



# MIAMI BEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

## COMMITTEE MEMORANDUM

TO: Finance and Citywide Projects Committee Members

FROM: Kathie G. Brooks, Interim City Manager

DATE: July 10, 2012

SUBJECT: **Proposal for Increased Rates for the Miami Beach Botanical Garden**

### INTRODUCTION

On June 6, 2012, the Mayor and City Commission approved a renewal of the Management Agreement Between the City of Miami Beach and the Miami Beach Garden Conservancy, Inc., for an additional five-year term, commencing on July 1, 2012 through June 30, 2017. The Agreement between the City and the Garden Conservancy requires the Garden Conservancy to present for approval by the City Manager and/or his designee on or before July 31st of each year, a proposed line item budget identifying the funding it anticipates raising through facility rentals, grants, donations, and other sources, as well as the level of funding it is requesting from the City to subsidize the operations at the Botanical Garden.

At the time the Garden Conservancy requested to exercise its five-year renewal option, it also requested authorization for an increase of the rental rates at the facility. In light of the City's annual contribution to the Garden Conservancy, approval of the increased rates was deferred by the Finance and Citywide Projects Committee (FCWPC) until the City's budget review process was underway.

### BACKGROUND

Historically, the City's annual contribution to the Garden Conservancy, which comprises approximately 33% of the Conservancy's income, has been determined through the annual budget as a city-wide cost. The City's allocation for each of the past four fiscal years is as follows:

	FY 08/09	FY 09/10	FY 10/11	FY 11/12 Budget
Conservancy Income	\$212,450	\$204,247	\$250,727	\$279,649
City Contribution	\$152,475	\$152,475	\$137,228	\$137,228
Total Income	\$364,925	\$356,722	\$387,955	\$416,877
Expenses	(\$386,109)	(\$355,805)	(\$332,602)	(\$416,877)
Net Income	(\$ 21,184)	\$ 917	\$ 55,353	-\$0-

The reduction of the City's contribution over the past two years was based on a 10% across the board reduction to all entities receiving direct allocations and not based on any review of whether the Garden Conservancy's operating costs increased or decreased.

During the May 17, 2012 meeting of the FCWPC when the Garden Conservancy's contract renewal option was discussed, the Garden Conservancy's request for authorization to increase the rental rates of the facility was also discussed. The FCWPC requested that, in order to determine the Garden Conservancy's level of funding for FY 2012/13, that a revenue projection

be provided to the City demonstrating the proposed rate structure and resulting income, and that this projection be submitted in July for consideration during the budget meetings.

However, shortly after the City Commission's approval of the renewal of the Garden Conservancy's contract, the Garden Conservancy's Executive Director, Laura Jamieson, retired. Consequently, the Garden Conservancy has focused its efforts on an executive search process to find a replacement and has not been able to prepare detailed income projections as requested by the City. Furthermore, the Garden Conservancy maintains that, without City approval for the proposed rate increases, it cannot accurately project revenues for the next fiscal year. However, revenue projections could be based on prior years, but will not take into account any potential drop-off in bookings that may result due to increased rates. The Garden Conservancy notes that, due to the typical lead time involved in booking the larger events at the facility, which in some cases can be as much as a year ahead of time, most of the events on the books for the next fiscal year will have been booked at the current rate structure. If the new increased rates are approved by the City, they will go into effect on January 1, 2013, and the additional revenue will not be consistent in FY12/13. A full year of increased rates will be realized in FY 13/14.

In light of these circumstances, the Chairperson of the Garden Conservancy's Board, Suzanne J. Stolar, has requested that the City's contribution remain at \$137,228 for FY12/13. This is the same amount as the Garden Conservancy received during the past two fiscal years. Accordingly, the Garden Conservancy has submitted the attached documents: Miami Beach Botanical Garden October 2011 – September 2012 Budget (labeled "Attachment 1"); Miami Beach Botanical Garden October 2012 – September 2013 Budget (labeled "Attachment 2"); and a June 29, 2012 letter from Ms. Stolar summarizing the Garden Conservancy's circumstances and request, which are described above (labeled "Attachment 3").

