

# WEDDINGS

## THE ANCIENT SPANISH MONASTERY



Getting married at The Ancient Spanish Monastery is a dream of many Miami couples. With a variety of outdoor and indoor options, the Monastery Cloisters and Gardens are the most unique wedding venue in South Florida. Whether you dream of a quaint ceremony or a lavish affair, our historic 12<sup>th</sup> century building never fails to wow guests as they enter our 10-acre grounds.

We know couples want to have the perfect wedding for their memories and provide guests with an unforgettable and uniquely Miami event.

Surrounded by lush gardens, a formal courtyard and three fountains, The Monastery Cloisters feature over 8,000 square feet of space for an unforgettable event.

The Ancient Spanish Monastery is a little piece of the history of Spain, and it can become a treasured piece of your history as well.

We look forward to helping you create your dream wedding.

*Carolina Del Vecchio*

Manager  
Wedding & Events

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[www.SpanishMonastery.com](http://www.SpanishMonastery.com)

# **Weddings at The Monastery**

## **A Saturday wedding only**

### **(no reception)**

\$5,000 in the Loggia (up to 200 people)

\$4500 in the Chapel (up to 150 people)

\$3500 in the Chapter House (up to 80 people)

\$3,000 in the Prayer Well Courtyard (up to 100 people)

## **A Friday or Sunday wedding only**

### **(no reception)**

\$4,000 in the Loggia (up to 200 people)

\$3500 in the Chapel (up to 150 people)

\$3000 in the Chapter House (up to 80 people)

\$2,500 in the Prayer Well Courtyard (up to 100 people)

## **A weekday wedding only**

### **Mon-Thu excluding holidays**

### **(no reception)**

\$2,000 in the Loggia (up to 200 people)

\$2,000 in the Chapel (up to 150 people)

\$1,500 in the Chapter House (up to 80 people)

\$1,500 in the Prayer Well Courtyard (up to 100 people)



per hour and is charged in 15-minute increments. After two and a half hours \$125 per quarter hour will be deducted from your \$800 refundable security deposit.

- During the summer months of June, July, August, and September (low season) there is an additional \$200 discount.

- All weddings are for a total of two and a half hours (to include set-up, ceremony, photos and clean-up). For example, you may take one hour for set-up and then have an hour and a half for your ceremony and pictures.

- Extra time is \$500

- A cocktail hour (60 minutes) in the gardens after the ceremony is \$800 and includes live piano music. No hot hors d'oeuvre may be passed. Only cold, light appetizers may be served (cheese, vegetable platters, etc). In lieu of cocktails and appetizers, cake and champagne may be served.

- Fees include an officiant and the Monastery's staff pianist/organist for your ceremony.

# Receptions at The Monastery

## A Saturday reception only

**(no wedding)**

\$6,500 in the Cloisters (up to 300 people)

\$5,000 in the Loggia or Gardens (up to 300 people)

## A Friday or Sunday reception only

**(no wedding)**

\$5,500 in the Cloisters (up to 300 people)

\$4,000 in the Loggia or Gardens (up to 300 people)

## A weekday reception only

**Mon-Thu excluding holidays**

**(no wedding)**

\$4,500 in the Cloisters (up to 300 people)

\$3,000 in the Loggia or Gardens (up to 300 people)

- During the summer months of June, July, August and September (low season) there is an additional \$200 discount.
- All receptions are for three hours.
- Each additional hour is \$500 till 12:30 am.
- An additional hour for cocktails in the gardens, after the ceremony and before the reception, is \$800 and includes live piano music for your guests.
- Fees include a security guard at the gate.
- A “Day of” coordinator for your reception may be available for an extra fee.
- Set-up begins 3 hours before the reception begins. If available, additional set-up hours are \$500 each.
- Clean-up and breakdown must be completed one hour after the event ends. Extra time is \$500 per hour and is charged in 15-minute increments. \$125 per quarter hour will be deducted from your \$500 deposit.



