



MORIKAMI

MUSEUM AND JAPANESE GARDENS

Wedding and Special Event

RENTAL INFORMATION AND FEES



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Please visit www.morikami.org to see photographs of past events and general views of the Museum and Gardens.

For more information or to schedule an appointment, please contact:

Alanna R. Keating
Facility Rental Manager
P: 561.233.1304
akeating@pbcgov.org

Weddings and Special Events

The Morikami Museum and Japanese Gardens has become one of South Florida's premier rental facilities for weddings, corporate functions, and special events. From a beautiful sunset wedding ceremony overlooking the lake, to a musical performance on the terrace with views of the picturesque Japanese gardens, or a corporate presentation in our Museum theater, the Morikami provides a stunning and distinctive venue for any event.

There are romantic sites in the peaceful gardens that are ideal for a small ceremony of up to 35 guests. These ceremonies take place between 10:00 a.m. and 3:30 p.m. Larger gatherings are held after 6:30 p.m. when the Museum has closed to the public, as well as on Monday from 9:00 a.m. until midnight. We have a capacity of 150 guests for dining and dancing for either the indoor or outdoor space. Events may be held lakeside, followed by a cocktail reception and dinner on our terraces overlooking the Japanese bridges, lake, waterfall, and gardens, or inside our beautiful Japanese ash-wood-lined foyer. The Morikami has many different packages from which to choose and can accommodate parties large and small.

Daytime Garden Ceremony Package

Daytime garden ceremonies may include:

- ❖ Access to the Morikami Gardens for formal portraits during operating hours: 10:00 a.m. to 5:00 p.m. on the date of the event.
- ❖ Choice of four locations within the Gardens that will allow up to 35 guests to assemble for an intimate ceremony. Additional locations may accommodate parties of 15 or less.
- ❖ One or more dressing areas (subject to availability.)
- ❖ Facility Rental staff to check in all guests and direct them to the ceremony location.
- ❖ Admission to the Museum and Gardens for all guests on the day of the event.
- ❖ Two complimentary admission passes that may be used to gain access to the Gardens for planning purposes once the event is booked. (May not be applied toward day of event guest list.)

Wedding Package

Private rentals for weddings may include:

- ❖ Exclusive use of the Morikami terraces, lobby, and theater, along with portions of the Gardens from 6:30 p.m. until midnight on the event date. Events held on a Monday may be subject to an alternate time frame.
- ❖ Use of two dressing rooms beginning at 3:00 p.m. on date of event.
- ❖ Use of one multipurpose room beginning at 3:00 p.m. on date of event.
- ❖ A wedding rehearsal at the Morikami beginning at 3:30 p.m. the day before the wedding.
- ❖ Use of the *Roji-en: Garden of the Drops of Dew* for formal portraits beginning at 3:00 p.m. on the event date.
- ❖ Eight (8) Event Passes to be used for planning visits at the Morikami..
- ❖ A 15% DISCOUNT on all purchases in the Morikami Museum Store prior to the event date.
- ❖ Two members of the Morikami Facility Rental staff on site throughout the duration of the event.
- ❖ A Museum Membership for the couple from the time the date is booked until the event takes place.
- ❖ A complimentary one-year *Dual* membership to the Morikami Museum and Japanese Gardens for the couple as a wedding gift. Membership includes many valuable benefits and savings that may be used throughout the year.

Corporate Event

Private rentals for corporate events may include:

- ❖ Exclusive use of the Morikami terraces, lobby, and theater, along with portions of the Gardens from 6:30 p.m. until midnight on the event date. Events held on a Monday may be subject to an alternate time frame.
- ❖ Access to two preparation rooms beginning at 3:00 p.m. on date of event.
- ❖ A Pre-event walk through meeting with Facility Rental staff. Must be scheduled 2-3 weeks in advance of the event date.
- ❖ Eight (8) Event Passes to be used for planning visits at the Morikami.
- ❖ A 15% DISCOUNT on all purchases in the Morikami Museum Store prior to the event date.
- ❖ Two members of the Morikami Facility Rental staff on site throughout the duration of the event.
- ❖ A Museum Membership for two named individuals from the time the date is booked until the event takes place.
- ❖ A complimentary one-year *Dual* membership to the Morikami Museum and Japanese Gardens for the designated event contact or named organization. Membership includes many valuable benefits and savings that may be used throughout the year.

