

Why G.WIZ The Science Museum For Your Next Event?



Located in the heart of the cultural district, with stunning architecture, nestled on Sarasota Bay it is an unforgettable event location. From low-key affairs to all-out extravaganzas.

The Museum's fully functional spaces include two galleries, a bayfront promenade and lawn, meeting rooms, classrooms and an auditorium.

Pair your event with a museum experience, choose from a variety of floor plans and discover an array of possibilities, for guest lists ranging from a few dozen to over 500.

WEDDINGS & RECEPTIONS

With its contemporary look and feel, architectural ambience and incomparable service It will to turn your dream wedding into a reality.

MEETINGS & EVENTS

Whether it's a business luncheon event or your organization's gala dinner, dance and reception with themed decor, the Museum will make it a masterpiece.



AUDIO/VISUAL PACKAGES

The Museum offers a range of audio/visual services that can be tailored to the specific requirements of the occasion.

In addition to our extensive audio/visual services, the Museum also offers Internet connectivity, fly-points, extra power and many other features.

BASIC PRICE LIST

Entire Museum (including outdoor spaces) \$3,000 - 4-6 hours

Atrium \$1,500 - 4-6 hours

Second Floor Gallery \$1,000 - 4-6 hours

First Floor Gallery \$1,000 - 4-6 hours

Bayfront Promenade and Lawn \$750 - 4-6 hours

Auditorium \$150 - 1-2 hours

Classrooms \$100 - 1-2 hours

Conference Room \$50 - 1-2 hours

To check event space availability and for more information about booking weddings, receptions, corporate parties, trade shows or charity events, contact us:

G.WIZ - The Science museum
 EML cathym@gwiz.org
 PHN 941.309.4949, Ext. 109
 HRS M-F 9-5

Facility Rental Worksheet PLEASE USE THIS INFORMATION TO DRAFT CONTRACT			
Org		Contact Date	
Event			
Day/Date		Time	# Guests
Contact Person		G.WIZ Contact	
Address			
City/State			
Phone		Fax	e-mail
Rooms	<input type="checkbox"/> Classroom 1 <input type="checkbox"/> Classroom 2 <input type="checkbox"/> Classroom 3	<input type="checkbox"/> Atrium <input type="checkbox"/> Kitchen <input type="checkbox"/> Bayfront Promenade	<input type="checkbox"/> First Floor <input type="checkbox"/> Second Floor <input type="checkbox"/> Conference Room <input type="checkbox"/> Café <input type="checkbox"/> ILC
Equipment	<input type="checkbox"/> LCD Projector/Screen <input type="checkbox"/> PowerPoint or other <input type="checkbox"/> Slide or Overhead Projector <input type="checkbox"/> Other	<input type="checkbox"/> Sound System/PA <input type="checkbox"/> Music Capability <input type="checkbox"/> Lighting Adjustments	<input type="checkbox"/> DVD <input type="checkbox"/> Internet
G.WIZ Tables	_____ 6 foot _____ 8 foot _____ Conference	_____ G.WIZ Chairs _____ 60" Rounds	<input type="checkbox"/> Caterer to provide
Liability Coverage			
Permits			
Price: Facility	\$ _____	Deposit (Due on Signing)	\$ _____
Equipment	\$ _____	Balance (Due On or Before	
*Tax (7%)	\$ _____	Event Day)	\$ _____
Security Dep.	\$ 200.00		
Total	\$ _____		
*exempt with proof of non-profit status			

Staff Use Only

Notes:

Facility Maintenance Cleaning Crew Master Calendar

Inventory on Site

- 114 Black Event Chairs
- 8 8ft Rolling Tables
- 9 60" rounds
- 10 Conference/Classroom Tables
- 50 Orange Chairs for ILC

Event Vendors

Caterers

Fete Catering by Pattigeorges	Jaymie Klauber	(941) 383-5111	www.caterfete.com
Marie's Italian Kitchen	Bill Wells	(941) 923-1000	www.marieskitchen.com
Mattison's Catering Co		(941) 955-9868	www.mattisons.com
Michael's On East	Phil Mancini	(941) 366-0007	www.michaelsoneastcatering.com
Milan Catering	Roberta Montelione	(941) 312-0000	www.milancatering.com
Nellie's Catering	Fredda Pohl	(941) 924-2705	www.nelliesdeli.com
Simply Gourmet	Jamie Barrett	(941) 929-0066	www.simplygourmetcompany.com
Hyatt Regency Sarasota	Minna Traugatt	(941)363-2605	www.sarasota.hyatt.com