# Wedding Packages at The Monastery

## A Saturday wedding with a reception

\$9,000 with ceremony in the Chapter House (80 people or less)

\$9,000 with ceremony in the Prayer Well (up to 100 people)

\$9,500 with ceremony in the Gardens (up to 250 people)

\$11,000 with ceremony in the Chapel or Loggia (up to 200 people)

## A Friday or Sunday wedding with a reception

\$8,000 with ceremony in the Chapter House (80 people or less)

\$8,000 with ceremony in the Prayer Well (up to 100 people)

\$8,500 with ceremony in the Gardens (up to 250 people)

\$10,000 with ceremony in the Chapel or Loggia (up to 200 people)

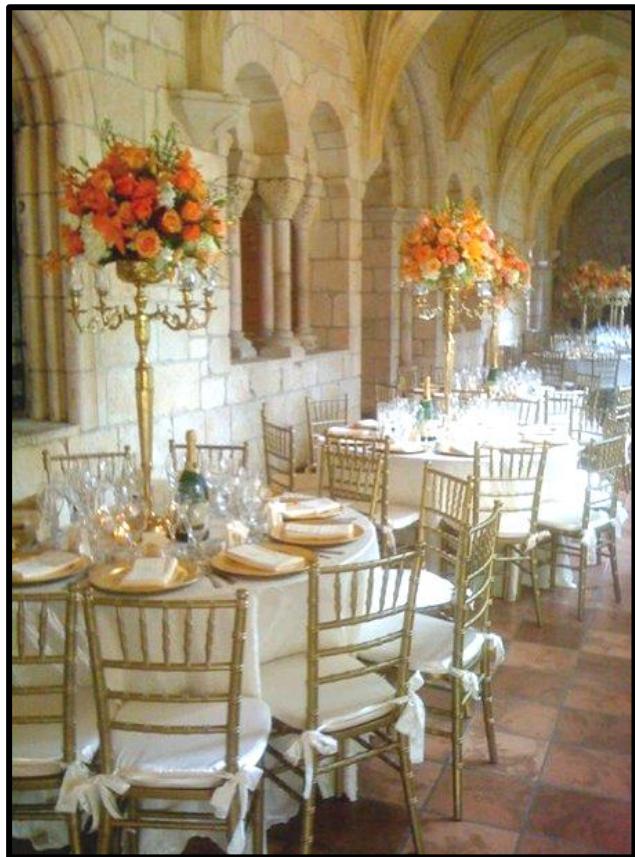
## A weekday wedding with a reception (Mon-Thu excluding holidays)

\$6,000 with ceremony in the Chapter House (80 people or less)

\$6,000 with ceremony in the Prayer Well (up to 100 people)

\$6,500 with ceremony in the Gardens (up to 250 people)

\$8,000 with ceremony in the Chapel or Loggia (up to 200 people)



- During the summer months of June, July, August and September (low season) there is an additional \$500 discount.
- All packages are for four hours (for both ceremony and reception).
- Each additional hour is \$500 till 12:30 am.
- An additional hour for cocktails in the gardens (after the ceremony and before the reception) is \$800.
- Fees include a security guard at the gate and a coordinator for your ceremony.
- A “Day of” coordinator for your reception may be available for an extra fee.
- Set-up begins 3 hours before the ceremony. If available, additional set-up hours are \$500 each.
- Clean-up and breakdown must be completed one hour after the event ends. Extra time is \$500 per hour and is charged in 15-minute increments. \$125 per quarter hour for over time will be deducted from your \$800 deposit.
- An officiant and an organist (or pianist) is included with all wedding packages.

# Daytime Garden Ceremonies

The Ancient Spanish Monastery offers the option of intimate daytime garden ceremonies for those who wish to celebrate a special occasion, such as a marriage, renewal of vows or other form of personal commitment on our beautiful grounds.

Daytime ceremonies take place in the Greenleaf Garden in front of the medieval stone Abbot's Chair with a 55-foot Banyan tree as the backdrop.

