The Orlando Museum of Art’s special events team is ready to help customize our space to fit your needs. Please contact us to schedule a tour and to book your special event.
Founded in 1924, and incorporated as a 501(c)(3) institution in 1926, the Orlando Museum of Art is a leading cultural institution in the region. The Museum’s mission is to inspire creativity, passion and intellectual curiosity by connecting people with art and new ideas.

To meet this objective, the Museum has dedicated itself to collecting, preserving and interpreting notable works of art; to presenting exhibitions of local, regional, national and international significance; to developing first-rate educational programs; to presenting creative and inclusive programs that reach every segment our community and to partner with people and organizations throughout central Florida via our facility rentals program.

The Museum is ideally located between Downtown Orlando and Winter Park in Orlando’s Loch Haven Park, with a large brick-paver parking lot just outside the Museum entrance, free and convenient for your guests.
EVENT AREAS

Martin and Gracia Andersen Rotunda
Luxurious appointments, including a marble floor, rich wood paneling, 30 foot ceiling and a spectacular use of both natural and ambient lighting, create an elegant atmosphere for even the largest reception or ceremony. This space may also be used in conjunction with Council of 101 Meeting Rooms A, B, and C to provide a dinner facility for up to 250 guests.

Council of 101 Meeting Rooms A, B, & C
Floor to ceiling windows provide a park view in Meeting Room A. Rich wood paneling, plush carpet, and flexible space options enable a “custom fit” for a variety of functions from morning until night. Rental options include carpeted spaces to be used independently or in conjunction with each other.

Council of 101 Grand Gallery
Gallery space with incredible natural lighting, marble floors, and walls adorned with the Museum’s artwork. The natural light flows from a domed skylight, perfectly situated over Dale Chihuly’s signature glass sculpture, Citron & Cobalt Tower. This central gallery opens up on every side to the Museum’s galleries and Rotunda, making it an ideal ceremony or cocktail hour space.

SunTrust Auditorium
Fully accessible and specially equipped for the physically challenged, this 250-seat space has excellent acoustics for concerts, lectures, films, and other presentations. Graduated seating assures optimal viewing from all seats.

City of Orlando Sculpture Plaza
Artwork abounds even outside of the Museum, specifically in our Sculpture Plaza, located directly outside of the Rotunda. This open space allows for outside events surrounded by our rotating sculpture exhibitions, with the ability to entertain under the grand entrance of the Museum.

Galleries
Fine art from the Museum’s own permanent collection of 19th and 20th century American art and outstanding traveling exhibitions provide a premiere entertainment locale.

Additional Amenities

Private Bridal Waiting Areas
A variety of rooms are available for the bride and her wedding party to prepare for her entrance. The private waiting area is selected based upon the bride’s ceremony location.

Kitchen
The facility boasts a well-equipped kitchen, spacious preparation area and dedicated loading dock.
CATERING COMPANIES

* PATRONS ARE REQUIRED TO USE ONE OF THE APPROVED CATERERS BELOW *

- Arthur’s Catering
  407.331.1993
  www.arthurscatering.com

- Levan’s Catering
  407.699.9900
  www.levanscatering.com

- Cuisiners
  407.975.8763
  www.cuisinerscater.com

- Dubsdread Catering
  407.650.9558
  www.dubsdreadcatering.com

- Pearson’s Catering
  407.391.6806
  www.PearsonsOrlando.com

- Tim Webber
  407.810.7449
  www.TimWebberEvents.com

- Public Aprons
  407.622.2264
  www.Public.com/catering

- John Michael Exquisite Weddings and Catering
  407.394.6671
  www.JohnMichaelEvents.com

PHOTO CREDIT: WWW.ARTHURSCATERING.COM
VENDORS (Suggested)

AUDIO / VISUAL
American Audio Visual
407.888.8300
americanaudiovisual.com

LMG
407.850.0505
lmg.net

Photosound
407.898.8841
photosoundav.com

The AV Guys
407.251.3191
theavguys.com

ENTERTAINMENT
Bay Kings Band
813.784.6077
baykingsband.com

Beautiful Music
407.295.8527
beautifulmusic.cc

Buzzcatz
321.277.5522
thebuzzcatz.band

Dj Live Productions
407.383.1740
DjLiveproductions.com

Fun Factory Entertainment
407.595.1065
djfunfactory.com

Harpist Christine MacPhail
407.239.1330
orlandoharpist.com

J & R Productions
407.884.0001
jrpartys.com

Jeff Scott
407.365.3601
jeffscottguitarist.com

Lisa Foggie Violinist
321.297.9443
orlandoviolinist.com

Liquid Entertainment
407.448.4658
jayliquidentertainment.com

Michael Petrovich
407.647.2784
michaelpetrovichmusic.com

Orlando DJ and Lighting
321.695.4072
orlandodjandlighting.com

Paradigm Party Band
904.955.6725
paradigmpartyband.com

Power Entertainment DJ Service
407.948.8333
orlandodjservice.com

Soundwave
407.905.0324
dsoundwave.net

Weddings Only DJ Entertainment
Brian Scott
407.321.2960
www.weddingsonlydjentertainment.com