#### **PROPOSED RATE INCREASE**

During the time the Botanical Garden was closed for construction, Conservancy staff conducted extensive market research and visited other facilities in Miami-Dade and Broward counties, to learn about their respective rental policies, pricing and amenities. The results of this research are summarized in the side-by-side comparison attached matrix, which includes the current and proposed rental rate structures for the Botanical Garden. It should be noted that the rates reflected for each of the venues is strictly limited to rental of their respective facilities and does not include catering or any additional services.

Based on the attached schedule, the Conservancy is proposing to increase the rate for rental of the Banyan Room, which can accommodate up to 120 people, from \$850 for a period of up to four hours, to \$2,500 for non-City residents and/or business and \$1,500 for City residents. Each additional hour would be charged at a rate of \$200 per hour, reflecting an increase of \$25 from the current plan. Also, under the new plan, the rental rate would also include access to the Great Lawn, which previously was mostly reserved for stand-alone events for up to 600 people. However, since the renovations have converted much of the area occupied by the Great Lawn into a signature water feature, it is now included as an additional amenity for renting the Banyan Room.

For the remaining areas of the Garden that can still be rented out for smaller events, including the Palm Grove and the Japanese Garden, the rents under the new plan would also remain the same. Additional charges including state sales tax and insurance; an annual family membership fee of \$50.00 for non-members; \$25 per hour for a garden attendant and \$125 per hour for janitorial services, shall also still apply under the new plan. Copies of the current and proposed rate plans for the Botanical Garden are included as Exhibit B to this Memorandum. It should be noted that compared to the rates charged by venues like Fairchild Tropical Garden in Coral Gables, the Deering Estate in Miami, the Bonnet House and Gardens in Ft. Lauderdale and the Shane Rowing Center and Bass Museum in Miami Beach, the rates being proposed for the Botanical Garden are reasonable and certainly viable. In addition, increased rental revenues may assist in reducing the need and/or level of the City's subsidy funding for the Garden.

## **RECOMMENDATION**

In light of the results of the market analysis, the proposed rates appear reasonable. Therefore, the Administration recommends authorization be granted for the increased rental rates as they were presented to the FCWPC on May 17, 2012. If approved by the FCWPC, the rates could be approved by the City Commission in September, and be in effect in October 2012 and applicable to smaller events which do not require extensive advanced booking.

Regarding the City's annual contribution, it is difficult for an informed recommendation to be made by the Administration without having the benefit of projections or forecasts for revenues. Therefore, and in light of the Garden Conservancy's prediction that the revenues under the new rate structure would not significantly impact its budget until the second quarter of FY13/14, the Administration recommends that the City's contribution be considered as part of the annual budget process as in previous years.

KGB/MS/AP/KOB

### Attachments:

1. Miami Beach Botanical Garden October 2011 – September 2012 Budget
2. Miami Beach Botanical Garden October 2012 – September 2013 Budget
3. June 29, 2012 letter from Ms. Stolar summarizing the Garden Conservancy's circumstances
4. Pricing Comparison Event Rental Properties in Miami & Ft. Lauderdale
5. Miami Beach Botanical Garden Proposed New Rental Rates