The Monastery does not allow food or drinks to be brought for or consumed during daytime garden ceremonies.

Fees include an officiant and the Monastery's staff pianist/organist for your ceremony.

## Fees

**Daytime Garden Ceremony for up to 50 guests      \$1,900**

- Guests are defined as all people associated with the garden ceremony, including the couple, bridal party, photographers, musicians and other vendors.



# Summer Budget Packages

The Ancient Spanish Monastery offers the option of a small wedding and reception package during the summer months of **June, July, August and September** (low season).

Ceremonies may take place in the Chapter House, Chapel, Prayer Well or anywhere in the gardens. Reception for up to 80 guests.

## Fees

Summer Budget Package (Ceremony & Parish Hall reception) for up to 80 guests	\$4,500
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- The number of 80 guests includes the bride and groom. This number is not negotiable. The Fire Marshall has determined that the maximum number of seated guests in the Parish Hall is 80. We have 10 tables and 80 chairs. There is a 6-foot rectangular “sweetheart table” for the bride and groom as well as a smaller table for a cake. Under no circumstances may extra tables or chairs be brought into the hall.

- All packages are for four hours (for both ceremony and reception).
- Each additional hour is \$500. With the purchase of additional hours the reception may last until 12:30 am.

- A cocktail hour in the gardens with live piano music after the ceremony, and before the reception, is \$800 and includes live piano music.
- Fees include a security guard at the gate and a coordinator for your ceremony.



- Also included for your ceremony are an officiant and the Monastery’s staff pianist/organist.
- A “Day of” coordinator for your reception may be available for an extra fee.
- Set-up begins 3 hours before the ceremony. If available, additional set-up hours are \$500 each.
- Clean-up and breakdown must be completed one hour after the event ends. Extra time is \$500 per hour and is charged in 15-minute increments. \$125 per quarter hour for over time will be deducted from your \$800 refundable security deposit.

# Summer Budget Packages Reception Hall



# French Altar Weddings for 10 or fewer guests

The French Altar is perfect for a small, intimate celebration for immediate family and friends - or even for just the two of you!

Holding your day in the most unique wedding venue in Miami can only add to the occasion.

With the magnificent backdrop of the 12<sup>th</sup> century Cloisters, the Ancient Spanish Monastery is steeped in romanticism and charm.

The photo opportunities are endless with superb backdrops of Romanesque and pre-Gothic architecture, the fountains, the woods and 10 acres of gardens stretching into the distance.

## Fees

French Altar (ceremony only) for up to 10 guests	\$1,500
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- French Altar weddings are for two hours (for set-up, ceremony and pictures).
- Extra time is \$500 per hour and is charged in 15-minute increments. \$125 per quarter hour for over time will be deducted from your \$800 refundable security deposit.
- Fees include a coordinator for your ceremony, officiant, and a pianist.
- The Monastery does not allow food or drinks to be brought for or consumed during French Altar weddings.

# "Day Of" Coordination Available with Weddings by Carolina



You only have one shot to get this day right, so why leave it to chance on well-meaning friends and family when hiring a 'Day-Of' Coordinator will guarantee a smooth event?

## What is a 'Day-Of' Coordinator?

Nowadays, with wedding blogs and DIY books readily available, more and more couples are opting to plan their own wedding. But one thing is for sure—you cannot coordinate your own wedding day!

On your wedding day, the main role of a 'Day-Of' Coordinator is to ensure that your plans are carried out smoothly and to discretely handle problems that may arise. We are the liaison with the venue, catering bar, DJ, decorators, entertainment, photographer and parents. We pull all the pieces together for you.

With us watching over the details of the day, you can enjoy all the special moments with your family and friends without stressing.

Not only do you want to relax on your wedding day, those closest to you should as well! Entrust your special day to Carolina, a wedding professional with over 20 years of experience here at the Monastery.

# The Changing Room - Included

Included at no extra charge with all weddings and receptions, is a dressing room which may be used for the bride, for groom, or for the bride and groom. The Changing Room is available for your use beginning 3-hours before your event begins until 1-hour after your ceremony or reception is over.