White Rose Entertainment
407.601.3765
orlandodj.com

FLORAL
Fairbanks Florist
407.649.2023
fairbanksflorist.net

Flourish
407.644.7474
flourishproductions.com

Ian Tafoya Designs
407.733.4292
iantafoyadesigns.com

Kelly’s Flowers
407.443.6665
kellysweddingflowers.com

Lee Forrest Designs
407.770.0440
leeforrestdesign.com

Runway Botanical
321.236.0757
yourrunwayevent.com

Shawn O’Dwyer Flowers & Event Design
407.853.4999
soeventdesign.com

The Flower Studio
321.422.0823
theflowerstudio.com

PHOTO CREDIT: KV PHOTOGRAPHY
PHOTOGRAPHY & VIDEO

Brian Adams
321.206.6285
brianadamsphoto.com

Concept Photography
800.381.2604
cptphotography.com

Domenico Castaldo
407.401.9071
castaldostudio.com

Emily Katharine
239.963.5756
emilykatharine.com

Hundreds of Moments
347.725.1272
hundredsofmoments.com

KMD Creations
407.885.0177
kmdcreations.com

KV Photography
407.923.0183
kvphotographyonline.com

Lupinek Productions
937.477.0609
lupinekproductions.com

Sarah Bray Photography
407.923.1043
sarahbrayphoto.com

Snap! Studio Booth
321.300.5833
snapstudibooth.com

Victoria Angela
407.730.0614
victoriangela.com

DÉCOR RENTAL

A Chair Affair
386.479.4308
chairaffairrentals.com

AFR Event Furnishings
407.608.5341
afrevents.com

Alpha-Lit Orlando
407.341.2300
alphalitletters.com

BBJ Linen
407.857.6566
bbjlinen.com

Chic Event Furnishings
407.888.8233
chiceventfurniture.com

Khaleidoscope Event Lighting
888.978.4719
kaleidoscopelight.com

Longwood Events & Rentals
407.960.6986
longwoodweddings.com

Orlando Wedding & Party Rentals
407.739.5740
orlandoweddingandpartyrentals.com

Quest Drape
407.888.8164
questdrape.com

RJ Glamour & Innovation
407.880.6669
www.glamourinnovation.com

Swag Decor
407.422.3851
swagdecor.com

WEDDING CAKES

Anna Cakes
407.793.8996
annacakes.com

Bake Me a Cake
407.830.9067
bakemacake.net

Cut the Cake
407.265.2205
cutthecakenc.com

Party Favors Custom Cakes
407.578.2082
orlandocustomcakes.com

The Pastry Studio
386.255.6404
thepastrystudio.com

TRANSPORTATION

Cole’s Classic Cars
407.963.9089
colesclassiccars.com

Empire Coach Line
407.888.2624
empirecoachline.com

VIP Transportation Group
407.822.7755
vptg.com

West Wing Limousines
407.657.2700
westwinglimos.com

VALET

One Way Valet
407.897.7172
onewayvaletinc.com

PHOTO CREDIT: HUNDREDS OF MOMENTS
POLICIES

Types of Events
All events are expected to harmonize with the character and mission of the Orlando Museum of Art (the OMA) and must be approved by the OMA. No commercial, political or fundraising event is permitted before, during or after the facility rental event. As an exception for one year, as a test, OMA considered rentals for fundraising events by Charitable 501(c)(3) Organizations and entities entitled to receive U.S. income tax deductible donations (Charitable Organizations). During that one year test period Charitable Organizations were required by staff of the OMA to furnish information about their past fundraising events and their operational history. Charitable Organizations seeking to conduct fundraising events had to be of good reputation and have a reasonable longevity in the community. Based on these guidelines the OMA examined its facility to qualify non profit organizations for fundraising events successfully and it is continuing to do so following these guidelines. Because of the character of the OMA as an educational and charitable organization and the need for protection of the objects displayed in the building, the OMA reserves the right to refuse or modify any event application for any reason it deems inappropriate or a potential danger or disadvantage to the OMA, its staff or visitors at its sole discretion. Rentals to Charitable Organizations shall be at a 25% discount from the standard rates. Sunday to Thursday only.

POLICIES

On-Site Event Approval
An On-Site Event Approval is required two weeks prior to the event and shall include the OMA’s Facility Rental Sales Coordinator or manager, Renter and caterer (if applicable). All final arrangements for the planned event will be confirmed and arranged through the OMA’s Facility Rental Sales Coordinator or manager.