Birthday Celebrations (Including Mitzvah's and Quinceanera's)

Private rentals for birthday celebrations may include:

- ❖ Exclusive use of the Morikami terraces, lobby, and theater, along with portions of the Gardens from 6:30 p.m. until midnight on the event date. Events held on a Monday may be subject to an alternate time frame.
- ❖ Use of two dressing rooms beginning at 3:00 p.m. on date of event.
- ❖ The use of one multipurpose room beginning at 3:00 p.m. on date of event.
- ❖ An event rehearsal or walk-through with Facility Rental staff beginning at 3:30 p.m. on the day before the event.
- ❖ Use of the *Roji-en: Garden of the Drops of Dew* for formal portraits for up to 4 guests beginning at 3:00 p.m. on the event date.
- ❖ Eight (8) Event Passes to be used for planning visits at the Morikami.
- ❖ A 15% DISCOUNT on all purchases in the Morikami Museum Store prior to the event date.
- ❖ Two members of the Morikami Facility Rental staff on site throughout the duration of the event.
- ❖ A Museum Membership for two named individuals from the time the date is booked until the event takes place.
- ❖ A complimentary one-year *Dual* membership to the Morikami Museum and Japanese Gardens. Membership includes many valuable benefits and savings that may be used throughout the year.

Memorial Ceremonies and Services

(Please contact the Facility Rental Department regarding specialized pricing for memorial services.)

Private rentals for memorials may include:

- ❖ Exclusive use of the Morikami terraces, lobby, and/or theater, along with portions of the Gardens during the time agreed upon and designated at the time the Facility Rental reservation is made.
- ❖ The use of one preparation room on the date of the event.
- ❖ A 15% DISCOUNT on all purchases in the Morikami Museum Store prior to the event date.
- ❖ Two members of the Morikami Facility Rental staff on site throughout the duration of the event.
- ❖ A complimentary one-year *Dual* membership to the Morikami Museum and Japanese Gardens

Facility Use and Rental

The fees quoted below are for the facility rental only and do not include tables or other rental equipment that will be coordinated by The Cornell Café. Discounted rental fees may be available for corporate sponsors, members, and non-profit organizations. Please call the Facility Rental Department at 561.233.1304 or 561.233.1305 for details.

Rental Areas and Capacities

AREA	COCKTAILS	DINING ONLY	DINING AND DANCING
Interior Lobby	225 guests	180 guests	150 guests
Outside Terraces	300 guests	180 guests	150 guests
Theater	240 guests/ tiered seating		N/A

Rental Fees

September 2018 - September 2021

DATE	RENTAL RATES	HOURS	AREA
<i>June-September</i>			
Monday	\$2,500	9:00 a.m. to 5:00 p.m.	Exclusive access to the Lobby, Theater, Terraces, and portions of the Gardens.
Monday-Thursday	\$3,800	6:30 p.m. to Midnight	
Friday-Sunday	\$4,200		
<i>October-May</i>			
Monday	\$3,500	9:00 a.m. to 5:00 p.m.	The Galleries may be available for private viewing at an additional cost.
Monday-Thursday	\$4,200	6:30 p.m. to Midnight	
Friday-Sunday	\$5,200		

All bookings must be accompanied by a \$1,000.00 security deposit, of which \$250.00 will serve as an administrative fee and is non-refundable in the event of cancellation once the date has been booked. In the event of cancellation within 30 days of reserving a date with the security deposit, \$750.00 is still refundable should the event be cancelled. Once 30 days have passed, the entire \$1,000.00 will be forfeited in the event of cancellation.

Once the event takes place, the lessee may be eligible to receive the full \$1,000.00 security deposit back, inclusive of the \$250.00 administrative fee.

In the event that the lessee must use a catering company that is subcontracted by The Cornell Café due to Kosher or cultural requirements, the security deposit requirement may be augmented to \$1,250.00. A surcharge of \$25.00 per person, representing a buyout fee is also applicable.

Events running later than midnight will be charged \$500.00 plus tax per hour or part hour past midnight. Additional fees may apply for The Cornell Café and other vendors.

All fees are subject to change prior to signing of the Facility Use Agreement. Dates are never confirmed without receipt of the full security deposit and fully executed Facility Use Agreement.

Hotel Accommodations

Boca Raton Marriott at Boca Center

Approximately 7.2 miles; 13 minutes driving time
Contact: Alicia Keough
Phone: 561.392.4600

Courtyard by Marriott, Boca Raton

Approximately 7.7 miles; 14 minutes driving time
Contact: Thomas Gainey
Phone: 561.241.7070

Delray Beach Marriott

Approximately 8.2 miles; 16 minutes driving time
Contact: James Graham
Phone: 561.274.3214

Delray Sands Resort

Approximately 7.5 miles; 14 minutes driving time
Contact: Jennifer Rudy
Phone: 561.274.3215

Embassy Suites by Hilton Boca Raton

Approximately 6.1 miles; 14 minutes driving time
Contact: Carolyn Montanus
Phone: 561.994.8200