The 9x14' room is furnished with 2 tables, six chairs, ottoman, extra tall closet for hanging clothing and a full-length mirror. This handsome and masculine room has three windows making it a light-filled gathering place.



# The Bridal Suite - \$250 Upgrade

From the moment a bride enters The Bridal Suite, there is a sense that something magical awaits her. Washed in lush colors of taupe and cream, the Bridal Suite at The Monastery is an exceptional place, full of all the things you'll need on your special day such as multiple outlets for cell phones and curling irons.

Through gates and past an atrium fountain, away from the hustle and bustle, the Bridal Suite is full of light. The dazzling chandelier combined with the high ceiling make Bridal Suite photography a must!

The Bridal Suite is spacious enough to accommodate the largest wedding party, all of whom will fit into the full-length wall mirror! With its separate heating and air conditioning system, extra high racks for dresses with trains, locked storage space and more, you'll feel right at home as you prepare for your ceremony.



## Engraved Bricks - \$125 Upgrade



Commemorate your Special Day with a permanent marker. Bricks are \$100 for a four by eight inch brick; \$250 for an eight by eight inch brick.

The 4x8 brick has space for three lines, eighteen characters per line and the 8x8 brick has space for six lines, 18 characters per line.

In addition, duplicate Gift Bricks are also available. Gift bricks are exact duplicates of the brick which will be installed around the fountain in the gardens. Gift Bricks come with a felt

backing so you wrap them and give them as a gift for your recipients to display in their home or office. The stand to display the brick is included.

Two identical 4x8 bricks (one installed at the Monastery and the other for you to keep as memento or give as a gift) are \$135 for the set. Two identical 8x8 bricks (one installed at the Monastery and the other for you to give as a gift) are \$300 for the set.

## Gazebo & Arch - \$150 Upgrade

**Temporarily Unavailable**



By using imagination and a decorative wedding arch, even the simplest garden wedding can be transformed into a memorable outdoor event. Our wrought iron wedding arch can be used as a focal point to add beauty and character to every photo.

As a showcase accessory, the bride and groom will want to be sure that the adornments they choose be well matched to the degree of formality that the ceremony merits. Flourishes, flowers and other decorative features may be integrated. Or the arch can be left unadorned for a striking appearance.



The uncluttered and streamlined effect of a simple wrought iron arch generally requires little embellishment. Florists may seek to soften the edges of the arch with selective placement of potted palms, a garland or even flowers which match the bride and bridesmaids.

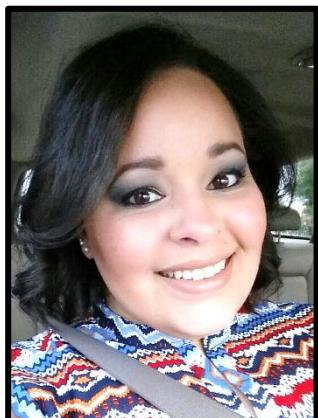
# Meet Our Wedding Staff



**Carolina Del Vecchio** is the Manager at The Ancient Spanish Monastery and has coordinated weddings and receptions here for over 20 years. Carolina loves to coordinate weddings for busy, professional women who come armed with lots of ideas so she can help them turn their dreams into reality. The most important thing you need to know about Carolina is that she loves weddings and is looking forward to helping you with yours, keeping you relaxed and worry free all the way from "Yes" to "I do". Carolina's weddings have been featured in '*The Knot Miami*' and on popular television shows such as *Bridezillas*.



**Melanie Veizaga** is the Administrator at The Ancient Spanish Monastery and coordinates the Young Adult Ministry at the Church for the 20 to 35 age group. A Raw Juce™ addict, Melanie is hooked on the PowerBowls with raw honey and granola. Melanie loves to work with brides on a budget and show them how they can have their ideal wedding for a fraction of what they thought it would cost. Melanie says that weddings are unpredictable, fast-paced, chaotic events, and like all her couples, each one is unique and comes with special quirks. Melanie's goal is to find out what you want, and help make it happen!