**Miami Beach Botanical Garden**  
**October 2011 - September 2012 Budget**

FY 2011-12	FY 2011/12	FY 2010/11	Diff (+/-)
<b>Income</b>			
City of Miami Beach Lease	137,227.00	137,227.00	0.00
Donations - Unrestricted	12,000.00	8,869.00	3,131.00
Donations - Restricted	0.00	0.00	0.00
Income - Other	0.00	38,115.00	-38,115.00
<b>GARDEN EVENTS</b>			
Dinner on the Great Lawn	13,000.00	0.00	13,000.00
Garden Tour	14,000.00	12,178.00	1,822.00
Taste of the Garden	34,500.00	27,085.00	7,415.00
Garden Events - Other	200.00	8,772.00	(8,572.00)
<b>Total GARDEN EVENTS</b>	<b>61,700.00</b>	<b>48,035.00</b>	<b>13,665.00</b>
Gift Shop	1,000.00	612.00	388.00
<b>GRANT INCOME</b>			
MB - Cultural Arts Council	17,420.00	18,252.00	(832.00)
MD - Hannibal Cox Grant	30,000.00	30,000.00	0.00
<b>Total GRANT INCOME</b>	<b>47,420.00</b>	<b>48,252.00</b>	<b>(832.00)</b>
Interest Income	1,000.00	1,126.00	(126.00)
Memberships	20,000.00	9,927.00	10,073.00
Other	0.00	1,974.00	(1,974.00)
Plant Sales	4,500.00	4,359.00	141.00
<b>RENTAL INCOME</b>			
Rental Application Fee	8,100.00	6,300.00	1,800.00
Rental Cancellation Fee	0.00	0.00	0.00
Security Personnel Fee	0.00	0.00	0.00
Cleanup Fee	0.00	0.00	0.00
Rental Income - Other	123,930.00	83,156.00	40,774.00
<b>Total RENTAL INCOME</b>	<b>132,030.00</b>	<b>89,456.00</b>	<b>42,574.00</b>
<b>Total Income</b>	<b>416,877.00</b>	<b>387,952.00</b>	<b>28,925.00</b>
<b>Expense</b>			
<b>HORTICULTURE EXPENSE</b>			
Contract Labor	25,000.00	0.00	25,000.00
Employee Lease/Payroll	55,750.00	62,421.00	(6,661.00)
Lawn Maintenance	15,000.00	7,007.00	7,993.00
Plant and Mulch purchases	10,000.00	743.00	9,257.00
Plants for Sale	1,000.00	1,280.00	(280.00)
Pond Maintenance	5,000.00	0.00	5,000.00
Supplies and equipment	5,800.00	1,490.00	4,310.00
HORTICULTURE EXPENSE - Other	15,000.00	13,832.00	1,168.00
<b>Total HORTICULTURE EXPENSE</b>	<b>132,560.00</b>	<b>86,773.00</b>	<b>45,787.00</b>
<b>OPERATING COSTS-GARDEN FACILITY</b>			
Accounting & Legal	9,717.00	9,717.00	0.00
Advertising, Marketing, Printing	25,000.00	13,339.00	11,661.00
Communications Expenses	6,000.00	5,093.00	907.00
Hurricane Reserve Fund	20,000.00	0.00	20,000.00
Contingency	5,621.00	0.00	5,621.00
Dues, Subscriptions and Tickets	3,000.00	1,570.00	1,430.00
<b>EVENT EXPENSES</b>			
Contract Labor	6,700.00	7,544.00	(844.00)
Dinner on the Great Lawn	11,000.00	0.00	11,000.00
Garden Tour	3,000.00	0.00	3,000.00
Taste of the Garden	23,000.00	0.00	23,000.00
Event expenses - Other	1,000.00	29,886.00	-28,886.00
<b>Total EVENT EXPENSES</b>	<b>44,700.00</b>	<b>37,430.00</b>	<b>7,270.00</b>
Facilities Maintenance Equipment	5,000.00	6,658.00	(1,658.00)
Facilities Maintenance Personnel	6,700.00	6,700.00	0.00
Finance charges/Penalties	10.00	7.00	3.00
Furniture, Fixtures and Equipment	1,000.00	10,117.00	(9,117.00)
Gift shop purchases	1,000.00	402.00	598.00
Insurance	6,600.00	6,063.00	537.00
Insurance-Liab, property, direc	0.00	0.00	0.00
Property	500.00	362.00	138.00
Total Insurance-Liab, property, direc	7,100.00	6,425.00	675.00
Meals & Entertainment	2,500.00	3,306.00	(806.00)
<b>MEMBERSHIPS AND FUNDRAISING</b>			
Contract Labor	9,000.00	2,660.00	6,340.00
Memberships and Fundraising - Other	500.00	35.00	465.00
<b>Total MEMBERSHIPS AND FUNDRAISING</b>	<b>9,500.00</b>	<b>2,695.00</b>	<b>6,805.00</b>
Merchant Charges/Bank fees	6,000.00	4,960.00	1,040.00
Miscellaneous	500.00	281.00	219.00
Office Expenses & Supplies	5,000.00	3,570.00	1,430.00
<b>PERSONNEL</b>			
Employee Leasing/Payroll	13,350.00	16,292.00	(2,942.00)
Management Fees	67,500.00	64,992.00	2,508.00
<b>Total PERSONNEL</b>	<b>80,850.00</b>	<b>81,284.00</b>	<b>(434.00)</b>
Pest Control	2,000.00	1,643.00	357.00
Postage and Delivery	2,000.00	863.00	1,137.00
Repairs and Maintenance	1,000.00	481.00	519.00
Security System Expense	500.00	324.00	176.00
Taxes and Licenses	100.00	100.00	0.00
<b>Total OPERATING COSTS-GARDEN FACILITY</b>	<b>244,798.00</b>	<b>190,165.00</b>	<b>54,633.00</b>
<b>RENTAL EXPENSE</b>			
Contract Labor	13,883.00	17,961.00	-4,078.00
Employee Lease	25,136.00	37,202.00	(12,066.00)
Clean-up Personnel	0.00	0.00	0.00
Security Personnel	0.00	0.00	0.00
RENTAL EXPENSE - Other	500.00	500.00	0.00
<b>Total RENTAL EXPENSE</b>	<b>39,519.00</b>	<b>55,663.00</b>	<b>(16,144.00)</b>
<b>Total Expenses</b>	<b>416,877.00</b>	<b>332,601.00</b>	<b>84,276.00</b>
<b>NET INCOME</b>	<b>0.00</b>	<b>55,351.00</b>	<b>(55,351.00)</b>

