

## Event Space FAQ's

*A full Facilities Usage Agreement will be provided upon scheduling.*

### **How far in advance do I need to schedule my event?**

Events are based on availability and must be scheduled at least three (3) weeks in advance. A walk-through of the event area is encouraged before reserving the space.

### **Am I required to purchase event insurance?**

Yes. All events at the Coastal Center are **required** to obtain a \$1,000,000.00 insurance certificate of liability (COI) naming Florida Oceanographic Society as additionally insured. Event insurance protects you as well as Florida Oceanographic and can be obtained from your current provider or a third party event insurance company. Please see our recommended vendor lists for options.

### **What days and times are available to schedule events?**

The event venue can be booked:

- Sunday – Thursday: 8:30am – 9:30pm
- Friday – Saturday: 8:30am – 10:30pm

Event scheduling is subject to availability and varies per day and season. Daytime events, such as luncheons, can occur while the Coastal Center is open to the public and may include the option to purchase discounted admission tickets for guests to visit the Coastal Center before/after the event.

### **What is included when I book an event at the Coastal Center?**

Florida Oceanographic does not offer catering, entertainment, rentals (beyond in-house options), valet, etc. A preferred vendors list will be provided. Please see the event space information sheets on [Event Space Inquiry](#) page for more details on venue inclusions.

### **Do I have to be a Member to book an event?**

Events, such as birthday or anniversary parties, showers and celebrations of life, are reserved as a benefit for Florida Oceanographic Members. To become a Member and take advantage of this benefit, please visit our [Membership](#) page today.

### **Am I allowed to bring in my own vendors?**

A list of vendors who are pre-qualified to offer their services at Florida Oceanographic shall be provided. Vendors not listed as pre-qualified must be interviewed by Florida Oceanographic and provide applicable license and insurance before they can be approved. A qualification fee may apply for vendors not currently listed.

### **Is alcohol allowed?**

Yes, but can only be served by a licensed and insured bartender. Please see Preferred Vendors list for recommendations.

**Can my event guests access the Coastal Center grounds and exhibits?**

All vendors and event attendees must remain in the designated event space at all times and use only the designated guest entry and exit areas. The Coastal Center grounds, exhibits and gift shop will not be open during after-hour events and access to these areas is strictly prohibited, unless otherwise pre-arranged with appropriate additional fee.

**Is onsite parking available?**

There are a limited number of parking spaces at the property. For events with over 75 or more expected vehicles, it is suggested you retain a shuttle service (if staying at a local hotel), or valet, to avoid any parking difficulties. Overflow public parking may be available across the street at Stuart Beach.

**How do I book my child's birthday party?**

Please see our [Birthday Party](#) page for booking a child's birthday party.

**What happens if there is inclement weather?**

Florida weather can be unpredictable. Dependent on event type and size, a backup space at the Coastal Center can be pre-planned in the case of severe weather. Florida Oceanographic will also try to accommodate any event modifications as best we can on the day of the event.

**What are the décor guidelines?**

Florida Oceanographic's goal is that events hosted at the Coastal Center are environmentally-friendly. Hosts are encouraged to reduce their plastic footprint as much as possible by choosing reusable or sustainable products for all cutlery, cups, plates and décor.

- To ensure the health and safety of our animal ambassadors, the following items are prohibited at Florida Oceanographic:
  - Any open flames or ignited items, including, but not limited to: Candles (except on cake), tiki torches, lanterns, fireworks and sparklers
  - Balloons, confetti, rice, seeds, bubbles, glitter
  - Straws (plastic or paper), drink stirrers, toothpicks (bamboo skewers are okay), mini drink umbrellas
  - Styrofoam of any kind
- Limited decorations are permitted in outdoor venue areas and must be approved by Florida Oceanographic prior to the event date. A full list of guidelines/restrictions for our outdoor venue areas can be provided.

**Are there any other restrictions?**

- This is a smoke-free facility. Smoking, including vaping, e-cigarettes and chewing tobacco, is strictly prohibited anywhere on property. A designated smoking area will be made available outside the guest entry gate.
- Animals, with the expectation of trained Service Animals, are not allowed on property.

*For additional questions, please contact Michelle Byriel, Event Coordinator, at [mbyriel@floridaocean.org](mailto:mbyriel@floridaocean.org).*