



• ST. AUGUSTINE •  
**ART ASSOCIATION**

## **Wedding Policies, Procedures, Packages**

### Availability

The St Augustine Art Association has limited dates available for special events and weddings. Please contact the St Augustine Art Association Event Coordinator as soon as possible to confirm your date.

### Pricing

All charges are subject to sales tax (currently 6.5%). The St Augustine Art Association will guarantee prices up until the signed contract is finalized.

### Payment Information

The signed contract, a non-refundable deposit in the amount of \$500 and a valid credit card that will remain on file are required to validate your contract and secure your event date. Cash, personal check and credit cards are accepted. Deposit will not be refunded if the event should cancel. The final payment, reflecting the final amount owed, will be due two weeks prior to your wedding; also at this time, your final head count will be due. In the event that payment is not received by the specified time, charges will automatically be posted to the credit card on file. Any additional charges that are incurred on the day of your wedding will be posted to the credit card on file at the completion of your event.

### Catering

Food preparation such as stovetop cooking, frying is not permitted. The kitchen is for staging/warming/cooling only. No open flames allowed. All catering services hired must have a Certificate of Insurance. A list of Preferred Caterers will be provided.

### Parking

Parking is available off site on the street or in area public parking lots.

### Music

Piano is available for use by a professional musician only and additional fee. AV including CD/Smart Phone player is available but must be controlled by

authorized staff only. DJ music with speakers may be permitted providing adequate gallery space is available. No portable dance floors allowed.

#### Damages

The St. Augustine Art Association is a professional art gallery. Special care must be given to all artwork on display. Running, strollers and touching artwork are prohibited. Children must be supervised at all times. Any damages incurred will be charged to the credit card on file after the event is concluded.

#### Wedding Packages:

- **Main Gallery Reception** \* – 4 hours - \$2,000
  - **Intimate Ceremony/Reception** (limit 35 ppl) – 1.5 hours - \$400
  - **Courtyard Ceremony** (limit 25 people) - 1 hour - \$250 + tax
  - **Grand Piano** - \$50 (for use by professional musician only)
  - **Additional Hours:** \$100 per hour.
- \* *Main Gallery Package includes additional two hour set up and one hour clean up time.*

#### Wedding Amenities Include:

15 Tables (8' x 30"); 14 Tables (4' x 24") • 125 Chairs • 8 Benches  
Buffet Table - 9' x 42" • Staging Kitchen  
Adjustable Ambient Lighting  
Gallery-wide Sound System; CDs; Smart Phone  
Microphone; Large Screen Projector (by request)  
Steinway Grand Piano (by special permission; additional fee)  
Staff Support (Staff does not set up/strike tables and chairs. Client is responsible for set up and clean up.)

#### Gallery Hours:

Tuesday thru Saturday - noon to 4pm • Sunday - 2 to 5pm; Closed Monday  
*(Set up during gallery hours is permitted upon request)*

#### Capacity:

Full capacity seating: 125 people. Event capacity may be restricted based on current exhibitions and scope of event.

*NOTE: This venue is a non-profit art gallery. Rentals support the art education, exhibition and outreach initiatives of the St. Augustine Art Association. Artwork may not be moved. Events must conclude by 10 p.m. to adhere to sound curfew. \$1 million Certificate of Insurance required.*