**Miami Beach Botanical Garden**  
**October 2012 - September 2013 Budget**

**Income**

City of Miami Beach Lease	137,227.00
Donations - Unrestricted	12,000.00
Donations - Restricted	0.00
<b>GARDEN EVENTS</b>	
Dinner on the Great Lawn	13,000.00
Garden Tour	15,000.00
Taste of the Garden	38,000.00
Garden Events - Other	1,000.00
<b>Total GARDEN EVENTS</b>	<u>67,000.00</u>
Gift Shop	1,000.00
<b>GRANT INCOME</b>	
MB - Cultural Arts Council	17,420.00
MD - Hannibal Cox Grant	30,000.00
<b>Total GRANT INCOME</b>	<u>47,420.00</u>
Interest Income	1,000.00
Memberships	25,000.00
Other	0.00
Plant Sales	4,500.00
<b>RENTAL INCOME</b>	
Rental Application Fee	8,100.00
Rental Cancellation Fee	0.00
Security Personnel Fee	0.00
Cleanup Fee	0.00
Rental Income - Other	130,000.00
<b>Total RENTAL INCOME</b>	<u>138,100.00</u>
<b>Total Income</b>	<u>433,247.00</u>

**Expense**

<b>HORTICULTURE EXPENSE</b>	
Contract Labor	26,000.00
Employee Lease/Payroll	57,990.00
Lawn Maintenance	15,000.00
Plant and Mulch purchases	10,000.00
Plants for Sale	1,000.00
Pond Maintenance	5,000.00
Supplies and equipment	5,800.00
HORTICULTURE EXPENSE - Other	18,000.00
<b>Total HORTICULTURE EXPENSE</b>	<u>138,790.00</u>
<b>OPERATING COSTS-GARDEN FACILITY</b>	
Accounting & Legal	8,776.00
Advertising, Marketing, Printing	25,000.00
Communications Expenses	6,000.00
Hurricane Reserve Fund	20,000.00
Contingency	3,774.00
Dues, Subscriptions and Tickets	3,000.00

