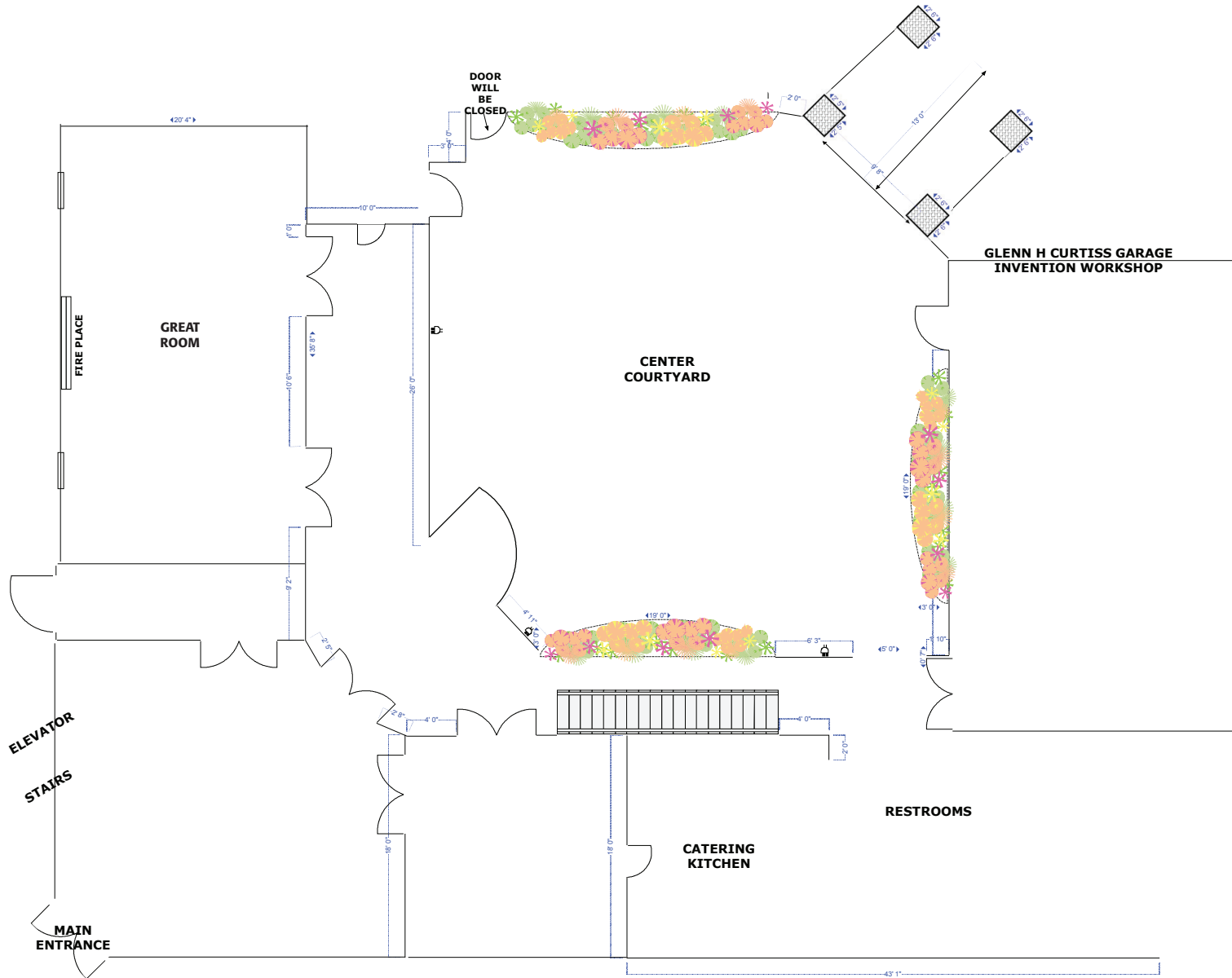


MEETING & CONFERENCE RATES



Curtis Mansion

CURTISS MANSION FIRST FLOOR

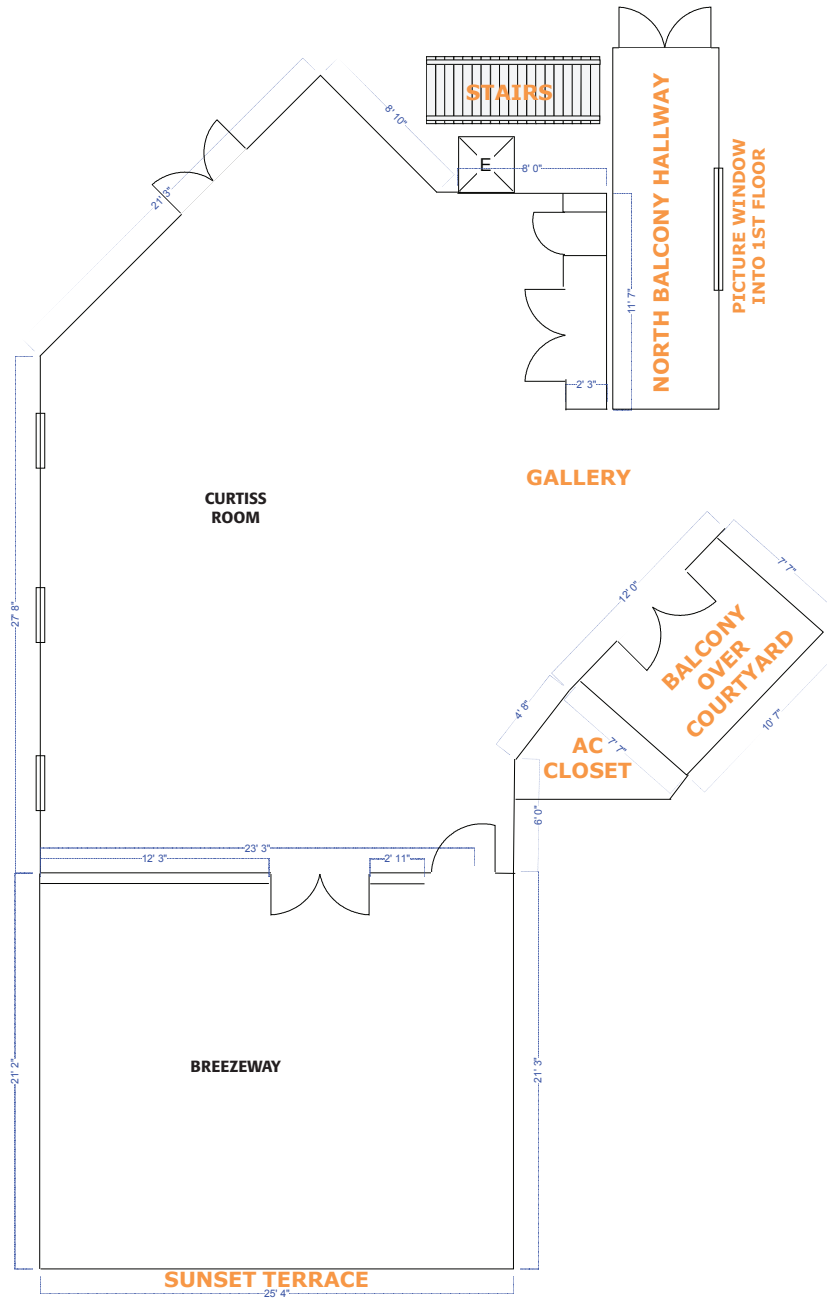


GREAT ROOM
 SQUARE FOOTAGE: 790

CENTER COURTYARD
 SQUARE FOOTAGE: 1830
 OPEN AIR

CURTISS INVENTION ROOM
 SQUARE FOOTAGE: 1010

CURTISS MANSION SECOND FLOOR



SECOND FLOOR: CURTISS ROOM
 SQUARE FOOTAGE: 1100

SECOND FLOOR: BREEZEWAY
 SQUARE FOOTAGE: 450

Meeting Space	Description	Square Footage	Capacity 60-Rounds 8-10 ppl per table	Capacity 60-Tables 6-8 ppl per table	Capacity Seminar tables	Capacity Theater Seating
Great Room	Inside, A/C, Fireplace	790	60	60	60	120
Great Room Verandah	Covered	500	30	30	N/A	20
Dining Room	Inside, A/C	350	20	20	N/A	30
Carriage Room	Inside, A/C	1010	100	100	70	150
Curtiss Room	Upstairs, Inside, A/C	1100	N/A	N/A	70	130
Breezeway	Upstairs, Covered	450	40	40	N/A	50
Courtyard	Outdoors, Partially enclosed	1830	150	150	90	200
Gardens	Outdoors, Lawn	4200	350	350	N/A	400
Outside Gardens	Outdoors, Lawn	1800	150	160	N/A	200

