



FLORIDA HOUSE INSTITUTE

Venue Rental Guide

Prices effective January 1, 2016



"Your local sustainable living meeting space . Offering an affordable and earth friendly venue that invites magic and wonder with beautiful modern indoor facilities and functional outdoor garden settings."

Full Day Rental

Base rate includes: Main meeting area, porch and deck and use of outside garden areas (no gleaning is allowed). Solar gazebo or garden arch area available for wedding ceremony. \$850.00 (Max. 8 hours. \$50 each additional hour). Includes Tables and chairs, PC or MAC and Screen, Full kitchen and pantry access including cookware, FHI tableware and utensils. Up to 10 rounds and 6 rectangular 8' tables; 50 colored rolling chairs; 40 white plastic chairs; 12 padded presentation chairs; ADA friendly facility; Free wi-fi and free parking. 2 indoor restrooms and changing areas available.

Half Day Event Rental

Base rate includes: Main meeting area plus porch and deck. \$350.00 (Max. 4 hours. \$50 each additional hour). Includes Tables and chairs, PC or MAC and Screen, Kitchen Lite (serving only). Up to 10 rounds and 6 rectangular 8' tables; 50 colored rolling chairs; 40 white plastic chairs; 12 padded presentation chairs; ADA friendly facility ; Free wi-fi and free parking.

Capacity: 60 for sit down lunch/dinner inside only; 80 inside & outside of house. Sit down meal outside capacity is max. 200. Capacity for meeting only with no tables (theater style) is 75 inside. PLEASE NOTE: Outside tent space must be rented by third party vendor. Recommendations for sustainable green catering and event supply rental provided upon deposit. Discounts available for partner organizations and not-for profit.



Class or Presentation

Base Rate -- Two hour class plus set up & teardown \$150.00. Additional time at \$50 per hour. Audio/Visual equipment use is included. Sponsor does own promotion and sets fees for courses/classes taught.



Small Meeting

Maximum 30 people – max. 2 hours (e.g., nonprofit board) \$100.00 Sunroom only with bathroom. Free use of tables and chairs.

Add-ons:

- Docent led tour of facilities and garden starting at \$25.00
- Catering available (call for details)
- Full Kitchen and pantry access including cookware, FHI tableware, utensils \$100.00
- Tablecloths (cleaning fee) \$5.00 per table cloth
- FHI staff assistance per hour \$50.00

Florida House Add-ons:

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- Full Kitchen and pantry access including cookware, FHI tableware, utensils \$100.00
- Tablecloths (cleaning fee) \$5.00 per table cloth
- FHI staff assistance per hour \$50.00 (marketing, flyer creation, set-up/tear down)

Team Building:

Base Price \$850 (up to 20 people). Morning course includes bagel breakfast, juice, coffee and group activities (may self cater if preferred). Afternoon includes house made iced tea, and light refreshments. Plan for a 3.5 to 4 hour day. Arrival time is 8:30 AM or 1:30 PM. Choose one team building challenge: STEM activity, cooking class, medicinal plant activity, construction from reuse products,



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or hands-on gardening course. Includes Garden and House tour and brief sustainability overview. Groups of 20 or more please add \$35 for each additional person. Groups of 40 or more please contact staff for quote

Add on Options:

Educational presentation or Keynote speaker on Sustainability, Gardening, or Green Building (1 hour at \$250)

Choice of take away gift add \$5.00 per person

Simple Centerpieces and table cloths add \$5.00 per table

Sign in sheets and nametags provided (no charge)

Lunch option available to add starting at \$25

Additional Services available for all facility rentals: (Priced and made available upon request)

- Meeting facilitation
- Enhanced AV services (e.g., video production)
- Decorations/centerpieces
- Catering
- Tour of facilities
- Valet Parking Service \$25.00 per hour/per parking attendant
- Portable bathroom facilities

YES! We would like to rent space at the FLORIDA HOUSE INSTITUTE

MY ORGANIZATION IS A: Private Corporation / Business Non-Profit Organization
 Municipality (Federal, State, County, City) Neighborhood / Homeowners Association/Individual

Representative Contact Name

Title

Exhibit/Organization Name

Address

City

State

Zip

Phone

Email

Rental Date(s) and Time(s): (for repeating please indicate day of the week and time)

Type of Event: (Wedding, Meeting etc.)

Rental Type: (please check) Team Building Full Day Half Day

Class or Presentation Small Meeting

A \$200 cleaning deposit is required for ALL reservations. Lower cost meeting rentals will receive a rebate on the balance of their deposit once final

Add Ons: (Please list here)

TOTAL TO BE BILLED:

CREDIT CARD _____

EXP. _____ 3 DIGIT CODE: _____

(If special rate quoted staff name here: _____)