

FACILITY RENTAL RATES, GUIDELINES & TERMS (EXHIBIT I)

AUDITORIUM

A graded, 110-seat auditorium serves as a lecture hall or screening facility (10.5 x 10.5 screen) and contains state-of-the-art audio-visual technology (see list and rates below). The space is illuminated by five spectacular Art Deco chandeliers.

Regular Non-Profit (15% discount) FIU (20% discount)

\$600 full day (up to 8 hours) \$510 full day \$480 full day
\$400 half-day (up to 4 hours) \$340 half-day \$320 half-day

There is an additional charge of \$150 to set up the room in other than auditorium style.

ENTRY HALL

High vaulted ceilings, ornamental stonework, and an elegant Art Deco fountain create the appropriate setting for a reception (up to 125 people) or private dinner (up to 70 people). The Entry Hall is not available for rental when the museum is open to the public.

Regular Non-Profit (15% discount) FIU (20% discount)

\$1,500 full day (up to 8 hours) \$1,275 full day \$1,200 full day
\$750 half-day (up to 4 hours) \$638 half-day \$600 half-day

For an additional \$250, renters may use the Entry Hall for a continental buffet.

DYNAMO MUSEUM SHOP & CAFE

The Dynamo is a stylish venue for cocktail receptions (75 persons) and dining (seating for 35), with a gleaming terrazzo floor, colorful glass tile mosaics, in an environment where you interact with genuine artifacts. Guests can browse the museum's exclusive line of merchandise, from attractive giftware to an impressive selection of books on design, architecture, history, and banned literature.

Regular Non-Profit (15% discount) FIU (20% discount)

\$600 half-day (up to 4 hours) \$510 half-day \$480 half-day

DIRECTOR'S CONFERENCE ROOM

The conference room on the second floor (33' x 15') is distinguished by a set of brilliantly colored Art Deco stained glass panels originally from the Norris Theater in Norristown, PA. The sleek conference table seats up to 20. Rental of the Director's Conference Room requires an elevator attendant and may require a security guard when the museum is closed to the public).

Regular Non-Profit (15% discount) FIU (20% discount)

\$600 full day (up to 8 hours) \$510 full day \$480 full day
\$400 half-day (up to 4 hours) \$340 half-day \$320 half-day ***Please be advised that these rates do not apply to the week of Art Basel Miami Beach, December 3-7, 2008.***

V.I.P. GROUP GALLERY TOURS

Treat your guests to a V.I.P. tour, exclusive to your function.

\$100 (per 20 people)

(A) **TOTAL RENTAL RATE:** \$ _____ + _____

COSTS

AUDIO-VISUAL EQUIPMENT & RATES

The Wolfsonian facilities are equipped with state-of-the-art technology to meet most client needs. The museum's audio-visual technician must be hired to operate the museum's equipment. The minimum fee for the technician is \$90 for a three-hour period; with an additional \$30 per hour thereafter. The three-hour minimum is inclusive of the time required for set-up and breakdown. Additional time should be estimated for the expected length of the event itself.

If additional equipment is needed, the client will provide such equipment at their expense. The client must also provide, at their expense, an audio-visual technician to operate any additional equipment. This audio-visual technician will be hired in addition to the museum's technician, as he must always be present when our equipment is in use. NOTE: the introduction of any additional equipment will be subject to the sole discretion of The Operations Manager. It is advisable to seek such permission well in advance of your event.

Audio-Visual Technician **\$90 + \$30 X__ (additional hours)** Podium Complimentary

Microphone (podium) Complimentary

Microphone (handheld) \$45

Microphone (wireless/lavolier) \$45

Cables (miscellaneous as required) \$15

DVD player (client must confirm PAL format in advance) \$65

VHS player (Beta available with one-week notice; fee may vary) \$65

TV monitor \$65

LCD projector \$250

VGA cables (as required) \$15

Laptop (client may bring own; Mac requires advance notice) \$100

Document camera \$100

35mm slide projector (two available) \$35

Slide carousel (client may provide own) \$15

Wireless remote \$20

Recording

Sony digital camera (tape & technician fee included) \$120

Internet Connection

Hard-line Internet connection Complimentary

Teleconference

Teleconference phone set up (Director's Conference Room only) \$60 per hour or fraction thereof

A minimum of five business days is requested for equipment and technician reservations; last-minute requests may not be able to be accommodated. Clients using more than two media are urged to provide cues to facilitate smooth transitions during program.