Floral Design

Event Designs and Consulting, Inc.	Roger Capote	941-586-7588	info@srgeventdesigns.com
Beneva Flowers & Gifts	Sue Larimore	(941) 308-5151	www.benevaflowers.com
Floral Concept	Joan Kershaw	(941) 720-2309	www.floralconcept.com
Flowers by Fudgie	Becki Creighton	(941) 349-9212	www.flowersbyfudgie.com
Mr. Florist	Ron Carter	(941) 365-1701	
Tiger Lily	Jim Carlton/Arthur Faria	(941) 366-5566	www.tigerlilyflowers.com

Plant Rentals

Plant Parents	David Glosser	(941) 377-3070	www.plantparents.com
Tropex	Steve Shramo	(941) 743-74464	www.tropex.com

Rental Equipment

US Tent Rental		(941) 727-3311	www.ustentrental.com
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Sounds and Lighting

Tight AV Inc.		(941) 366-5200	
Sights and Sounds		(941) 957-3429	

Photographers

Event Vendors

Taryn Daley Photography	Taryn Daley	941-302-1413	www.taryndaleyphotography.com
Aperture Photograhly	Brian David Braun and Tara Thomlinson		www.apertureswfl.com
Kathryn Brass Photography	Kathryn Brass	941-586-2348	www.kathrynbrassphotography.com
Kirsten Manick Photography	Kirsten Manick	941-330-7226	www.kirstenmanickphotography.com
Still Silver Digital Imaging and Photography	Carissa Warfield	941-350-4066	www.stillsilver.net

Wedding Planners

Event Designs and Consulting, Inc.	Roger Capote	941-586-7588	info@srgeventdesigns.com
Elegant Sarasota Weddings		941-308-3125	www.elegantsarasota.com

Bakers

Pastries by Design		941-567-4061	www.pastriesbydesign.com
A Slice of Heaven Custom Cakes		941-341-0038	www.sarasotacakes.com
Heavenly Cupcakes		941-922-0024	www.heavenlycupcakes.com

DJ's

Spotlight Events Entertainment, Inc.		941-706-3102	
Black Tie DJ's		941-925-5944	
Information on Local Live Bands		941-309-4949 ext.120	www.amyf@gwiz.org



The Blivas Science and Technology Center
1001 Blvd. of the Arts, Sarasota, FL 34236

Facility Rental Contract

This agreement is made this _____ day of _____, by and between G.WIZ – The Science Museum (herein referred to as “Museum”) and _____ (herein after referred to as “User”).

1. PREMISES & RATES: The Museum hereby agrees to make available to User, for the exclusive use of User, the following facilities (the “Facilities”) located on the Museum premises, at the time and date (s) and for the purpose (s) indicated at the following rates.

Purpose: _____

Museum Space Needed: _____

Price for Space: _____ Security Deposit: \$200 _____

Date: _____ Event Time: _____

Set up: _____ Break Down: _____

Grand Total: \$ _____

2. PAYMENTS Payment in full is required with the return of this contract for events within 30 days from the date of the contract. For events with dates more than 30 days from the date of the contract a deposit of 50% \$_____ is required with the return of this contract to confirm the event dates. Also due with the return of the contract is evidence of insurance coverage described within Section 7E. The balance of the total cost will be due in full seven (7) days prior to the event.

3. CANCELLATION:

User and/or Museum may terminate this Agreement (in its entirety, or as to any time, date or facility) up-to one month prior to the event date. User shall be entitled to a refund of all deposits and fees. If User terminates this Agreement within (30) days prior to the event date, User shall be entitled to a refund of all fees less 50% of total rental.

4. DEFAULT: If User shall at any time be in default under the terms of this Agreement, the Museum shall have the right to terminate this Agreement forthwith, whereupon User shall vacate the Facilities immediately, and User shall have no right to receive any refund of any deposits of fees hereunder.

5. CATERING AGREEMENT: User hereby agrees that it will require any third party that User engages to provide catering or other services to enter into an Agreement with the Museum regarding restrictions covered in Section 7 at least seven (30) days prior to the first date in Section 1, hereof.

Catering Service Provider Contact Information

Name _____

Address: _____

Phone: _____

Contact Person: _____

6. USE RESTRICTIONS: The following restrictions shall apply to the User's use of the Facilities:

A. All use of the Facilities shall terminate no later than the time and date herein stated, and said Facilities shall be vacated by all persons using the same hereunder at or before such time and date. Any time for User to set-up, tear down and remove equipment provided must be budgeted as part of the rental contract. User will reimburse the Museum for any overtime compensation it is required to pay its staff during such additional time at the rate of \$25 per hour.