Fairfield Inn & Suites by Marriott Delray Beach

Approximately 6.6 miles; 13 minutes driving time
Contact: Cristina Pavloff
Phone: 561.279.2900

Hampton Inn, Boca Raton

Approximately 4.75 miles; 12 minutes driving time
Contact: Ashton Krawitz
Phone: 561.988.0200

Hilton Boca Raton Suites

Approximately 6 miles; 14 minutes driving time
Contact: Anamary Olivares
Phone: 561.483.3600

Hilton Garden Inn Boca Raton

Approximately 6.0 miles; 12 minutes driving time
Contact: Vanessa Goode
Phone: 561.988.6110

Hyatt Place

Approximately 7.5 miles; 15 minutes driving time
Contact: Victoria Sola
Phone: 561.330.3530

Renaissance Boca Raton Hotel

Approximately 6.6 miles; 14 minutes driving time
Contact: Debbie Kieserman
Phone: 561.939.1564

Residence Inn, Boca Raton

Approximately 4 miles; 8 minutes driving time
Contact: Janice Aurette
Phone: 561.994.3222

Residence Inn, Delray Beach

Approximately 8.2 miles; 15 minutes driving time
Contact: Jennifer Rudy
Phone: 561.274.3215

Spring Hill Suites by Marriott Boca Raton

Approximately 5.9 miles; 14 minutes driving time
Contact: Bill Abrahamsen
Phone: 561.994.2107

The Seagate Hotel & Spa

Approximately 8.1 miles; 15 minutes driving time
Contact: Allison McLellan
Phone: 561.665.4800

Towne Place Suites by Marriott

Approximately 5.9 miles; 14 minutes driving time
Contact: Bill Abrahamsen
Phone: 561.994.7232

Waterstone Resort Boca Raton

Approximately 10.8 miles; 26 minutes driving time
Contact: Jennifer Graham
Phone: 561.368.9500

Wyndham Boca Raton

Approximately 6.1 Miles; 15 minutes driving time
Contact: Reservations
Phone: 561.368.5200

Preferred Vendors

CAKES AND DESSERTS

Greenwise Publix – Boca Raton	561.544.2422	www.publix.com
Johnson’s Custom Cakes and More	561.422.0303	www.johnsonscustomcakes.com
Publix at Woodfield Plaza/Regency Court	561.241-5005	www.publix.com
Susie’s Scrumptious Sweets	954.748.4740	www.floridacakelady.com
The Diva-Licious Cake House	561.460.6306	www.thediva-liciouscakehouse.com
Two Fat Cookies	561.265.5350	www.twofatcookies.com

ENTERTAINMENT

Bands

Private Stock Entertainment	954.922.5448	www.privatestockentertainment.com
Shake Down Party Band	561.638.8836	www.shakedownentertainment.com
The Headliners	772.781.7415	www.theheadlinersband.com
Tropics Entertainment	305.531.3468	www.tropicsentertainment.com
Will Bridges Entertainment	954.816.5476	www.bocabands.com

DJs

DJ Innovations	800.274.7177	www.djinnovations.com
DJ Sean Paul	954.258.5909	www.djseanpaul.com
Eddie B and Company	954.721.9911	www.eddieb.com
Liquid DJ’s	786.597.3705	www.liquiddjs.com
Mike Sipe	954.782.9118	www.themikesipe.com

Instrumentals

Master Musicians, Inc.	954.495.8296	www.mastermusiciansinc.com
The Elegant Harp	561.702.4277	www.elegantharp.net

Japanese Entertainment

Fushu Daiko - Taiko Drummers	754.208.1010	www.fushudaiko.org
Ronin Taiko - Taiko Drummers	954.770.4700	www.ronintaiko.com
Yoshiko Tokunda Carlton – Koto Player	954.610.6920	www.yoshikocarlton.com

FIREWORKS AND LIGHT SHOWS

Creative Pyrotechnics	407.234.0270	www.creativepyro.com
Zambelli Fireworks	800.860.0955	www.zambellifireworks.com

FLORISTS AND EVENT DECORATORS

Dalsimer Atlas Floral & Event Decorators	800.423.2622	www.dalsimer.com
Daniel Events	800.660.2562	www.danielevents.com
Floral Designs by Yamir	305.818.2939	www.designsbyyamir.com
Glenn’s Greenery – Tree Rental	954.434.7986	www.glenmsgreenery.com
Indulgence Flowers by Jenna & Co.	561.267.4744	Indulgence.FlowersbyJenna@yahoo.com
JM Event Productions	954.755.8688	www.myjmevents.com
Kish Events & Décor	561.777.6197	www.kishevent.com
Solaris Mood (Draping and Décor)	954.966.7814	www.solarismood.com
Special Event Decorators (Draping)	954.326.8902	www.specialeventdecorators.com