Catering
The selection of a caterer for each event is subject to the OMA’s approval. All caterers permitted to work at the OMA are responsible for materials brought into the building, preparation and cleanup of the kitchen and service areas. A list of kitchen equipment for use by professional catering companies is available upon request. All required licensing is the sole responsibility of any caterer using the OMA’s facilities. Caterers’ equipment rental services and any other delivery or service companies must use the service entrance(s) unless prior approval is obtained from the facility rental sales coordinator. All preparation of the menu served at the event must be performed in the caterer’s establishment. Any additional heating or other preparation of food must be approved by the OMA’s Facility Rental Sales Coordinator and must be done only in the kitchen. Food or drink may not be served or taken into any of the galleries or auditorium. No red wine is allowed on the premises.

Alcoholic Beverages
If the Renter plans to serve alcohol at the event, the OMA must approve all plans and circumstances under which it is served, and such approval shall be for the sole purpose of ensuring that said plans and circumstances comply with and do not contradict the character and mission of the OMA. No alcohol shall be served on OMA property before 4pm except in circumstances where there are to be at that time no children in the Museum who could be affected by the activity and with prior written permission. The Renter shall be responsible and liable for any and all damages arising out of the use of alcoholic beverages at its event. Individuals under the age of 21 shall not be served any alcoholic beverages, and the Renter specifically agrees to take whatever steps may be necessary to ensure that alcoholic beverages are not served to minors at its event. Florida law will apply to the age of servers of alcohol. The OMA reserves the right to insist anyone attending the event who appears to be intoxicated or is causing a disturbance. Kegs are not allowed. Beer should be poured in a glass. No red wine is allowed on the premises.

Media Coverage, Invitations and Printed Materials
Any media coverage must be approved in advance and coordinated through the OMA’s Marketing Manager. 407.896.2325 ext. 233; fax 407.896.9920. The content of all materials relating to the event, including without limitation invitation copy, programs and any promotional materials must be approved by the OMA’s Marketing Manager and approved before being produced. The OMA may waive this disclaimer requirement on promotional materials for weddings, retirement, anniversary and birthday events at its sole discretion. Promotional materials must include the line: This event is neither sponsored nor endorsed by the Orlando Museum of Art. Events with fundraising must distribute promotional material both in advance and at the event further stating: “The Orlando Museum of Art is not participating in the fundraising at this event; does not have any financial interest in this event and will not receive any of the funds raised at this event.”

Securing a Rental Date
Facility rentals are subject to the availability of the space desired. To secure a rental date and reserve the space, the Renter must sign the contract and deposit required by the OMA’s Facility Rental Sales Coordinator before the start of the event. A Renter is not guaranteed a date until the contract and deposit are received by the OMA. All Renters are required to comply with all policies and procedures outlined in the Facility Rental Contract and this policy.

Delivery and Storage
The OMA does not provide storage for more than a 24-hour period without prior approval of the Facility Rental Sales Coordinator. Delivery of any items required for the event must be scheduled for the day of the event and pickup of the items must be scheduled no later than the day following the event.

Music
The selection of background music and musical entertainment for the event is subject to approval by the OMA’s Facility Rental Sales Coordinator. Lighting equipment requiring electrical connections of voltage higher than the normal 10V receptacle will not be permitted in the OMA.

Tipping
The OMA’s staff is subject to a no tipping policy. It is our pleasure to serve you. Caterers’ employees may receive tips.

Other Prohibited Items
The OMA does not allow red wine, sparklers, rice, glitter, confetti, water balloons, or other non-biodegradable items for outside use.

Decor
Plans for décor, including floral arrangements, table centerpieces, signs and displays are subject to approval by the OMA. Any decor supplied from an outside source must be removed from the rented area by the Renter directly following the departure of the last guest from the OMA. No animals are permitted in the OMA. Decor must not endanger the OMA’s collections, necessitate the moving of works of art or affect their appearance. Votive and/or large candles may be used in the Council of 101 Grand Gallery, Council of 101 Meeting Rooms A,B,C, the Martin and Gracia Andersen Rotunda and the SunTrust Auditorium. However, photographs are only allowed, where art is present, by prior written permission from the OMA’s curator, since copyright regulations prohibit photography of works of art without prior consent. Prior approval of photography or audio/video equipment for use at all events must be obtained from the council and the OMA’s personnel must supervise the photography during the event.

Catering
The selection of stage lighting for the event is subject to approval by the OMA’s Facility Rental Sales Coordinator. Lighting equipment requiring electrical connections of voltage higher than the normal 10V receptacle will not be permitted in the OMA.

Cancellation of rentals must be in writing. Should the event be cancelled, the following will apply: The original 30% non-refundable deposit is required. The remaining 70% of the rental fee must be paid no later than 60 days prior to the date of the event or, if less than 60 days remain, when this agreement is signed, on the date this agreement is signed. Any additional charges will be billed to the Renter within one week following the event and are due within 30 days of the invoice date. A check is preferred for payment.