B. User shall have the use of the Facilities only for the purposes herein.

C. User specifically agrees not to permanently mark or damage the floor or walls of Facility and shall be responsible for any and all damage to the Facility and to the Museum's personal property therein, or to the property of any third person which is on loan to the Museum, caused by the acts of User or User's agents, servants, employees, patrons, licensees, invites or guests, whether accidental or otherwise; and User further agrees to leave the premises in the same condition as existed on the date that possession thereof commenced which includes but is not limited to the removal of all trash generated by the event, removal of all furniture and equipment, beverages, food, utensils, etc. Failure to comply with scheduled cleanup will result in a cleaning charge of \$25.00 per hour. For those events using a caterer, the caterer's agreement is incorporated herein by reference.

D. The Museum reserves the right to approve any caterer providing food and/or drink at the Facilities. Consumption or carrying of food and beverages shall be allowed only in the spaces rented and only for the designated hours of the event. The City of Sarasota Noise Ordinance shall be abided by for any outside activities, playing of music, or other noisy activities. Smoking is not permitted in any area of the building.

E. User shall indemnify and hold the Museum harmless from and against any and all claims, damages, expenses, losses, suits or causes of action (including reasonable attorneys' fees) resulting from or arising in connection with User's use of the Facilities, provided the Museum promptly notifies User of such claims, damages, expenses, losses or suits and cooperates fully with the defense thereof. Any use of the Facilities involving a danger or risk shall be covered by liability and property damage

insurance provided by User, at User's sole cost and expense and endorsed for the benefit of the Museum, with insurance companies acceptable to the Museum. The bodily injury liability coverage shall be not less than \$1,000,000 each occurrence. The property damage liability shall be not less than \$1,000,000 for each occurrence. User will provide the Museum with evidence acceptable to the Museum that such insurance has been obtained and will cover User's event at 24 hours before rental date set forth in Section 1, hereof.

F. User agrees to comply with any and all laws, statutes, ordinances, rules, orders regulations and requirements of the federal, state, and local governments, and all of the their departments or bureaus, applicable to User's use of the Facilities, including without limitation, obtaining any necessary liquor licenses and the payment of all sales, use and entertainment taxes or fees.

G. User is responsible for the safety and good order of all equipment and other property owned by the Museum and/or being displayed at the Museum's premises, and is liable for said equipment and other property if it is lost, stolen, damaged or misplaced by User's agents or the attendants at User's function whether or not invited.

H. Children under 12 years of age are not permitted in the galleries unless supervised by an adult.

I. The Museum reserves the right through its officers and its employees or agents to eject any person or persons from any portion of its Facilities, and upon the exercise of this authority, through its employees, officers, or agents, the User hereby waives any right or claim for damages against the Museum or any of its employees, officers, or agents.

J. The Museum assumes no responsibility for equipment supplied by User or another party. The Museum reserves the right to approve (1) all equipment used hereunder and (2) the supplier of said equipment.

K. The Museum reserves the right to review all copy and approve all forms of advertising or publicity in which the Museum's name is used. The parties agree that no partnership between them respecting any event or the use of the Facility shall be implied in any way, and User agrees to indemnify and hold the Museum harmless from and against any claims to the contrary.

L. User agrees that it shall not erect, post, place or affix any signs, advertisements, show bills, lithographs, posters or cards of any description on any portion of the Facility without written permission of the Museum.

M. All of User's property will be removed from the Museum by User at the termination of User's use of the Facilities. If User's property is not removed as provided herein, the Museum will have the right to cause such property to be removed at the expense of the User.

N. User shall comply with all rules and restrictions that may be prescribed by the Museum for the purpose of maintaining the safety, care, good order and cleanliness of the Museum's premises, equipment and property displayed thereon.

O. Those matters not herein expressly provided for shall be decided by the Museum and/or its representatives or agents and such decisions shall be binding upon the User.

P. Special Needs:

8. ASSIGNMENT: User shall not assign this Agreement without prior written consent of the Museum.

9. NOTICES: All notices to the Museum shall be deemed to have been adequately and timely given when received in writing by the Museum's Director or by the Facilities Rental Coordinator.

10. MISCELLANEOUS: This Agreement constitutes the entire Agreement between the parties hereto and shall not be modified except by written instrument signed by both parties. This Agreement shall be construed, interpreted and enforced according to the laws of the State of Florida. The officer or representative of User executing this Agreement certifies that he or she has been duly authorized to enter into this Agreement on behalf of User and that neither the execution of and delivery of this Agreement, nor the performance or the terms and conditions hereof, will result in a breach of any agreement to which User is a party, or of any federal, state or local law, rule or regulation.

User Printed Name

Museum Director Printed Name

User Signature

Museum Signature

Date Signed

Date Signed

User Address

User Phone Number

User Email