TERMS & ADDITIONAL FEES

- At least one security guard is required. Events with catering, and access to exhibition galleries will require additional security guards. The number of guards will be determined by The Wolfsonian and is non-negotiable (CALL FOR NUMBER OF GUARDS REQUIRED). Guards will be charged at \$30 per hour each.

$\$30 \times __ (\text{guards}) \times __ (\text{hrs.})$

- There are no discounts for multiple-day rentals.
- There will be a charge of \$50 per hour to cover the costs of the facility manager.

$\$50 \times __ (\text{hrs.})$

- There will be a charge of \$20 per hour for an elevator operator. $\$20 \times __ (\text{hrs.})$

- There will be an Administrative fee to process and manage the event:

\$150 for < 100 people
 \$250 for 100-250 people
 \$500 for 500+ people

- If an event runs over the scheduled period, (i.e. more than 4 hours for a half-day, more than 8 hours for a full day), the client will be billed at an hourly rate, plus a 50% surcharge. We do NOT bill by the minute or by the half-hour; once a new hour begins you will be charged for the full hour. The hourly rates are calculated in the following manner: The Auditorium costs \$600 for the full day/ 8 hours = \$75 (the applicable hourly rate for a full day rental of The Auditorium). For each hour beyond the 8 hours, this rate (\$75) plus the 50% surcharge (\$37.50), totaling \$112.50, would be charged to the client. This rate does NOT include any expenses such as, but not limited to, security guards, facility manager, elevator operator.

(B) TOTAL ESTIMATED COSTS: \$

EVENT DESIGN GUIDELINES

As The Wolfsonian is a design museum, certain guidelines regarding the look of events are enforced.

- No banners or signs are permitted on walls, floors, ceilings, tables, or other fixtures.
- No materials, food, or beverage may be placed on the round table in the front of the lobby.
- The Wolfsonian will provide a sign that reads "The Wolfsonian-Florida International University welcomes SPONSOR NAME/LOGO."
- Client should use furniture provided by The Wolfsonian. If additional fixtures are needed, the

client will rent furniture, at its own cost, from a list of approved providers (list will be furnished upon request).

- Table coverings may not be placed over furniture provided by the museum. If rented fixtures require covering, only solid black tablecloths may be used.
- Branded furniture, fixtures and table coverings (e.g., bar coolers, displays) are not permitted at any time.

CATERING

Clients must use The Wolfsonian's exclusive caterer – Lyon & Lyon – for all food and beverage service in the building. Should Lyon & Lyon wish not to provide such service, the client may select a caterer from an approved list of vendors, to be provided by the museum's Special Events Manager, upon request.

PARKING

The museum does not offer parking facilities. Street and municipal parking facilities are available nearby. Commercial valet services are available and may be contracted by the client. Clients are encouraged to negotiate such services well in advance of the event.

PAYMENT

50% of the rental fee and estimated costs are due, as a deposit, to secure the rental. The remaining balance, in full, is due no later than one week, (7 DAYS), prior to the date of the event.

Cancellations made more than 14 days in advance will be eligible for a full refund of the deposit. NO refunds will be given for cancellations made within 14 days of the event. If the museum must cancel the event for some reason (e.g. power failures, force majeure, etc.), a full refund of the deposit will be made.

(A) **TOTAL RENTAL RATE** +(B)**TOTAL EST. COSTS** = \$

50% DEPOSIT DUE NOW = \$

DATE OF EVENT: |DATE OF APPLICATION:

ORGANIZATION: |CONTACT PERSON:

ADDRESS:

(Business) PHONE: |(Contact) PHONE:

(Business) FAX: |(Contact) FAX:

RENTAL SPACE: Auditorium Entry Hall Dynamo Cafe Conference Room

NUMBER OF ATTENDEES:

VIP TOUR: Yes No

CATERER: Yes No

SPECIAL INSTRUCTIONS:

TAX I.D. NUMBER:

DATE OF EVENT:	DATE OF APPLICATION:	
ORGANIZATION:	CONTACT PERSON:	

*Please Attach Copy of State Letter of Tax Exemption (If Applicable)

*Please Send the Following Items:

- 1.Signed and Dated Contract
- 2.Completed Facility Rental Rates, Guidelines, & Terms (EXHIBIT 1)
- 3.Deposit for 50% of the Rental & Costs (make check payable to The Wolfsonian-FIU)

*Send all correspondence to:

The Wolfsonian-FIU
Attn:TheaSmolinski
1001 Washington Avenue
Miami Beach, FL 33139

Please contact Thea Smolinski, Membership and Special Events Manager, at 305.535.2631 or thea@thewolf.fiu.edu with any questions or comments.