**Miami Beach Botanical Garden  
October 2012 - September 2013 Budget**

<b>EVENT EXPENSES</b>	
Contract Labor	6,968.00
Dinner on the Great Lawn	11,000.00
Garden Tour	3,000.00
Taste of the Garden	23,000.00
Event expenses - Other	1,000.00
<b>Total EVENT EXPENSES</b>	<b>44,968.00</b>
Facilities Maintenance Equipment	5,000.00
Facilities Maintenance Personnel	6,700.00
Finance charges/Penalties	10.00
Furniture, Fixtures and Equipment	1,000.00
Gift shop purchases	1,000.00
Insurance	6,600.00
Insurance-Liab, property, direc	
Property	500.00
<b>Total Insurance-Liab, property, direc</b>	<b>7,100.00</b>
Meals & Entertainment	2,500.00
<b>MEMEBERSHIPS AND FUNDRAISING</b>	
Contract Labor	9,360.00
Memberships and Fundraising - Other	500.00
<b>Total MEMBERSHIPS AND FUNDRAISING</b>	<b>9,860.00</b>
Merchant Charges/Bank fees	6,000.00
Miscellaneous	500.00
Office Expenses & Supplies	5,000.00
<b>PERSONNEL</b>	
Employee Leasing/Payroll	13,884.00
Management Fees	67,500.00
<b>Total PERSONNEL</b>	<b>81,384.00</b>
Pest Control	2,000.00
Postage and Delivery	2,000.00
Repairs and Maintenance	1,000.00
Security System Expense	500.00
Taxes and Licenses	100.00
<b>Total OPERATING COSTS-GARDEN FACILITY</b>	<b>240,672.00</b>
<b>RENTAL EXPENSE</b>	
Contract Labor	20,904.00
Employee Lease	32,381.00
Clean-up Personnel	0.00
Security Personnel	0.00
RENTAL EXPENSE - Other	500.00
<b>Total RENTAL EXPENSE</b>	<b>53,785.00</b>
<b>Total Expenses</b>	<b>433,247.00</b>
<b>NET INCOME</b>	<b>0.00</b>



June 29, 2012

Attached you will find a draft of the 2012-2013 budget for operations of the Miami Beach Botanical Garden. We have taken a close look at the Garden's expenses and revenues for the current fiscal year. Members of the executive committee have reviewed this, and it is as close to a good projection of revenues and income as we can project. We are currently in the process of interviewing candidates for director, with experience building membership and corporate sponsorships and with increasing revenue from fundraising events. The Board sees this as a long term strategy for increasing revenues that will take time to accomplish.

It is our intent to maintain horticulture and staffing expenses at near-current levels. Yet, due to the increased work-load and additional responsibilities of our staff, we do project small raises for each employee. While the current horticulture expenses for the current year are under budget, that is due to the opening of the revamped garden. Many of the areas are "under warranty" for a year (October 2011-October 2012). We project that horticulture expenses for 2012-2013 will adhere to the budget, but we see the necessity of maintaining the landscape at its best, which often requires replanting, extra mulch and replacement of areas that may show wear and tear.

Other Garden expenses are higher with the new landscape. We note that the renovated Garden with its ponds and water features requires extensive and costly maintenance contracts and specialized service.

As you are aware, we have proposed to increase the rental rates at the facility to improve the positioning of the new garden as a premiere wedding and event rental venue, as well as to cover the anticipated increase in costs to provide a professional security presence at all events, a professional cleaning company and increased staffing to provide better customer service. However, the new rates have not yet been approved by the City on account of pending revenue projections that were requested by the City's Finance Committee on May 17<sup>th</sup>. Unfortunately, due to the timing of our Executive Director's departure on June 15<sup>th</sup> and efforts involved in the search for a suitable replacement candidate, we have not been able to address this task as of yet.

It should be noted however that due to the typical lead time involved in booking the larger events at the facility, which in some cases can be as much as a year ahead of time, most of the events on the books for next year will have been booked at the current rate structure. Consequently, we do not believe the new rate structure will significantly impact our revenues until the 2013-14 budget.

