



Pérez Art Museum Miami  
1103 Biscayne Blvd  
Miami, FL 33132  
T 305 375 1709  
F 305 375 1725  
pamm.org



## Event Policies

### Accident Reporting

Accidents occurring during an event must be immediately reported to the staff member in charge.

### Alcoholic Beverage Service

- All alcoholic beverage services shall be provided by the Museum's fully licensed exclusive caterer, Stephen Starr Events.
- Red wine will not be served inside the Museum.

### Audiovisual Equipment and Production Services

- The Museum has an ample supply of audiovisual equipment.
- Clients may also arrange for audiovisual services through an outside vendor. Please refer to our list of preferred vendors.
- All events that have production elements must have a Museum audiovisual representative on-site.

### Booking Procedure

- Please contact the Sales Department to check availability of your preferred event date.
- A tentative hold may be placed on a date for up to three (3) business days. If an agreement is not entered into within three (3) business days of the initial hold date, the date will be automatically released. Once an agreement is issued, the signed agreement and deposit will be due within three (3) business days.

### Cancellations

- Cancellation fees are based upon the date the Museum receives the cancellation request and are as follows:
  - Request received 91 days or more prior to the scheduled Event Date: 25% of Rental Fee
  - Request received 31 to 90 days prior to the scheduled Event Date: 50% of Rental Fee
  - Request received less than 30 days prior to the scheduled Event Date: 100% of Rental Fee

### Catering

- The Museum has an exclusive catering contractor, Stephen Starr Events.
- Food and beverages are not permitted in the gallery spaces when exhibits are on display.

### Decorations/Floral

- All décor plans need to be approved by the Museum's Sales Department. Plans should be submitted in writing for approval no later than ten (10) business days prior to the event.
- Décor elements must not endanger the artwork nor the building.
- Care must be taken to ensure live plant and flower arrangements are insect-free.
- Decorations, including floral arrangements, are not permitted in the gallery spaces when exhibits are on display.
- All decorations are to be in accordance with Fire Department regulations and shall be approved by the Museum in advance.
- Open flames are not permitted at the Museum.



## **Deliveries**

Arrangement for event deliveries must be coordinated with the Sales Department. A schedule of deliveries should be provided to the Sales Department ten (10) business days prior to the event.

## **Deposits and Payments**

- The deposit will be one-hundred percent (100%) of the rental fee and payment is due within three (3) days of signing the rental agreement, unless otherwise agreed to in writing. The payment of additional expenses (audiovisual services, additional security, tours, etc.) is due ten (10) days prior to the Event.
- Payment can be made by cash, wire transfer or credit card, and credit card information is required upon signing an agreement (regardless of payment choice). Checks will be accepted at the Museum's discretion.

## **Dressing Rooms/Green Rooms**

Dressing Rooms/Green Rooms can be made available for an additional fee.

## **Entertainment**

- All municipal and county sound ordinances must be obeyed.
- Reasonable sound limits must be maintained within the Museum building.

## **Event Start and Ending Times**

- Set-up can start as early as 3:00 pm on the East Portico. Set-up in all other event spaces cannot happen until 6:00 pm.
- Early load-in may be arranged for an additional fee.
- Daytime events must end by 4:00 pm.
- Evening events can start as early as 7:00 pm.
- Events ending after 12:00 am may be subject to additional hourly fees.

## **Event Rental Fees**

- The rental fees include use of the agreed upon location in the Museum for a five (5) hour period, uniformed security personnel, basic utilities, housekeeping and a facility representative.
- Events can be extended past five (5) hours for a prorated rental fee.
- Audiovisual equipment, technical labor, food, beverage, and additional service staff are not included in rental fees.

## **Gallery Access**

We encourage you to include a visit of the galleries during your event. There is a rate of \$1,000 per hour to open the galleries when the Museum is closed to the public, and galleries must close at 9:00 pm. Docent-led tours can be provided for an additional \$400 per 20 guests.

Museum Buyouts can include gallery access until 9:00 pm.

## **Insurance**

Liability insurance documentation is required and can be provided by the museum for a fee.

## **Logistical Plans**

The Sales Department must review all logistical plans including deliveries times ten (10) business days prior to the event.

## **No Liability – Loss or Theft**

The Museum is not responsible for loss or theft of personal property during an event.

## **Parking**

The Museum has paid self-parking onsite and valet services can be arranged through an exclusive vendor.

## **Personal Conduct**

Client and their guests shall conduct themselves at all times on the premises in a proper and orderly fashion. Museum staff shall have the authority to request departure of any person or group acting in an unseemly manner.

## **Photography and Filming**

- Commercial photography and filming will be permitted at the Museum, but permission to photograph any work of art will be determined on a case-by-case basis.
- Client may take photos/videos of their event for personal use, however the Museum's art collection and exhibitions may not be reproduced in any form to be used for commercial use without written consent from the Museum.

## **Printed Materials**

- Museum must approve the content of invitations, posters, and promotional materials prior to printing, mailing, posting and/or distribution. The use of images of the museum's building or artworks in any publicity or marketing materials is strictly prohibited unless otherwise agreed upon in writing.
- Museum will require a minimum of five (5) working days to approve promotional materials.

## **Publicity**

Any public or private event that will draw media attention must be coordinated with the Museum to ensure that the media coverage includes the Museum in an appropriate context. Violations of this policy may result in the cancellation of said event in the Museum's sole discretion.

## **Overtime**

- Events can be extended past five (5) hours for a prorated rental fee.
- Events may be extended past five (5) hours the day of the event for a prorated rental fee plus 50%.
- Permission to extend an event may be withheld.

## **Security**

Standard uniformed security personnel are included in the rental fee except when multiple galleries remain open or the unique nature of the event requires elevated security. The Museum will determine the number of security personnel required for each event.

## **Signage**

- All signage must be freestanding. Nails and staples may not be used on walls, floors, or ceiling. Signage and other props may not be hung from the roof of the building.
- Projection of video and/or logos on the walls is possible and may require payment of additional fees.

## **Vendors**

- The Client must submit a list of all subcontracted vendors and suppliers and alert the Sales Department to approximate arrival/delivery/pick-up dates and times.
- The Client is responsible for the actions of all vendors (party planners, entertainers, florists, audiovisual providers, furniture rental providers, etc.). All vendors shall be subject to the prior approval of the Museum and the rules and regulations of the Museum.