

HARN MUSEUM OF ART RENTALS EVENTS



The following steps are required prior your event:

60 Days

- Rental Inquiry must be received. [Rental Inquiry Form](#)

45 Days

- A copy of the event invitation must be provided.

30 Days

- An approved signed contract and non-refundable deposit must be received within 14 days of receipt or 30 days prior to event, whichever comes first, to confirm date of event. UF departments and colleges must pay via chartfield account.
- Tax Exempt form is due (if applicable).
- Event liability insurance is required by the University of Florida for facility rentals by non-UF Entities. Rates depend on the type of event and number of attendees. It is the responsibility of the event's sponsor to purchase the insurance and provide a Certificate of Insurance. Insurance can be purchased through: tulip.aiqrms.com.
 - If you prefer to add our venue to your Company's General Liability insurance policy, the following must be included:

21 Days

- All final details of the event must be submitted, via email to the Harn Museum Rental Event

Limits	
Each occurrence:	\$1,000,000
Damage to rented premises (each occurrence):	\$1,000,000
Medical expenses (any one person):	\$1,000,000
Person + advertising injury:	\$1,000,000
General aggregate:	\$2,000,000

Listed as additional insured

- The State of Florida
- Florida Board of Governors
- University of Florida Board of Trustees
- The University of Florida

Manager, including:

- Number of guests expected.
- Set-up requirements including equipment, and table and chair needs.
- Vendor, entertainment and performer information.
- Deliveries, including but not limited to flowers, alcohol, linens, etc.
- A copy of your catering order.
- A schedule for events and/or program.

Day of

- Any event items brought into the museum must arrive and be removed the day of your event. Delivery and pick-up times and staffing must be approved by the Harn Museum Rental Event Manager.
- The Harn Museum will not assume any liability for items brought into the museum and in some cases, a waiver may be required.
- If items are not removed as required, a storage fee will be applied to the final invoice.

Following Your Event

- Full payment must be received by the Harn Museum within 14 days of final invoice.

Facility Access

- Access to galleries is included only when the facility is open to the public.
- Food, drink and gum are never allowed in gallery spaces. Food and drink must not be placed on any part of an artwork at any time, including stands and bases.
- Large bags and umbrellas must be checked at the security desk.
- One hour for set up and one hour for clean-up are included in the space rental. Vendors and organizers will be allowed early access for setup; however, event guests may not enter the facility before the contracted start time.
- Events outside of the following times may incur additional staffing fees:
 - ° Monday-Saturday: 8am – 5pm
 - ° Sunday: 12pm – 5pm

Catering and Vendors

- The Harn Museum of Art requires a caterer from our approved catering list for all food, beverage, and alcohol service. Self-service is not permitted. UF entities must use Palm & Pine Catering.
- All catering, vendor equipment and staff must always maintain at least a six-foot distance from art objects.
- Catering staff may not rearrange the table layout in the rented space without the prior approval of the Harn Museum event staff and any changes must be approved by museum security.
- The Harn Museum has 100 chairs available for rent for events in the Galleria and Promenade. Additional chairs for larger events must be rented at the cost of the renter, similar in style and color, and come from an approved rental company.
- Rented chairs MUST include furniture pad to protect our floors.
- All equipment belonging to the caterer, vendors or rental equipment arranged by the renter must be removed at the conclusion of the event.

Décor

- Flower arrangements and balloons must be confined to tables, and the use of candles and confetti are prohibited. Tables, chairs and linen requirements must be coordinated with Harn Museum Rental Event Manager. Decorative items, including floral arrangements and potted plants, must be pre-approved by the Harn Museum Rental Event Manager.
- Anything which causes a high concentration of particulates, such as, but not limited to, dust, vapor, smoke, snow, glitter, etc. is prohibited anywhere in the Harn Museum and on the grounds.
- Nothing can be thrown on the premises, including the outdoor areas. This includes, but is not limited to, rice, bird seed, confetti, glitter, silly string, bubbles, sparklers, flower petals, etc.
- Fire, candles or other ignited objects are not permitted in the Harn Museum or on the museum grounds.

Parking

- Parking is free on Saturdays, Sundays and after 3:30 pm on weekdays. Monday through Friday, before 3:30 pm, parking is available for \$4 at the kiosk in front of the museum. Free handicap parking is available near the entrance to the museum. UF event parking passes may be obtained through [TAPS](#).
- For individuals with a valid University of Florida parking decal, “all decal” parking is available in the lot and parking garage in front of the Cultural Plaza.

The Harn Museum of Art offers multiple spaces that can be adapted to meet the needs of your next event, large or small, daytime or evening.