***Miami Beach Botanical Garden  
Proposed 2012-13 Budget  
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Therefore, we ask that the City of Miami Beach to keep its contribution at the current level and have used the following assumptions in our revenue projections:

- \* the proposed facility rental rate increases, if approved by the City, would not go into effect until January 1, 2013, so our first quarter income is projected at old rates;
- \* we are unable to rent the facility during Art Basel or during the three weeks when the surrounding streets are closed for Boat Show activities (peak season) and of course continue to pay staff, maintain the landscape, etc;
- \* to preserve the beauty of the garden and prevent excessive wear and tear on the landscape, it is our long-term strategy to hold fewer events at the higher rental rate so that we assure sufficient income, provide a positive experience for visitors and operate a venue that everyone in the City can point to with pride; and lastly
- \* we reiterate that we have developed a hurricane contingency fund because trees and landscape cannot be insured, yet they are a primary asset of a botanical garden.

Thank you for your favorable consideration of the operations of the Miami Beach Botanical Garden, our oasis of beauty in this bustling city.

Suzanne

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**Exhibit A**

**Pricing Comparison Event Rental Properties in Miami & Ft. Lauderdale**

Pg. 1

	1	1	2	3	4
Facility	<b>Miami Beach Botanical Garden (Current)</b>	<b>Miami Beach Botanical Garden (Proposed)</b>	<b>Bonnet House &amp; Gardens</b>	<b>Fairchild Tropical Garden</b>	<b>Pinecrest Gardens</b>
Address:	2000 Convention Center Dr. Miami Beach, Fl 33139		900 North Birch Rd. Ft. Lauderdale, Fl 33301	10901 Old Cutler Road Coral Gables, FL 33156	1100 Red Road Pinecrest, Fl 331356
Phone:	305.673.7256		954.563.5393	305.667.1651	305.669.6990
Website:	<a href="http://www.mbgarden.org">www.mbgarden.org</a>		<a href="http://www.bonnethouse.org">www.bonnethouse.org</a>	<a href="http://www.fairchildgarden.com">www.fairchildgarden.com</a>	<a href="http://www.pinecrest-fl.com">www.pinecrest-fl.com</a>
Main Venue Name:	<b>Banyan Room</b>	<b>Banyan Room</b>	<b>Veranda Lawn</b>	<b>Main room</b>	<b>Main room</b>
Base Rental Rate Only:	<b>\$850.00</b>	<b>\$2,500 - Non-resident rate \$1,500 - MB resident rate</b>	<b>\$6,000 (+ 6%tax)</b>	<b>\$7,000.00</b>	<b>\$750.00</b>
# of Guests:	120 guests	NC (No change)	up to 150 guests	150 guests	90 guests
Rental Period:	4 hrs	NC	4 hrs	1 event per day	1 event per day
Add'l hourly charge:	\$175.00/hr	\$200.00/hr	\$500.00/hr		
Comments:	indoor/outdoor		(Schedule in advance)	Indoor only	Indoor only
Included in Price:	100 white chairs 12(8') rectangular banquet tables.	NC	nothing included	valet parking guests paid \$5.00	200 chairs and 20 round tables
Additional Costs:	\$50.00 - Annual Membership Fee Garden Attendant Fee: \$25/hr Janitorial Fee: \$125/event	NC NC NC	\$150 to hire an off-duty police officer per event  \$250 per hr rehearsal fee	\$600 cleaning deposit \$30/hr to hire a security officer per event	
Application Fee (Non Refundable):	\$100.00	NC			
Security/Damage Deposit: (Refundable):	\$ 300 security dep.	\$ 800 security dep.	\$ 1,000.00 damage dep.	\$2,000.00	\$540.00
Comments	Fri & Sat until 1am other days 11 pm	NC	Open until midnight 30% discount on summer use	Fri and Sat. 6pm-12am other days 6pm-11pm	Open until 6pm daytime venue only Event done by 5pm
Security, Staffing and Catering Notes:	Facility attendant supervises and ensures caterer cleans up thoroughly	NC			Caterer in charge to clean up and remove garbage