FURNISHINGS AND PARTY RENTAL SUPPLIERS

AFR Event Furnishings	305.951.4661	www.afrevents.com
Atlas Event Rentals	561.285.3537	www.atlaseventrental.com
Better Rentals	561.893.9900	www.betterrentals.net
Panache Rental Company	561.833.2188	www.classicpartyrentals.com
Regency Party Rental & Productions	561.966.9322	www.regencyparty.com

HAIR AND MAKEUP ARTISTS

Jenna Marie Streitenfeld	305.709.8102	www.kissthismakeup.com
Krista Nicole	561.315.4280	www.makeupbykristanicole.com

OFFICIANTS

Bishop Sean Alexander	954.456.0398	www.wedding-officiant.org
Reverend Michael Calderin	954.990.0918	mjcalderincap@aol.com
Mitchell Cohen	954.854.2050	www.iwedyou.com
Reverend Arlene Goldman	954.946.6656	www.ido4ever.com
Reverend Colleen A. Haney	561.212.6862	www.administries.org
Peggy M. Lewis	727.317.5587	www.floridaceremonies.com
Reverend David Luster	425.923.3757	
Reverend Pedro Martinez	305.785.3580	www.IglesiaCristianaAmor.org
Reverend Rick Riccardi	561.767.6822	chaplainrick@bellsouth.net
Dr. Solomon Rothstein	561.350.8722	www.rabbisol.com
Rabbi Barry Silver	561.483.6900	

PHOTOGRAPHY AND VIDEOGRAPHY

Bridges Cinema	954.529.5999	www.bridgescinema.com
Domino Arts Media Group	954.776.9472	www.dominoarts.com
Elegant Occasions	561.835.0544	www.eoep.com
Jeff Kolodny Photography	561.737.5561	www.jeffkolodnyphotography.com
Karla Korn Photography	484.554.4700	www.karлакorn.com
Munoz Studio	954.564.7150	www.munozphotography.com
Santa Barbara Photography & Video	561.998.8568	www.santabarbaraphoto.com
Senderey Video Production	954.748.8999	www.sendereyvideo.com
Toni Jade Photography	646.406.3001	www.tonijade.com

STATIONARY AND INVITATIONS:

Lovely Little Party by Blair Stratton	561.324.5705	www.etsy.com/shop/lovelylittleparty
Sincerely Yours, Diane	954.421.9779	www.sincerelyyoursdiane.com

TRANSPORTATION:

Molly's Trolleys	561.838.9511	www.mollystrolleys.com
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LIGHTING: (Optional lighting packages must be coordinated through one of these preferred vendors.)

Frost Lighting	954.281.3091	www.frostflorida.com
Jack Hammer Live Audio	800.416.5058	www.jhla.net
Illumene Event Lighting	786.597.3705	www.illumene.com
Royal Entertainment	954.258.5909	www.floridasoundandlighting.com

GUIDELINES FOR LESSEES, EVENT PLANNERS, CATERERS, AND OTHER SUB-CONTRATORS WORKING AT THE MORIKAMI MUSEUM AND JAPANESE GARDENS

To be read in conjunction with the official Rental Rules and Guidelines.

The Morikami Museum and Japanese Gardens provide a beautiful and unique setting for social events. It is important that lessees and their suppliers demonstrate a willingness to respect the sensitivity of the Museum, Gardens, and surroundings. Failure to do so may result in fines and/or suspension of the rights to provide services at the Morikami Museum and Japanese Gardens.

The Museum is open to the public from 10:00 a.m. until 5:00 p.m. every day except Monday. This presents some challenges with regard to set-up times. Staff at the Morikami recognize this and will work with outside contractors to help ensure a smooth set-up within the allotted times. These guidelines are designed to answer frequent questions and to help avoid any last minute logistical issues. Topics are listed in alphabetical order.

ACCESS, SET-UP, AND CLEAN-UP TIMES

Each Facility Use Agreement states the scheduled set-up time, event timing, and breakdown period. Usual timings are:

Set-up:	5:00 p.m. – 6:30 p.m.
Event:	6:30 p.m. – Midnight
Breakdown/cleanup:	Midnight – 1:30 a.m.

Any agreement outside these times must be written into the contract before signing. A charge of \$500.00 per hour or part hour will be charged for events running later than the stated times.