BANQUETS	LUNCHEONS	BIRTHDAY PARTIES	WEDDINGS
LECTURES	CONFERENCES	BUSINESS MEETINGS	RECEPTIONS

Galleria

A great space for seated and standing receptions, this area features beautiful soaring ceilings with skylights and windows on the west walls, offering views of the Magoon garden and exterior landscaping. Art is displayed in areas of the Galleria. The exterior water feature will greet your guests as they enter the space, adjacent to the front entrance.

Promenade and Cofrin Pavilion and Magoon Garden

The contemporary works of art, bamboo floors and floor to ceiling windows offer an intimate setting for a smaller reception or dinner. The promenade’s windows offer a picturesque view of the Magoon garden and its palms, bamboo and water features to the North and the exterior of the Florida Museum of Natural History’s Butterfly Rainforest to the South. The Magoon Garden is the perfect “add-on” space for dinners and receptions in the promenade. Your guests will enjoy eating, drinking, and socializing outdoors surrounded by multiple sculptures and water features with lilies.

Chandler Auditorium

This versatile, multi-use space includes built-in audio/visual equipment to support a variety of events such as seated dinners, lectures, luncheons, films, conferences, meetings and seminars. The Chandler Auditorium is the perfect area to create the look of your dreams for your wedding ceremony.

Camellia Court Café

Located on the lower level of the Mary Ann Harn Cofrin Pavilion, overlooking the landscaped grounds and water features, the Camellia Court Café provides a unique and beautiful setting for your event.

Goforth Learning Center Classrooms

Two classrooms can be reserved separately or together. Each space is ideally suited for lectures, conferences, meetings and seminars, receptions, luncheons, dinners and other activities. Classroom 1 has large windows with natural light and access to an outdoor courtyard. Both classrooms include built-in audio/visual equipment to support a variety of events. Classroom 2 is rented at a discounted rate when both rooms are rented together.

Director’s Conference Room

The Director’s Conference Room seats 10 boardroom style and is excellent for VIP groups. The room comes equipped with a TV monitor for presentations and a conference phone is available upon request. Restrooms are conveniently located across the hall.

Rotunda

Full access to the galleries, a large skylight and rounded walls make the Rotunda a unique space to host a variety of events. This is the perfect space to wow guests during a cocktail reception, elegant dinner or holiday party. The acoustics in this space work well for a live band, and easy access to the galleries provide an added benefit to any occasion.

Pricing and availability may change at any time

Spaces & Availability	Capacity*	Pricing (per hour)	
		Daytime	Evening
Galleria [^] Available Mondays and after 6 pm Tuesday – Sunday	150 Seated (with buffet) 170 Seated (plated) 400 Cocktail	\$575	\$575
Promenade and Cofrin Pavillion Available Mondays and after 6 pm Tuesday – Sunday	80 Seated 150 cocktail	\$600	\$600
Chandler Auditorium [^] Pricing listed without/with food service	200 Theater style 50 Boardroom	\$200	\$315
	120 Buffet 140 Plated	\$287.50	\$430
Camellia Court Café [^] Available Mondays and after 4 pm Tuesday – Sunday	60 Seated 125 Cocktail	\$430	\$430
Goforth Learning Center Classrooms 1 & 2 Capacity listed per classroom Pricing listed one classroom/both classrooms	30 Classroom Boardroom 60 Lecture 50 Banquet	\$57.50/\$92	+
Director's Conference Room	12 Boardroom	\$115	
Rotunda [^] Available Mondays and after 6 pm Tuesday – Sunday	150 Seated 200 Lecture 200 Cocktail	\$1700	\$1700
Additional Rental Fees (per hour)			
Access to Galleries		\$350	
A/V Equipment Use		\$35	

* Capacities are based on standard event setting. Events requiring other space arrangements may lower the capacity

[^] Additional set up or cleaning fees may apply

+ Spaces available for evening rental if part of a larger event

Rental Fees Include:

- Event Supervisor & Security Services
- Complimentary Parking after 3:30pm and all weekend

Please Note:

- A signed contract and deposit are required to hold your date.
- Access to galleries is included only when the museum is open.
- Proof of liability insurance is required at least 30 days prior.

Palm & Pine Catering

860.405.4311 | palmandpine.catertrax.com
PO Box 118506
Gainesville, FL 32611

Cacciatore Catering

352.692.0701 | cacciatorefood.com
317 NE 35 Avenue
Gainesville, FL 32609

Sweetwater Catering Co.

352.373.6760 | sweetwaterinn.com
625 E. University Avenue
Gainesville, FL 32601

Blue Water Bay

352.475.1928 | thebluewaterbay.com
319 State Road 26
Melrose, FL 32666

Chef Bert Gill

doing business as Mildred's Big City Food,
New Deal Cafe and Blue Gill Quality Food
352.872.5181

mildredsbigcityfood.com | bluegillqualityfoods.com
1310 SW 13 Street
Gainesville, FL 32601

All UF groups and any group using the
Camellia Court Café must use
Palm & Pine Catering.