Meeting Space	Description	Square Footage	Capacity 60-Rounds 8-10 ppl per table	Capacity 60-Tables 6-8 ppl per table	Capacity Seminar tables	Capacity Theater Seating
Ceremony Grove	Tree lined, Shady, Lawn	3000	N/A	N/A	N/A	300
Recreational Area	Outdoors, Paved	8000	650	750	N/A	1000

► For more information regarding your Corporate Meeting or Event, please contact the Director of Events by calling 305-869-5180 Ext. 103 or emailing events@curtissmansion.com.

- Miami International Airport distance - 1.5 Miles, 5 minutes / Fort Lauderdale Airport distance - 26 Miles, 37 minutes
- Wireless high speed internet access throughout property.
- Spousal Activities & Private Itinerary Planning available.
- We also offer in-depth team building programs for your corporate retreats and off-site business meetings.

► **Coordination of AV Equipment**

- We have several Audio-Visual Equipment vendors from which to choose.
- Please consult with your event planner regarding availability and rental fees for your audio-visual needs.

► From small networking events to large meetings and celebrations, allow us to customize a program to your exact needs. Pre-set menus are available, or if you'd prefer, we will work with you to create a menu specific to your event's size and style.

*Capacity may vary depending on CDC guidelines.



SEASON RATES (October through May)

SATURDAY & HOLIDAY RENTAL

- Maximum capacity: 250 (Weddings) - 450 (Corporate events)
- 5 Hour Event. 3 Hours Vendor Set Up and 2 Hour Maximum Load Out.
- Additional hours are \$500 per hour
- Rate based on 150 people
- Additional guests billed at \$15 per person
- Rehearsal Dinner or Bridal Shower in the Mansion for a reduced rate.
- Holidays -Valentine's day, Easter, July 4th, Halloween, Thanksgiving & Christmas Eve/Day - Ask about New Years Eve/Day rates.....\$5,750

FRIDAY RENTAL

- Maximum capacity: 250 (Weddings) - 450 (Corporate events)
- 5 Hour Event. 3 Hours Vendor Set Up and 2 Hour Maximum Load Out.
- Additional hours are \$500 per hour
- Rate based on 150 people
- Additional guests billed at \$15 per person
- Rehearsal Dinner or Bridal Shower in the Mansion for a reduced rate.
- Friday.....\$4,175

SUNDAY RENTAL

- Maximum capacity: 250 (Weddings) - 450 (Corporate events)
- 5 Hour Event. 3 Hours Vendor Set Up and 2 Hour Maximum Load Out.
- Additional hours are \$500 per hour
- Rate based on 150 people
- Additional guests billed at \$15 per person
- Rehearsal Dinner or Bridal Shower in the Mansion for a reduced rate.
- Sunday.....\$3,650

MONDAY THROUGH THURSDAY RENTAL

- Maximum capacity: 250 (Weddings) - 450 (Corporate events)
- 5 Hour Event. 3 Hours Vendor Set Up and 2 Hour Maximum Load Out.
- Additional hours are \$500 per hour
- Rate based on 75 people
- Additional guests billed at \$15 per person
- Rehearsal Dinner or Bridal Shower in the Mansion for a reduced rate.
- Monday-Thursday.....\$3,150

Please inquire about our All-Inclusive & Preferred vendors package

Terms and Conditions*:

- Venue rental and extra hours will be subject to a 6.5% State sales tax.
- \$1000 refundable security deposit is required.
- 50% of venue rental & 50% tax is required to secure the date of the event and is Non-Refundable.
- Remainder balance is due in full 6 months prior to the event.
- Valet service, off-duty MSPD officer & event planner/coordinator is required for weddings over 125 guests. The Mansion can provide these vendors at your cost**.
- 4% administration fee is required & Non-refundable. Full amount due upfront with the retainer.