Subcontracted caterers, decorators, and lighting companies should be aware that contracts allow 1½ hours for breakdown (usual deadline is 1:30 a.m.) It is essential that sufficient staff be assigned to both remove equipment and complete any necessary clean-up. Lessee is liable for an over run fee of \$500.00 per hour or part hour if the area is not cleared on time.

BIRD SEED, CONFETTI, BUBBLES, FLOWER PETALS, AND SPARKLERS

Bird seed, confetti and sparklers are absolutely not allowed. Bubbles are allowed outside the Museum, but excess liquid must not be poured into the lake, flower beds, or grass. If petals are scattered on a runner they must be collected and properly disposed of by the vendor or person(s) who supplied them.

CANDLES

All candles must be in a candle holder of the appropriate size, encompassing the entire candle. Open flames, such as taper candles, may not be used in decorations. Tea-lights are not recommended because of their limited burn time. In cases where there are too many candles inside the lobby, the fire alarm may be triggered, at which point everyone must evacuate the building and the fire department will be called.

CATERING

All catering arrangements must be coordinated through our on-site caterer, The Cornell Café. The Cornell Café reserves the right to subcontract an outside catering company of their choice to cater an event with completely kosher requirements. They are able to provide kosher style cuisine, but do not have a kosher kitchen. All parties planning an event at the Morikami must have their initial meeting with The Cornell Café and Morikami Facility Rental staff to determine how we can best meet the needs of the interested party. Subcontracted catering companies selected by The Cornell Café and approved by The Morikami, Inc. will have access to an area on the west side of the Museum that has been designated as a staging area. Cook tents and other necessary supplies may be set up in this area with approval from The Cornell Cafe and Morikami Facility Rental staff. Water and a power supply are available. The Cornell Café tables and chairs may not be moved from the Café area. Subcontracted caterers will not have access to the on-site kitchen.

CHILDREN

A room with a television and DVD player is available to occupy young children. In the interest of safety, children should not play near the lake or waterfall and should not be allowed to throw stones or other items in the water. They must also respect the plants growing around the terrace. An adult must be present to supervise children at all times. Lessee or caterer must undertake cleaning of the room following the event.

CLEAN-UP

Catering staff is responsible for clean-up during and after the event. Caterers must notify The Morikami staff before leaving the facility so that area can be inspected. Caterers must provide all cleaning supplies and personnel. Cleaners containing bleach, ammonia, acid or butyl may not be used in the Museum. All debris must be cleared and hauled away or deposited in a designated Museum dumpster.

DANCE FLOOR

A wooden dance floor is not allowed in the lobby area, but may be set-up on the cemented terraces.

DECORATIONS, FIXTURES, AND FURNITURE

All decorations must be free standing; nothing may be attached to the Museum walls or ceilings. Existing light bulbs may not be changed. No existing fixture may be moved without prior approval from the Facility Rental Department. All vendors or persons who supply any décor are responsible for the removal and clean-up of those items. **\$200.00** may be retained from the security deposit if this rule is not observed. This includes the removal of tape and floral petals from the terraces and ceremony site.

DELIVERIES

All equipment should be delivered to the west side loading dock. We have limited storage but, subject to prior arrangements, deliveries may be made up to 24 hours prior to an event. The lessee or a designated representative should be available on the premises to sign for deliveries. Museum personnel may sign for deliveries but will not be responsible for the accuracy of the delivery. No equipment should be unloaded at the front entrance of the Museum. The driveway in front of the Museum is a fire lane and no parking is allowed at any time. All rental equipment must be moved to the designated storage area for collection the following day. ***The Morikami is not responsible for loss, theft, or damage to rental equipment.***

DISTURBANCES

In the event of a disturbance or unacceptable behavior, the Morikami Event Coordinator reserves the right to ask a guest to leave, terminate the event, or, if necessary, call the police.

DRESSING ROOMS

Two dressing rooms are available for use after 3:00 p.m. on the day of the event. Please note that the Museum Theater is in use until 5:00 p.m. and any excessive noise backstage will be heard in the Theater. A dressing room key is available upon request so that you may lock the rooms. The Morikami, Inc. may retain **\$250.00** from the security deposit if the key is not returned upon conclusion of the event.

ELECTRICAL/POWER SUPPLY

A list of outlets is available upon request. Each outlet is 20 AMPs/120 volts. All wires and extension cords must be securely taped down. Use of duct tape is not permitted. The Museum's slate tile floors are sensitive to many brands of tape; removal of tape must not strip finish of the Museum tile floors. We recommend regular electrician's tape.

FAVORS AND GIFTS

The Morikami Museum Shop can provide gift and favor suggestions and offers a 15% discount on all purchases from contract signing to the date of the event. Please call the Manager, Susan Keller at (561) 233-1349.