Tipping
Upon execution of the rental contract, a 30% non-refundable deposit is required. The remaining 70% of the rental fee must be paid no later than 60 days prior to the date of the event or, if less than 60 days remain, when this agreement is signed, on the date this agreement is signed. Any additional charges will be billed to the Renter within one week following the event and are due within 30 days of the invoice date. A check is preferred for payment.

Once the cancellation is confirmed, the OMA will issue a refund equal to the amount paid minus any advance deposits, if any, at the discretion of the OMA and the date of the cancellation. The deposit may be applied to a future rental event that occurs within 12 months of the cancellation date. If the cancellation is within 30 days of the event, 50% of the entire rental fee, including the deposit, is forfeited. If the cancellation is within 14 days of the event, 100% of the rental fee is forfeited.
Insurance Coverage
At the time the Facility Rental Contract is signed, the Renter must provide proof of liability insurance coverage acceptable to the OMA by a certificate of insurance, with OMA as an additional insured and minimum coverage as set forth on the OMA Rental Rate Sheet. Should such coverage expire or renew prior to the occurrence of the event, a current certificate must be provided prior to the final On-Site Approval.

Security
The OMA will provide security and maintenance personnel it deems appropriate for the event. If the event requires increased security (e.g., use of the galleries) or maintenance, the OMA will provide the personnel but the additional cost will be paid by the Renter. Security officers are provided for the safety of the guests as well as for the safety of the OMA’s property. Security officers are under the direct supervision of the OMA and only the OMA’s personnel can give instructions to the officers. Security of the building and artwork, and safety of the guests are paramount. Any breach of security or safety regulations can result in cancellation of an event at any time.

Parking and Transportation
The parking available at the OMA is owned by the City of Orlando and shared with other Orlando Loch Haven Park entities. Therefore, parking arrangements for the rental event need to be coordinated by the facility rental sales coordinator with other park entities, and the OMA will provide the required personnel at an additional cost to the Renter. Any special permission from either the Orlando Loch Haven Park Board or owners of parking areas within the vicinity of the OMA is the sole responsibility of the Renter. Any additional cost of shuttling guests and valet parking is the responsibility of the Renter.

Liability
The Renter is responsible for all injury or damage of any kind to persons or property (regardless of who may be the owner of the property) arising out of or suffering through any act or omission of the Renter, its employees, agents, contractors or guests, in connection with its use of the OMA’s facilities. The Renter further assumes the obligation to indemnify and hold harmless the OMA, its trustees, officers, agents and employees, against any and all damages, claims, expenses or other liability due to personal injury or death, or damage to property of others, arising out of or suffered through any act or omission of the Renter, its employees, agents, contractors or guests, in connection with the Renter’s use of the OMA’s facilities. All events must comply with City of Orlando Parks Division rules and regulations and all City of Orlando and State of Florida laws. A copy of the City of Orlando Parks Division rules and regulations may be obtained by calling 407.246.2287.

Cleanup
The facility must be returned to the condition in which it was received. All food, beverages, decor, and rental items should be picked up immediately after the event. All trash must be bagged and placed in the dumpster. All areas must be mopped and the venue swept. Failure to comply will result in additional fees.

Damages
Any type of damage to the OMA’s property or equipment is to be reported immediately to the facility rental personnel present at the event. The Renter and/or his/her representative is asked to inspect those areas of the building to be used for the rental event with the OMA’s facility rental sales coordinator or his/her designee prior to move-in and immediately following move-out to determine any damages resulting from the event.

General
It is the policy of the OMA in considering requests for rentals of its physical facility to give first priority to the needs of the OMA to accommodate its own activities. The OMA shall decline rentals for the use of its facilities for any activity, event or other use which, in the best judgment of the staff:

- Will cause or be likely to cause any material conflict with the normally anticipated use by the OMA of its facility for its own activities (e.g., date conflicts or scheduled use extending for such duration and may preclude use of events likely to be scheduled by the OMA);
- May be reasonably expected to result in a significant burden to the facility because of physical wear and tear, overcrowding, use in violation of building or safety codes or other rules or regulations;
- Identify the OMA with the use or event as to tend to create the implication that such use or event is sponsored by or endorsed by the OMA or that any other business or organization conducts its business from the OMA’s location. Use of the OMA’s facility by parties other than the OMA shall be conducted in such a manner as will clearly indicate that such use or activity is undertaken by parties other than the OMA and that such use or activity is not an activity sponsored by or endorsed by the OMA.
BOOK YOUR EVENT
WITH US TODAY!

Facility Rentals Manager
facilityrentals@omart.org
407.896.4231 ext. 248

ORLANDO MUSEUM \ ART

PHOTO CREDIT: JESSI CAPARELLA