



OLD DAVIE SCHOOL HISTORICAL MUSEUM 2017 VENUE RENTAL INFORMATION

Thank you for your interest in having your event at Old Davie School!
Your guests will be most impressed by our beautiful and historic campus on the grounds of the 1918 Davie School, built as the first school in the Everglades.

Contact us to schedule your site visit.

We look forward to helping you make your special event historic!

954.797.1044

Events@olddavieschool.org

6650 Griffin Road, Davie, FL 33314

2017 ULTIMATE WEDDING PACKAGE

\$4700

BRIDAL SUITE: Located in the historic Walsh House, the suite features a comfortable sitting space, full-length mirror and bathroom.

LIBRARY SUITE: Located in the Old Davie School, this room is suitable as an additional preparation suite or staging room.

AMPHITHEATER: One-hour outdoor service in our beautiful Jambolan Plum Tree Grove, including white folding outdoor chairs for seating up to 175 people.

CHICKEE HUT AND AUDITORIUM: Five-hour cocktail and reception event, including high-top tables for the cocktail hour; and caterer kitchen, tables, and up to 175 chiavari chairs for the reception.

ACCESS TO THE MUSEUM EXHIBITS: One hour during cocktail hour, at client's request.

PHOTO OPPORTUNITIES IN THE HISTORIC CLASSROOM AND OUTDOOR CAMPUS

REHEARSAL TIME: One hour, week of the event during regular museum hours. Subject to scheduling and availability

EVENT DAY PREPARATION: Ample set up time on the day of the event and one-hour clean-up is provided at no additional charge. Museum event staff assemble and breakdown tables and chairs.

A refundable security deposit of \$800 and general liability insurance—including host liquor liability if alcohol will be served—is required.

Please note that all rates are subject to change.



2017 INDIVIDUAL ROOM RATES

Museum Auditorium: including use of Chickee Hut, caterer kitchen, 22 (60") round banquet tables, 7 (8') rectangular tables, and up to 175 chiavari chairs. Capacity 175.

MONDAY – THURSDAY: \$700 for 2 hour event
FRIDAY – SUNDAY: \$3000 for 4 hour event
ADDITIONAL HOURS AVAILABLE AT \$350/HOUR
AMPHITHEATER WITH CEREMONY CHAIRS: \$1000
ADDITIONAL LIBRARY SUITE: \$300
BRIDAL SUITE: \$500
\$600 REFUNDABLE SECURITY DEPOSIT REQUIRED
*OUTDOOR RENTALS – TABLES \$10 EACH/ CHAIRS \$3 EACH

Cafetorium: including use of full kitchen, 18 (6') rectangular tables, and up to 150 padded banquet chairs. Options to upgrade chairs to white resin chairs are available at an additional cost. Capacity 150.

MONDAY – THURSDAY: \$300 for 2 hour event
FRIDAY – SUNDAY: \$400 for 2 hour event
ADDITIONAL HOURS AVAILABLE AT \$200/HOUR
PAVILION WITH CEREMONY CHAIRS: \$800 (depending on scheduling & availability)
\$400 REFUNDABLE SECURITY DEPOSIT REQUIRED

Please note that all rates are subject to change.

PREFERRED VENDORS

A Fancy Fiesta.....305.443.4828
Fine Food Events.....888.366.3611
Grateful Palate Catering & Events.....954.652.8982
Moriah Cuda Photography.....954.605.3069

OLD DAVIE SCHOOL HAS WORKED WITH THE VENDORS LISTED AND THEY HAVE PROVIDED A GOOD SERVICE.
ODSHM MAKES NO WARRANTIES OR REPRESENTATION AS TO THE QUALITY OF ANY VENDOR. FOR YOUR
PROTECTION, PLEASE OBTAIN A COPY OF THE VENDOR'S CURRENT LICENSE AND/OR INSURANCE.



TO BOOK YOUR EVENT AT THE OLD DAVIE SCHOOL

- Please review the rules and regulations outlined in the Rental Policy. In order to preserve the historic campus and to continue offering a unique and special venue, certain décor and equipment are prohibited. Consider these boundaries in your event planning.
- Fifty percent of contracted amount is required to reserve a date and is non-refundable. The remaining contract amount is due no later than one month prior to the event.
- A refundable security deposit is required: \$800 for the Ultimate Wedding Package, \$600 for Auditorium only, or \$400 for the Cafetorium. This deposit will be returned two (2) weeks after the rental pending no damage to the building or policies broken. ODSHM accept checks and all major credit cards for credit pre-authorizations.
- General liability insurance—including host liquor liability if alcohol will be served—is required. This may be acquired through the Lessee's homeowner's insurance, or purchased from companies such as eventhelper.com, rvnuccio.com or 1dayevent.com for under \$200.
- The Old Davie School is a historic location and measures are taken to ensure the ongoing preservation of the building. Alternate furniture/equipment from outside vendors is not permitted without prior approval from ODSHM. **Do not enter into a contract with a vendor until you have received approval from ODSHM.** The Furniture/ Equipment Request Form must be submitted no later than 30 days prior to the event. Approved furniture/equipment will require an additional \$200 alternate furniture fee. Any furniture/equipment not approved by ODSHM will be prohibited from entering the building the day of the event.

No later than thirty (30) days prior to your event, the following is due:

- Remaining contract amount
- Furniture/ Equipment Request Form, along with payment if applicable
- Applicable Security Deposit
- Room Layout diagram
- Certificates of Insurance from the Lessee and Vendors

Please note that all rates are subject to change.