**Nelly Taveras** knows that every couple wants their day to be special and customized to their personality and their vision: she does that and takes it a step further providing outstanding customer service and striving to exceed your expectations. Nelly's number one goal is to alleviate the stress and ensure that your wedding day runs smoothly. With an eye for aesthetics and her experience in design and layout, Nelly has proved to be the perfect addition to our design-focused team. And she recently completed a workshop training with celebrity wedding planner David Tutera!

# Wedding Officiant – Fr. Gregory Mansfield

An officiant is included in the price of all weddings

Fr. Gregory Mansfield is the pastor of the parish church of St. Bernard de Clairvaux and curator of The Ancient Spanish Monastery. Ordained 35 years ago, Father has served in the dioceses of Massachusetts, Indianapolis, West Missouri, and Southeast Florida. In addition to working as a parish priest and parochial school chaplain, for several years Father worked in the diocesan office as assistant to the Bishop in Kansas City as 'Canon to the Ordinary.'



He is a member of the Society of Catholic Priests, a fraternal order of Anglo-Catholic priests in the Church of England and Anglican Communion.

Educated at Harvard University, Father earned a doctorate from the Graduate Theological Foundation in Lutheran-Anglican-Roman Catholic studies. In addition, Father received a Pfeiffer Prize from the American Academy of Oriental Research for his archaeological work on the Aegean island of Thassos where he translated a portion of a balustrade in the temple dedicated to

Isis and Serapus. He is the co-author of two books on budget travel in southern Italy and the Greek Islands.

*"Preparing for your wedding needs to be an enjoyable time. I can help you design your ceremony with minimal stress and some guaranteed laughs. I'll help you create a ceremony that expresses you as a couple."*

Suitable rituals can be incorporated, such as the unity candle, breaking the glass, Celtic tartan wrap, tying the knot, jumping the broom, rosary lasso or arras coins.

Whether you dream of a traditional, contemporary, non-denominational, inter-faith or civil ceremony, Father Mansfield will help you create your own unique memorable wedding service with beauty, warmth and grace... in English, Spanish, or "Spang-lish"!



# Organist / Pianist – Frank Perko, III

**Music is included in the price of all weddings**

Frank Perko, III moved to Fort Lauderdale in the summer of 2017. In addition to being the Director of Music at the Ancient Spanish Monastery, he is also the Southeast Florida Representative for the Rodgers Organ Company and Central Music, Inc. of Clearwater, Florida.

Mr. Perko is the former Director of Music, Arts, Worship, and Liturgy at First Plymouth Congregational Church in Denver, the largest United Church of Christ in Colorado. He has served as a church musician since the age of ten.

Mr. Perko has served as Director of Music, Liturgical Director and as Principal Organist for numerous churches across the United States. He has won many awards and competitions as a classic/concert and theater organist and continues to perform regularly throughout the United States in churches, theaters, and concert halls.

Mr. Perko has become known for his specialization in musical innovation, creativity, knowledge, and performances with MIDI capable instruments and in conjunction with the pipe organ. Mr. Perko is regularly called upon by the Rodgers Organ Company to dedicate and demonstrate new instruments both in lecture settings and in concert.

In addition to being a prestigious concert organist, Mr. Perko is a well-accomplished and formidable orchestral and choral conductor, responsible for leading large and major works of music in the church and in the concert hall, with music ensembles of 200+ musicians.