FIRE

All fire exits are clearly marked. In the event of fire the building must be evacuated immediately using the nearest exit. The Morikami Event Coordinator will issue appropriate instructions.

FIREWORKS

Only fireworks with at least 30 days notice and the necessary County and Fire Department permits will be considered for approval from the Parks and Recreation Department. Fireworks can take place no later than 9:00 p.m. unless given prior written approval by the Morikami, Inc. and the Parks and Recreation Department. The Morikami will only consider allowing a firework display mounted by one of its preferred fireworks vendors.

GALLERIES

The Museum Galleries will not be open during private rentals. If an additional fee of \$250.00 has been paid and the Galleries are available for viewing, please note that no food or drink is allowed inside. Even small crumbs of food could attract pests that can cause serious damage to the items on display. Drop tables must be placed at the entrance for glasses and plates. Museum docents may be requested at the rate of \$50.00 each.

HOTELS

The Morikami has negotiated special discounted rates at local hotels in the Delray Beach/Boca Raton area. Details are available at the end of this package under accommodations.

INSURANCE

The Morikami requires that all vendors carry general liability insurance of \$1,000,000. Proof of insurance may be requested from any vendor before allowing them to perform services at the Morikami Museum. The Morikami, Inc. and Palm Beach County may require that they be added as an additional insured to a vendor's policy, in which case the Facility Rental Staff will notify you of this requirement if it applies to your event.

LIGHTING

The Morikami does have architectural on the main Museum building in addition to lighting on all of the terrace stairs. There is minimal lighting around the terraces, Morikami Falls, and on the footpath between the Woodruff Bridge and the tent. Please reference the preferred vendor listing for lighting contractors who are able to provide more extensive lighting packages which may feature lake lighting, lanterns, and patterned or colored lighting effects.

MUSIC / ENTERTAINMENT

There are no restrictions on music or entertainment, however, a band with more than four / five performers will restrict the capacity of the lobby. Bands may require tenting of their performance area if outdoors. Tenting and staging installation are the financial responsibility of the lessee, and logistical arrangements must be confirmed with the Facility Rental Department well in advance of the event.

PARKING & VALET

All guests should park in the Museum car parking area. A valet service is required to staff specific locations if guests will be entering through the staff parking lot gate. The Morikami is not responsible for providing a covering for trash dumpster enclosure in that area.

PHOTOGRAPHY

The facility rental fee includes use of the Gardens for formal wedding portraits beginning at 3:00 p.m. on the event date.

PRE-EVENT MEETING

It is important for the success of the event to schedule a walk-through with the Morikami staff at least three weeks prior to the event. Ideally the lessee, together with all contractors involved in the event (planner, caterer, decorator, lighting technician, entertainers, etc.) should be present. The proposed timetable and layout of the event must be submitted so that any potential problems are discussed and resolved *prior* to the day of the event. The Morikami must approve final floor plans and electrical needs at least two weeks prior to the event.

RESPONSIBILITIES

Lessee or Subcontractors hired by the lessee are responsible for:

- * Ensuring that all personnel are advised of the Morikami Rental Rules and Guidelines, the specific areas of the museum which are leased, and the time frame of the lease.
- * Ensuring all floors and areas utilized are clean and in satisfactory condition at the conclusion of the event. All areas must be restored to the condition they were in upon arrival. If an area does not appear to be in order upon arrival please notify the Morikami Facility Rental staff immediately.
- * Ensuring all rental items, debris, and trash from the event are cleared and removed from the premises or deposited in a designated dumpster.

The Morikami is responsible for:

- * Ensuring that the rented areas are clean and in satisfactory condition prior to set-up and start of event.
- * Ensuring that all objects in the lobby are cleared from the area or moved to accommodate set-up for the event.

RESTROOMS

All restrooms (off the Lobby and the Terrace) will be cleaned and supplies replenished prior to the event. Should a problem occur during the event, please inform the Morikami Facility Rental staff.

SMOKE MACHINES

Smoke machines and dry ice are not allowed in the Museum.

SMOKING

Smoking is not permitted in the Museum or on the back terraces. Smoking is only allowed in front of the main museum entrance. It is the responsibility of the lessee to inform guests of this regulation. A **\$75.00** clean-up fee will be deducted from the security deposit if this rule is not observed.

SUNSET TIMES

A list of sunset times is available from:

http://aa.usno.navy.mil/data/docs/RS_OneDay.php

Daylight Savings time is observed from the first Sunday in March to the first Sunday in November.

SUPPLIERS

The Morikami's list of preferred vendors is comprised of suppliers that have demonstrated a willingness to respect the sensitivity of the Museum and Gardens during past events. We can not be held responsible for any company's failure to perform.

