 p.m. on the upper and lower East Terraces. If you need more time, the following fees are required for early load-in and must be paid in advance.

12 noon – 3:00 p.m.	**$9,000**
9:00 a.m. – 12 noon	**$18,000**
6:00 a.m. – 9:00 a.m.	**$18,000**

*7% Sales Tax Applicable to Tent Rentals Only

INSURANCE

A certificate of insurance for $1,000,000 combined single limit general liability including bodily injury, property damage, personal injury and host liquor liability is required. The policy must name Miami-Dade County and Vizcaya Museum and Gardens Trust, Inc., 3251 South Miami Avenue, Miami, FL 33129, as additional insured. The policy must include a waiver of subrogation in favor of Miami-Dade County and Vizcaya Museum and Gardens Trust, Inc. The certificate of insurance is required and must be provided by the renter and received by Vizcaya no less than 45 days prior to the event. Insurance can be obtained online through Gather Guard at: https://app.gatherguard.com/?v=G044-000 or via websites such as https://www.theeventhelper.com/

Permittee is responsible for ensuring that all vendors and planners for the event have met the same requirements, including the additional insured and waiver of subrogation requirements. Vendors serving, providing or selling alcohol are required to carry liquor liability coverage, with the same waiver and additional insured requirements.

DEPOSIT

A deposit of $10,000, along with a signed Vizcaya Facility Rental Permit Application, is required before the evening reservation can be confirmed. The $10,000 deposit consists of $5,000 that is non-refundable and will be applied toward the payment for the event, and $5,000 that constitutes a security deposit that is refundable as per the terms of the rental agreement.

Fifty percent (50%) of the contracted balance including tent rentals must be paid at least 75 days in advance of the event. The outstanding balance for the event including tent rentals must be paid at least 45 days prior to the event.

POLICE OFFICERS

Police officers are recommended for larger events (over 200) for traffic control and pedestrian crossing on South Miami Avenue. Miami-Dade police officers may be retained at sole cost to client or hosting organization, by Vizcaya Museum and Gardens at a charge of $150 per hour for officers. Four hours minimum.

CATERING AND RENTAL EQUIPMENT

Clients may only use caterers, planners, and vendors from Vizcaya's Approved Vendor List. These vendors have agreed to Vizcaya's rules and restrictions and have demonstrated respect for the sensitivity of the Museum and Gardens. We can in no way be responsible for any contractual agreements you make with them. Catering Permits, Event Planner Permits and Rental Equipment Permits will not be issued unless they are an Approved Vendor. The list of Approved Vendors can be found at https://vizcaya.org/visit-2/wedding-events/