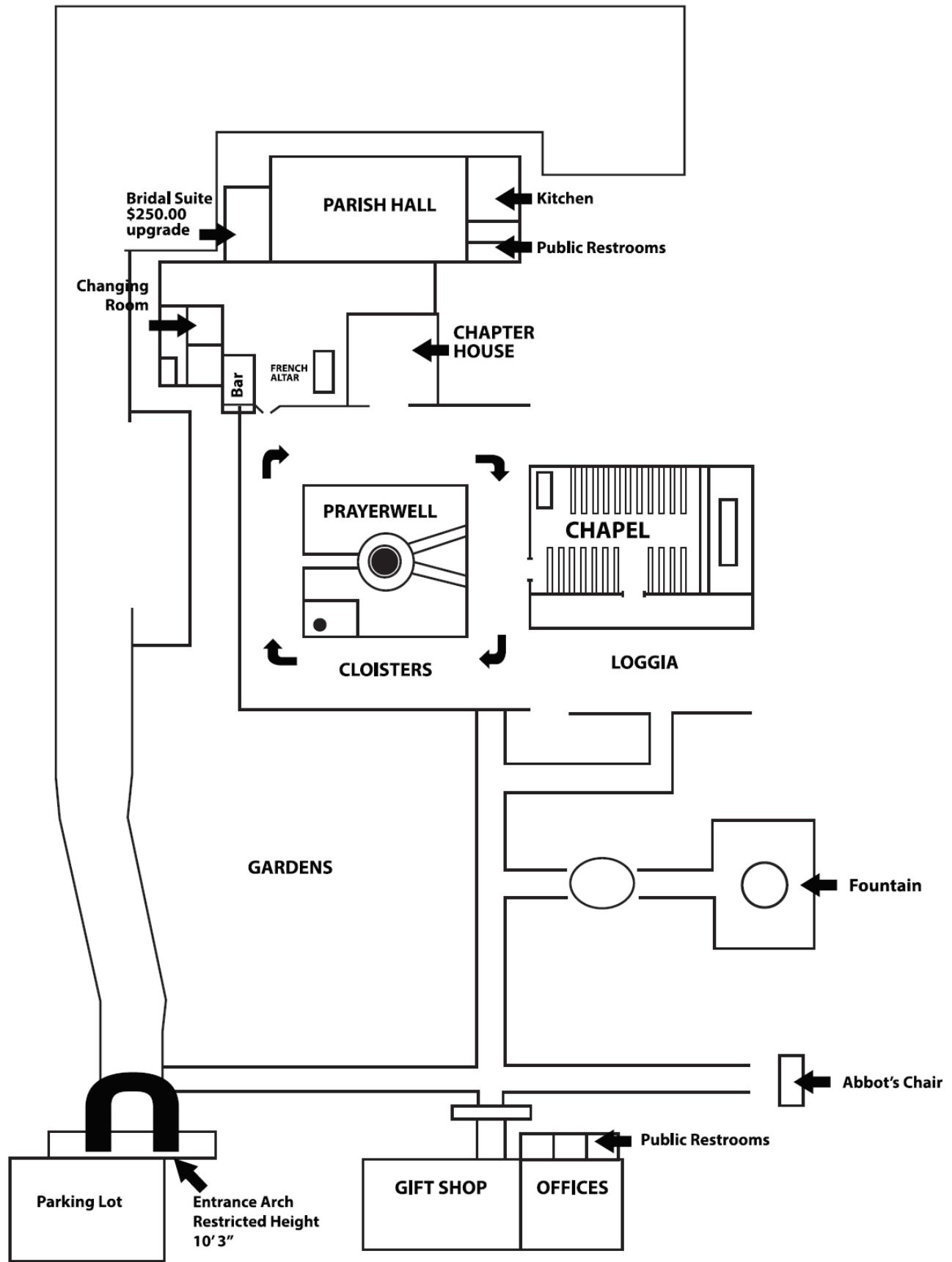
Mr. Perko holds a Bachelor of Music degree from Colorado State University, and a Master of Music degree from the University of Cincinnati College-Conservatory of Music.

Every bride will always remember her ceremony music, especially the music for her entrance. The music played during your ceremony sets the tone and the atmosphere and brings everyone's attention together at the same time to focus on one of the most important moments in your life.

If you add an extra hour to your wedding package, (instead of four hours, you get five), Mr. Perko is included playing the piano for your cocktail hour.