TABLES, CHAIRS, ETC.

The Morikami does not provide tables, chairs, linens, etc. A wide selection of these items is available for rental through The Cornell Café.

WEDDING REHEARSAL

The Facility Rental includes a wedding rehearsal starting at 3:30 p.m. on the day prior to a wedding.

WHEELCHAIRS / ACCESSIBILITY

The Morikami Museum and Japanese Gardens are accessible by wheelchair. Necessary equipment should be provided by the user as the Morikami does not provide wheelchairs for public use.

Morikami Museum and Japanese Gardens
RENTAL RULES AND GUIDELINES (09/18)
for Lessee and Subcontractors hired by the Lessee

1. THE MORIKAMI MUSEUM AND JAPANESE GARDENS PROVIDES ONLY THE LOCATION.
2. The Museum hours of operation extend to 5:00 p.m. Vendors or other subcontracted groups must show consideration to Museum guests and staff during Museum hours of operation in order for the Morikami, Inc. to continue to extend this privilege. Vendors and subcontracted groups must be fully licensed and insured. Lessee may have exclusive access to the rented areas after 5:00 p.m. Setup prior to 5:00 p.m. will be limited and must not affect normal Museum operations. Set-up and starting times of your event are never before the time stated on your Facility Use Agreement.
3. **Please adhere to our strict policy for Museum visits. You may use your Museum Membership to visit anytime in advance of your event for planning purposes. Please schedule an appointment at least 2 days prior to the visit if you need to meet with Facility Rental staff. Any guests, vendors, or event planners that need to accompany you will need to use a Facility Rental pass unless they are a Museum member or on Morikami's list of "Preferred Vendors." Guests that do not have a pass to submit will be required to pay general admission to visit the facility. Event passes will be mailed to you upon receipt of deposit and execution of the Facility Rental Agreement.**
4. The Museum front entrance may not be used for deliveries or hauling equipment and / or materials for the event into the building. Parking is not permitted in the Museum front entrance circle (P.B.C. Fire Department regulation.)
5. Tenting for private events is limited to certain areas and a designated area for cook tents will be provided if the event necessitates.
6. Food and beverages are not permitted in the Galleries or Theater. Drop tables must be provided by the caterer at the entrance to the Galleries and Theater.
7. Smoking is not permitted in the Museum and Gardens. Guests may only smoke in front of the Museum. Please inform your guests of this regulation. A portion of the security deposit may be retained if this rule is not observed.
8. It is important for the success of your event to schedule a walk-through with a member of Morikami's Facility Rental Staff at least three (3) weeks prior to the event. It is necessary for subcontractors not familiar with our facility to be present. All event plans and arrangements (including setup, floor plans, and electrical needs) must be approved by the Morikami Facility Rental staff by this deadline. A full listing of all vendors and subcontractors names and phone numbers must be submitted no later than the date of this meeting.
9. The Morikami must be notified of any deliveries associated with an event. Lessee or designee of the lessee should be available on premises to accept deliveries of any items ordered by the lessee. Museum personnel may sign for deliveries if necessary, but will not be responsible for the accuracy of the delivery. All rental equipment must be delivered on the day of the event and must be removed from the event space upon conclusion of the event or moved to a designated storage area by the vendor. The Morikami is not responsible for loss, theft, or damage to rental equipment. A moving or storage fee may be imposed for items that are not picked up upon conclusion of event.
10. Fireworks must be approved by the Parks and Recreation Department no less than 30 days before event. Firework displays must be mounted and fired by one of Morikami's Preferred Vendors. Fireworks may take place no later than 9:00 p.m. unless given prior written approval by the Morikami, Inc. and Palm Beach County. Sparklers and flying lanterns are not permitted at the Morikami.
11. Electrical wires / extension cords must be securely taped down. Use of duct tape is not permitted. The Museum's slate tile floor is sensitive to many brands of tape; removal of tape must not strip the finish off Museum tile floors.
12. Neither the Lessee nor any subcontractors are permitted in any 'Staff Only' areas, Administrative Offices, or other areas not rented by the Lessee.

