

## **Event Rental Pricing Guide**

### **Consideration Fees:**

*Prices are subject to change without notice.*

<b>Evening Events, with food / beverage, 5:00pm to midnight</b>	<b>\$4,000</b>
(10:00pm to midnight allowed for cleanup only) Rental space includes the <b>Sala de Montiano</b> and <b>The Courtyard</b> . Security Deposit \$1,000.00	
<b>Twilight Events, Monday-Thursday 5pm to 8pm</b>	<b>\$1,350</b>
Rental space includes the <b>Sala de Montiano</b> and <b>The Courtyard</b> . Security Deposit \$600.00	
<b>Day Time Events, 10:00am to 5:00pm</b>	<b>\$150/hr</b>
2 Hour minimum Rental space includes the <b>Sala de Montiano</b> . Security Deposit \$300.00 Any daytime event starting before 10am is subject to an additional fee.	

### **University of Florida Department Discounts**

Discounts will be extended to University of Florida departments based on Level I and Level II events. Below are examples of Level I and Level II events and the discount associated with each.

**University Department (Level I):** Any meeting or event coordinated by a University of Florida department where no funds are collected in the form of admissions, registration, or donations.

Examples: Departmental meetings, assemblies, awards ceremonies, and training sessions; guest lecturers; etiquette dinners

**Level I Discount - %75**

**University Department (Level II):** Any meeting or event coordinated by a University of Florida department where a ticket, registration, conference, admission, vendor, or similar fee is charged or a donation is requested from participants.

Examples: State/regional/national conferences; donor recognition banquets; luncheons

**Level II Discount - %50**

For all groups reserving the Government House for evening events, the **Sala de Montiano** and **The Courtyard** will be available for decorating the day of the scheduled event beginning at 10:00am. Please understand that we cannot close **The Courtyard** to the public during normal business hours from 10:00am to 5:00pm and that decorations may not block any access to the Government House.

**Events with Food / Beverage:**

Lessee must provide their own caterer for any event, whether a contracted caterer is used or the event is self-catered.

Any event with more than 20 attendees must use a licensed caterer.

If alcohol is served, a UF Alcohol Permit Form must be submitted by Lessee, and an alcoholic beverage license must be provided (either by caterer or individual).

**University Staff:**

A UNIVERSITY staff person or a UNIVERSITY agent must be present for the duration of the event beginning when the Premises are closed to the public and lasting until the parties associated with the event vacate the Premises.

**Florida Sales Tax** will be assessed on all rental fees and services provided, as applicable

**Security Deposit:**

To secure the performance by the renter of all obligations under the rental agreement. The University shall hold the Security Deposit and shall refund such portions which is due after the renter has fulfilled all obligations under the rental agreement.

**\*Consideration Fee & Security Deposit due upon submission & approval License Agreement.**

**Insurance:**

Lessee, at Lessee's expense, will be required to secure policies of insurance for the event in coverage limits prescribed by the University of Florida, with required additional named insureds.

Caterer must provide Certificate of Insurance in coverage limits prescribed by the University of Florida, with required additional named insureds.