# Site Plan



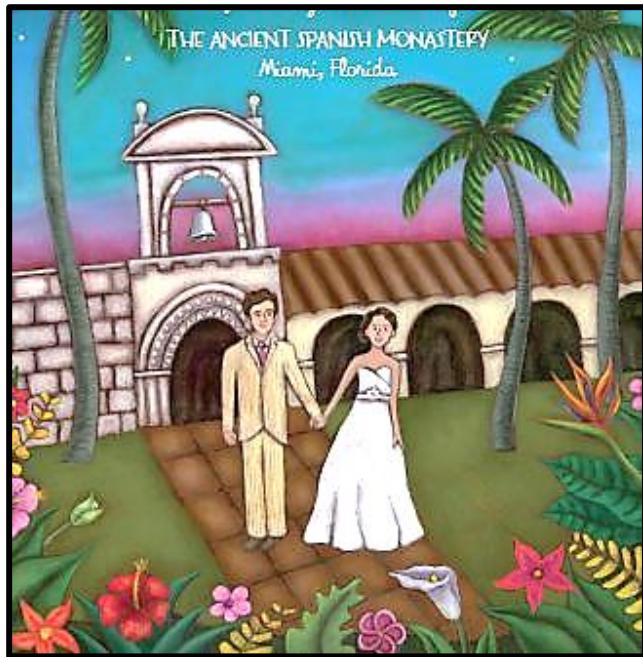
# Facility Rental FAQs

## Does the Monastery handle catering, rentals, and/or décor?

The Monastery provides the venue only and does not handle the catering/rental/décor aspect of your event. The Monastery will supply a list of preferred vendors that are familiar with our property and its policies.

## My catering company is not on your preferred vendor list. Can I still use them?

All non-approved caterers are required to obtain a *Catering & Kitchen Rental Permit* to use our kitchen, appliances and staging area. Permit fees of \$500.00 are non-refundable and will be added to your contract.



## What about other vendors?

Although not required, we highly recommend the use of vendors that are familiar with the Monastery's policies. You have full freedom to choose the photographers, DJ's, florists, and other vendors that perfectly match your mood and taste.

## What is the price range for caterers on your recommended list?

Prices vary widely depending on menu and caterer selected.

## What deposits do you require?

A deposit of half the total cost is due at the time of booking to reserve your date. In addition, there is a refundable damage deposit per the terms of the facility rental agreement.

## I am planning a garden wedding. What if it rains?

If you are unable to hold your ceremony outside, you will be upgraded to one of the chapels at no additional cost. In case of inclement weather, you may prefer to rent a tent to cover the Loggia Garden. For events with 300 or more guests, rental of a 33' x 180' tent is required regardless of weather.

## The Monastery provides a security guard at the front gates. Do I need to hire off-duty police officers?

We recommend hiring police officers for large events (150+ guests) for traffic control. The Monastery can retain North Miami Beach police officers at sole cost to client for \$50/hour each (with a four hour minimum).

## **What is the Monastery's capacity, both indoors and out?**

The Ancient Spanish Monastery is best suited for smaller events. The Chapter House can accommodate up to 80 guests for a ceremony and 60 seated guests for dinner. The Cloisters (which surround the Courtyard) can accommodate up to 300 seated guests for dinner.

## **What areas are available for a cocktail party before the reception?**

For an additional fee of \$800, cocktail parties can be held either in the Courtyard or one of the gardens. Smaller receptions (80 guests or fewer) may be held on the bricked terrace around the fountain near the Abbot's Chair. There is no additional fee for a bar set-up in the French Altar area.

## **At what time can set-up of rentals begin?**

Set-up for receptions begins three hours before the time of the event. Set-up for wedding packages that include both a wedding and a reception begin three hours before the start of the ceremony. No vendors, caterers, florists, musicians, photographers or any other person connected with the wedding (including wedding party and family) are allowed onto the property prior to that time. For those clients who require more time, earlier set-ups are often available for an additional fee of \$500 for each additional hour in one-hour increments. Additional time is not guaranteed, but if available, every effort will be made to accommodate your request. Set-up for weddings only (*no reception*) begins one hour prior to the ceremony.