OFF-SEASON RATES (June through September)

SATURDAY RENTAL

- Maximum capacity: 250 (Weddings) - 450 (Corporate events)
- 5 Hour Event. 3 Hours Vendor Set Up and 2 Hour Maximum Load Out.
- Additional hours are \$500 per hour
- Rate based on 110 people
- Additional guests billed at \$15 per person
- Rehearsal Dinner or Bridal Shower in the Mansion for a reduced rate.
- Saturday and Select Holidays.....\$4,175

FRIDAY RENTAL

- Maximum capacity: 250 (Weddings) - 450 (Corporate events)
- 5 Hour Event. 3 Hours Vendor Set Up and 2 Hour Maximum Load Out.
- Additional hours are \$500 per hour
- Rate based on 110 people
- Additional guests billed at \$15 per person
- Rehearsal Dinner or Bridal Shower in the Mansion for a reduced rate.
- Friday.....\$3,650

SUNDAY RENTAL

- Maximum capacity: 250 (Weddings) - 450 (Corporate events)
- 5 Hour Event. 3 Hours Vendor Set Up and 2 Hour Maximum Load Out.
- Additional hours are \$500 per hour
- Rate based on 110 people
- Additional guests billed at \$15 per person
- Rehearsal Dinner or Bridal Shower in the Mansion for a reduced rate.
- Sunday.....\$3,150

MONDAY THROUGH THURSDAY RENTAL

- Maximum capacity: 250 (Weddings) - 450 (Corporate events)
- 5 Hour Event. 3 Hours Vendor Set Up and 2 Hour Maximum Load Out.
- Additional hours are \$500 per hour
- Rate based on 75 people
- Additional guests billed at \$15 per person
- Rehearsal Dinner or Bridal Shower in the Mansion for a reduced rate.
- Monday-Thursday.....\$2,600

Please contact our Events Director for more information - Events@CurtissMansion.org

* This brochure is an overview of services and costs. Other fees or regulations may apply and will be included in the contract. Prices may vary at the discretion of the Mansion personnel without prior notice.

** The number of officers is determined by the final guest count provided to the Mansion 30 days before the event and type of event. The Mansion staff will provide current Police Supervision rates as needed.

*** Rates, rules and regulations may change as per CDC rules & laws.



COMMERCIAL PHOTOGRAPHY, VIDEO AND FILM

The Mansion & Grounds are available for commercial photography, video and film production. Photography and film shoot rates include a green room and plenty of parking for vehicles. Catering is available.

Commercial Photography

Curtiss Mansion is a favorite destination for commercial photographers, and advertising agencies. Our landscaping and architecture are the perfect backdrop for product and catalog shoots. To contract a photo shoot, contact the Director of Events.
2 hour minimum - \$200/Hour

Video, Film and Broadcast

Video and film production require advanced planning so that we can meet the needs of your production team while remaining open to the public.
\$3500-5000 (10 hours) - \$100/hour after 10 hours.

PORTRAIT PHOTO & VIDEO RENTAL FEES

The Curtiss Mansion & Gardens are available as the backdrop for your photo, video and or film productions. This hidden gem is a unique setting with incredible character and rich in history.

- Visitors are granted access to the historic Curtiss Mansion & Gardens in its entirety excluding: Rooftops, Staff Offices, Archive Room, and Aviation Academy.
- Portrait photography rates are \$125 per hour, 2 hour minimum.
- There is an additional \$18 fee per person over the initial group of six.
Fees are non-refundable.

MINI CORPORATE/PRIVATE EVENTS - GROUPS 49 OR SMALLER

The Curtiss Mansion and Gardens is available for small corporate or private events. If your event has 49 or fewer guests, please contact the Executive Director, Julie Arias at director@curtissmansion.org or call 305.869.5180 ext. 102.

All vendors providing service and property lease at the Curtiss Mansion must provide a General Liability Certificate of Insurance for \$1,000,000. Certificates must list the Curtiss Mansion Inc. and the City of Miami Springs as an additional insured, and must be received 30 days prior to event.

Curtiss Mansion Inc.
500 Deer Run
Miami Springs, FL 33166

City of Miami Springs
201 Westward Drive
Miami Springs, FL 33166

Please contact our Events Director for more information - Events@CurtissMansion.org

** This brochure is an overview of services and costs. Other fees or regulations may apply and will be included in the contract. Prices may vary at the discretion of the Mansion personnel without prior notice.*

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