**Exhibit A**

**Pricing Comparison Event Rental Properties in Miami & Ft. Lauderdale**

Pg. 2

	5	6	7	8	9
Facility	<b>Coral Gables Women's Club</b>	<b>Spanish Monastery</b>	<b>Shane Center Rowing Center</b>	<b>Deering Estate</b>	<b>Bass Museum</b>
Address	1001 East Ponce de Leon Blvd. Coral Gables, FL 33134	16711 West Dixie Highway, NMB, FL 33160	6500 Indian Creek MB, FL 33141	16701 SW 72 Av. Miami, FL 33155	2100 Collins Ave, MB, FL 33139
Phone:	305.639.4749	305.945.1461	305.861.8837/8876	305.235.1668	305-873-7530
Website:	<a href="http://www.coralgablesjuniors.org">www.coralgablesjuniors.org</a>	<a href="http://www.spanishmonastery.com">www.spanishmonastery.com</a>	<a href="http://www.rowmiamibeach.com">www.rowmiamibeach.com</a>	<a href="http://www.deeringestate.com">www.deeringestate.com</a>	<a href="http://www.bassmuseum.org">www.bassmuseum.org</a>
Main Venue Name:	<b>Main room</b>	<b>Main room/Cloisters</b>	<b>Main room</b>	<b>1st Floor of stone house</b>	<b>Room &amp; Outdoor terrace</b>
Base Rental Rate Only:	<b>\$2,400.00</b>	<b>\$2,250</b>	<b>\$2,400.00</b>	<b>\$7,220.00</b>	<b>\$2,700.00</b>
# of Guests:	200 guests	300 guests	120 guests	120 guests	80 guests
Rental Period:	1 event/day	3 hours			2 hours
Add'l hourly charge:		\$250.00			
Comments:			indoor/outdoor		
Included in Price:	200 metal chairs, 20 round tables, cake table bathroom attendant	nothing included	20 (60") round tables 225 banquet chairs 8 (6') banquet tables	nothing included	nothing included
Additional Costs:			\$210 to hire off-duty police officer per event	\$400.- to hire two security guards for events up to 120 people	\$ 500.00 admin fee \$ 200.00 cleaning fee
Application Fee (Non Refundable):	N/A	N/A	N/A	N/A	\$500.00
Security/Damage Deposit: (Refundable):	\$500.00	\$400.00	\$900.00	\$1,246.00	Included above
Comments	Open until 1am No restaurant or home food accepted.	No events past 12am	\$ 400. penalty for any garbage left behind taken out of the sec. deposit.	11pm music has to go off and guests completely gone by midnight	Monday-Sunday 7pm- 2am
Security, Staffing and Catering:	No security required Caterer responsible for clean up and remove garbage	Caterer responsible for clean up and remove garbage.	Caterer is responsible to supply all materials to clean up		Museum security and building manager are mandatory, all costs are billed to the User. User is responsible for all cleaning

**Miami Beach Botanical Garden  
Proposal New Rental Rates**

AREA	DESCRIPTION	INCLUDES	RENTAL RATE	ADD HOURS
<b>Butterfly Room</b>	Size- 18' X 35' Venue for 40 People	3 Tables and 40 Chairs	<b>\$350.00 / 04 Hours Event And A Security Deposit: \$ 250.00</b> (From this deposit we will retain a non- refundable application fee of \$ 100.00 that won't be refunded)	<b>\$ 100.00 Per Add Hour</b>
<b>Banyan Room, Terrace &amp; Great Lawn</b>	Room Size 30' x 50' Venue for 100-300 People	(12) 8 ft rectangular banquet tables & 100 folding chairs	<b>\$ 2,500.00 / 04 Hours Event And A Security Deposit: \$800.00</b> (From this deposit we will retain a non- refundable application fee of \$ 100.00 that won't be refunded)	<b>\$ 200.00 Per add Hour (includes facility attendant fee)</b>
<b>Japanese Garden</b>	Venue for 50 People Landscaped Area	For Ceremonies and Cocktails receptions ONLY	<b>\$550.00 / 04 Hours Event And A Security Deposit: \$250.00</b> (From this deposit we will retain a non- refundable application fee of \$ 100.00 that won't be refunded)	<b>\$ 125.00 Per Add Hour (includes facility attendant fee)</b>
<b>The Entire Garden</b>	All areas Venue for 500 People	(12) 8 ft rectangular banquet tables & (12) 60" round tables & 200 folding chairs	<b>\$ 4,500.00 / 4 Hours Event And A Security Deposit: \$2000.00</b> (From this deposit we will retain a non- refundable application fee of \$ 100.00 that won't be refunded)	<b>\$ 500.00 Per Add Hour (includes facility attendant fee)</b>