## **Do you have a Lost and Found?**

The Monastery does not assume any responsibility for the damage or loss of any merchandise or articles left on the property, prior to, during, or following an event.

# **Policy Regarding Decorations**

Like all churches and sacred places, the Monastery has rules regarding decorations. The Church of St. Bernard de Clairvaux is an active parish church with three Masses on Sundays and throughout the week. No liturgical décor may be moved or altered in any way.

The Cloisters are an 888-year-old architectural treasure. Due to the historic nature of our unique building, it is not permitted to use nails, screws, adhesives, or anything which can damage the wood or stone surfaces. For example, flowers, greenery, or bows may not be attached to the chapel pews with staples or tape.

The Chapel is decorated for Advent and Christmas from the Monday before Thanksgiving until the Feast of the Epiphany (January 6). The Christmas trees, garlands, poinsettias, and other holiday décor will not be removed under any circumstances. During Lent, crosses and statues are veiled in purple cloth. They may not be uncovered (even for pictures).

There are a few things that are not permitted with any exceptions. These include confetti, glitter, birdseed, and rice.

# Policy Regarding Photography at Weddings



A wedding ceremony is a special moment in the lives of a couple and for their family and friends. A Church wedding is first and foremost a religious ceremony and everything done at a wedding must be conducive and respectful of that or it must be excluded from the ceremony and its environment.

Many couples and their families desire to remember the wedding day with photographs and videos. The following rules

are meant to allow this to be done while celebrating the wedding in a dignified and religious manner. These rules are non-negotiable. If the photographer intends to ignore them, he or she should not be engaged to work at the ceremony. If the photographer violates these rules during the ceremony, the ceremony will be halted and the photographer will be required to leave. These rules are for professionals and amateurs alike. The bridal couple will insure that these rules will be communicated to the official photographer(s) and to family members and other guests who might desire to use their cameras at the wedding.

The photographer and his or her assistant(s) must obey directions of the priest or deacon officiating at the ceremony at all times. It is desired that the photographer(s) meet with the officiant before the ceremony starts.

The photographer should be as unobtrusive as possible. At no time should the photographer stand in anyone's view or prevent anyone from participating fully in the wedding (including the bridal party, family members, ministers, guests or anyone else present). The photographers should not walk around during moments of liturgical silence, solo singing, scripture being read, sermon and the like.

During the wedding no flash photography is allowed. Posed photographs arranged after the Mass or Service are allowed and time will be given to "stage" any photographs with flash afterwards.

The photographer may not enter the sanctuary (area on steps around the Main Altar) at any time during the wedding. During the posed photographic session, admission will be allowed.

Video cameras must be stationary, not roving, and used without artificial lighting. The areas for video cameras to be placed will be designated by the wedding coordinator or other Monastery staff member. No electrical cables may be strung along the floor or garden pathways where people can walk for reasons of safety. No accommodation can be made whereby the audio recording can be tied into the sound system in the Chapels.

# Policy Regarding Flowers in the Chapels

Flowers which are placed on the Altar or at the Shrine of the Blessed Mother are given to the glory of God as a thank offering and as such remain on the Altar and at the Shrine after the wedding. In other words, you may not put flowers on the Altar to "decorate" for your wedding and then remove them after the ceremony to take to the reception or to take home. The flowers remain on the Altar for Sunday Masses and the newlyweds are remembered in the prayers.

# Policy Regarding Cancellations

Cancellation of a date must be made in writing by the contracting party.

Cancellations within 3 days from the date of reservation will receive a full (100%) refund.

Cancellations between 4 and 30 days after the date of reservation will receive a full (100%) refund less \$100.

Cancellations 31 days after the date of reservation, up to 210 days before the event, will receive a 50% refund.

Cancellations made less than 210 days before the event will forfeit all deposits.