Morikami Museum and Japanese Gardens RENTAL RULES AND GUIDELINES CONTINUED (09/18)

13. Optional lighting packages to illuminate the lake or to augment the lighting on the Museum terraces with lanterns may be coordinated only through one of Morikami's Pre-approved Lighting Vendors. Limited up-lighting inside the Museum lobby or on the terraces may be provided by an entertainer or florist, but these arrangements are subject to approval by the Morikami, Inc. Lighting plans should be discussed with the Facility Rental Department at least 3 weeks prior to your event. All optional lighting packages are the financial responsibility of the lessee.
14. Sparklers, confetti, rice, bird seed, artificial floral petals, smoke machines, and dry ice machines are prohibited. Limited use of candles in votive holders or hurricane lanterns is permitted. Open flames, such as taper candles, may not be used in decorations. Aisle runners and any décor containing glass must be installed or placed by a vendor that is fully licensed and insured. Floral petals must be swept up, and aisle runners and adhesive, along with all other event décor must be removed by the vendor or person(s) by whom they were provided by the time the event concludes. A portion of the security deposit may be retained if this rule is not observed.
15. Decorations may only be free standing; nothing attached to the walls or ceiling. Furniture, plants, or fixtures may not be moved except by Museum personnel and with permission. The Museum's cafe tables and chairs may not be moved from the cafe area.
16. The Morikami is not responsible for any misplaced, lost or stolen articles. They are also not responsible for food, or materials left at the conclusion of the event.
17. Set-up, breakdown, and clean-up are the responsibility of the Lessee either directly or through their contracting of services. The event must end by midnight with clean-up not to exceed 1.5 hours after the conclusion of the event. If your catering contract is to end prior to midnight, the event must end as soon as the caterer's contract states. In the event that breakdown and clean-up cannot commence at the time stated on the Facility Use Agreement due to a delay caused by the lessee or guests of the lessee, a portion of the security deposit may be retained to cover overage charges. If your event is to extend later than midnight, that provision must be state in the Facility Use Agreement at least 2 weeks prior to the event.
18. The Cornell Café or subcontracted catering company is responsible for clean-up during and after event. Caterer must notify the Morikami Facility Rental staff before leaving the facility. If for any reason caterer cannot provide full clean-up, lessee is responsible for contracting a clean-up service. Museum areas and grounds must be restored to the condition they were in upon arrival. The Cornell Café or subcontracted caterer must provide all cleaning supplies and personnel, while the Lessee is responsible for damage, theft, or debris left over from the event. Cleaners containing bleach, ammonia, acid, or butyl may not be used in the Museum. All debris must be cleared and either hauled away or deposited in a designated Museum dumpster. All catering plans must be coordinated with Facility Rental staff at least 3 weeks in advance of any event. Lessee, caterer, and other subcontracted groups must demonstrate willingness to respect the sensitivity of the Museum, Gardens, and surroundings. Failure to do so will result in fines and / or suspension of the right to rent or provide services at the Morikami Museum and Japanese Gardens.
19. The area(s) rented must be left in satisfactory condition as determined by the Morikami Facility Rental staff. The Lessee is responsible for the actions of guests or any subcontractor hired by the Lessee. If any of the above rules and guidelines are violated (facility left in unsatisfactory condition, smoking in Museum buildings or gardens, trash or debris not cleared, using non-rented spaces, etc.), The Morikami, Inc. reserves the right to withhold the deposit or portion thereof.

ALL LESSEES AND SUBCONTRACTORS ARE REQUIRED TO SIGN A COPY OF THE RENTAL RULES.

All rules are subject to update and we reserve the right to prohibit or curtail activities not covered above.



MORIKAMI

MUSEUM AND JAPANESE GARDENS

4000 Morikami Park Road, Delray Beach, Florida 33446
Phone: 561.233.1304, Fax: 561.499.2557

Coming from the North on I-95:

Take I-95 South to Linton Boulevard in Delray Beach. Exit onto Linton Boulevard and travel west for four (4) miles to Jog Road. Turn south (left) onto Jog Road. Proceed approximately one (1) mile to Morikami Park Road and turn right. Proceed west to the end of Morikami Park Road to main Museum parking lot.

Coming from the North on Florida's Turnpike:

Take the Florida Turnpike south to the Delray Beach, Atlantic Avenue exit. Head east on Atlantic Avenue for approximately two (2) miles to Jog Road. Turn south (right) onto Jog Road. Proceed approximately one (1) mile to Morikami Park Road and turn right. Proceed west to the end of Morikami Park Road to Main Museum parking lot.

Coming from the South on I-95:

Take I-95 north to Yamato Road in Boca Raton. Exit onto westbound Yamato and travel west for four (4) miles to Jog Road. Turn north (right) onto Jog Road. Proceed approximately three (3) miles to Morikami Park Road and turn left. Proceed west to the end of Morikami Park Road to Main Museum parking lot.

Coming from the South on Florida's Turnpike:

Take the Florida Turnpike north to the Boca Raton, Glades Road exit. Head east on Glades Road for approximately two (2) miles to Jog Road. Turn north (left) onto Jog Road. Proceed approximately two (2) miles to Morikami Park Road and turn left. Proceed west to the end of Morikami Park Road to Main Museum parking lot.