**Please Note: Additional fees to the base rental fee and security deposit will be charge:**

- ▶ Annual Membership fee of \$50.00. If not yet a member of the garden.
- ▶ 7% Sales Tax to all rental amounts due Miami Beach Botanical Garden.
- ▶ Fee for Garden Attendant is \$25.00 an hour and \$125.00 fee for janitorial services.
- ▶ Insurance premium(s) charge \$ 1.00 per expected number of participants/projected number of people in attendance and liquor sold, if any, upon Miami Beach Botanical Garden premises.

**Miami Beach Resident Rate \$ 1,500.00 plus additional  
fees.**

**(Please provide ID proof or utility bills)**

## 2012 Facility Rental Rates

AREA	DESCRIPTION	INCLUDES	RENTAL RATE	ADD HOURS
<b>Butterfly Room</b>	Size- 18' X 35' Venue for 40 People	3 Tables and 40 Chairs	\$350.00 / 04 Hours Event And A Security Deposit: \$ 250.00 (From this deposit we will retain a non-refundable application fee of \$ 100.00 that won't be refunded)	\$ 100.00/ Hour
<b>Banyan Room and Terrace</b>	Size 30' x 50' Venue 175 People	(12) 8 ft rectangular banquet tables & 100 folding chairs	\$ 850.00 / 04 Hours Event And A Security Deposit: \$400.00 (From this deposit we will retain a non-refundable application fee of \$ 100.00 that won't be refunded)	\$ 175.00 / Hour (includes facility attendant fee)
<b>Great Lawn &amp; Courtyard</b>	Venue for 300 People Landscaped Area	A 40 x 60 Tent (12) 8 ft rectangular banquet tables & 100 folding chairs	\$2500/ 04 Hours Event And A Security Deposit: \$1000.00 (From this deposit we will retain a non-refundable application fee of \$ 100.00 that won't be refunded)	\$ 225.00 / Hour (includes facility attendant fee)
<b>Japanese Garden</b>	Venue for 50 People Landscaped Area	<b>For Ceremonies and Cocktails receptions ONLY</b>	\$550.00 / 04 Hours Event And A Security Deposit: \$250.00 (From this deposit we will retain a non-refundable application fee of \$ 100.00 that won't be refunded)	\$ 125.00 / Hour (includes facility attendant fee)
<b>The Entire Garden</b>	All areas Venue for 500 People	(12) 8 ft rectangular banquet tables & (12) 60" round tables & 200 folding chairs	\$ 4,500.00 / 4 Hours Event And A Security Deposit: \$2000.00 (From this deposit we will retain a non-refundable application fee of \$ 100.00 that won't be refunded)	\$ 500.00 / Hour (includes facility attendant fee)

**Please Note: Additional fees to the rental fee and security deposit will be charge:**

- ▶ Annual Membership fee of \$50.00. If not yet a member of the garden.
- ▶ 7% Sales Tax to all rental amounts due Miami Beach Botanical Garden.
- ▶ Fee for Garden Attendant is \$25.00 an hour and \$125.00 fee for janitorial services.
- ▶ Insurance premium(s) charge \$ 1.00 per expected number of participants/projected number of people in attendance and liquor sold, if any, upon Miami Beach Botanical Garden premises.