

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 12th 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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Weddings at The Monastery

A Saturday wedding only (no reception)

\$6,00 in the Loggia (up to 250 people)
\$5,500 in the Chapel (up to 150 people)
\$4,500 in the Courtyard (up to 100 people)
\$4,000 in the Chapter House (up to 80 people)

A Friday or Sunday wedding only (no reception)

\$5,000 in the Loggia (up to 200 people)
\$4,500 in the Chapel (up to 150 people)
\$4,000 in the Gardens (up to 250 people)
\$3,500 in the Courtyard (up to 100 people)
\$3,000 in the Chapter House (up to 80 people)

A weekday wedding only Mon-Thu excluding holidays (no reception)

\$2,500 in the Loggia (up to 200 people)
\$2,500 in the Chapel (up to 150 people)
\$2,000 in the Gardens (up to 250 people)
\$2,000 in the Courtyard (up to 100 people)
\$2,000 in the Chapter House (up to 80 people)



- 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.

- A cocktail hour (60 minutes) in the gardens after the ceremony is \$1,000; a cocktail hour (60 minutes) in the Cloisters after the ceremony is \$1,200. A cocktail hour includes live piano music at no extra cost. 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)

\$8,000 in the Cloisters (up to 300 people)

\$7,000 in the Loggia or Gardens (up to 300 people)

A Friday or Sunday reception only

(no wedding)

\$6,000 in the Cloisters (up to 300 people)

\$5,000 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)

\$3,500 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 \$1,000 discount on Fridays, Saturdays and Sundays. And a \$500 discount on weekdays (Monday – Thursday excluding holidays).
- All receptions are for three hours.
- Each additional hour is \$600 till 12:30 am.
- Fees include an employee 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 \$600 each.
- Clean-up and breakdown must be completed one hour after the event ends. Extra time is \$600 per hour and is charged in 15-minute increments. \$125 per quarter hour will be deducted from your \$800 deposit.
- A cocktail hour (60 minutes) in the gardens before the reception is \$1,000; a cocktail hour (60 minutes) in the Cloisters before the reception is \$1,200. A cocktail hour includes live piano music.



Wedding Packages at The Monastery

A Saturday wedding with a reception

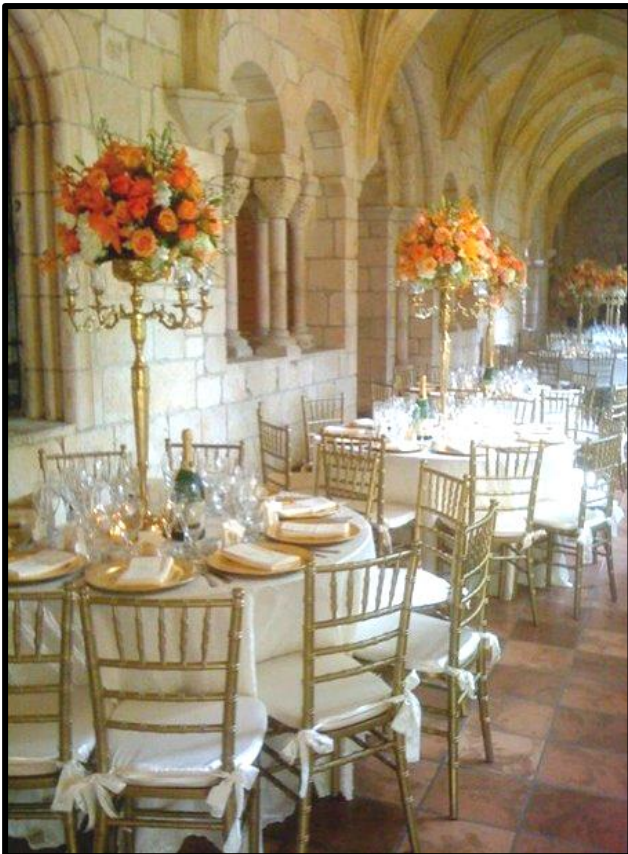
- \$13,000 in the Loggia (up to 250 people)
- \$13,000 in the Chapel (up to 150 people)
- \$11,000 with ceremony in the Gardens (up to 250 people)
- \$10,000 in the Prayer Well Courtyard (up to 100 people)
- \$9,500 in the Chapter House (up to 80 people)

A Friday or Sunday wedding with a reception

- \$12,000 in the Loggia (up to 250 people)
- \$12,000 in the Chapel (up to 150 people)
- \$10,000 with ceremony in the Gardens (up to 250 people)
- \$9,000 in the Prayer Well Courtyard (up to 100 people)
- \$8,500 in the Chapter House (up to 80 people)

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

- \$9,000 in the Loggia (up to 250 people)
- \$9,000 in the Chapel (up to 150 people)
- \$7,000 with ceremony in the Gardens (up to 250 people)
- \$6,500 in the Prayer Well Courtyard (up to 100 people)
- \$6,000 in the Chapter House (up to 80 people)



- During the summer months of June, July, August and September (low season) there is an additional \$1,000 discount.
 - All packages are for four hours (for both ceremony and reception).
 - Each additional hour is \$600 till 12:30 am.
 - An additional hour (60 minutes) for cocktails in the gardens before the reception is \$1,000; a cocktail hour (60 minutes) in the Cloisters before the reception is \$1,200. A cocktail hour includes live piano music.
 - Fees include an employee 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 \$600 each.
 - Clean-up and breakdown must be completed one hour after the event ends. Extra time is \$600 per hour and is charged in 15-minute increments.
- 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

- An additional hour (60 minutes) for cocktails in the gardens after the ceremony is \$1,000; a cocktail hour (60 minutes) in the Cloisters after the ceremony is \$1,200. A cocktail hour 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.



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, Courtyard 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

- 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 \$600. With the purchase of additional hours the reception may last until 12:30 am.

- An additional hour (60 minutes) for cocktails in the gardens after the ceremony is \$1,000; a cocktail hour (60 minutes) in the Cloisters after the ceremony is \$1,200. A cocktail hour includes live piano music.

- Fees include an employee 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 \$600 each.

- Clean-up and breakdown must be completed one hour after the event ends. Extra time is \$600 per hour and is charged in 15-minute increments.



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 12th 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.

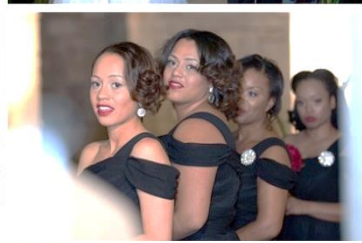
Fees

French Altar (ceremony only) for up to 10 guests \$1,500



- French Altar weddings are for two hours (for set-up, ceremony and pictures).
- 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.
- An additional hour (60 minutes) for cocktails in the gardens after the ceremony is \$1,000; a cocktail hour (60 minutes) in the Cloisters after the ceremony is \$1,200. A cocktail hour includes live piano music.

"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 22 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 the 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.

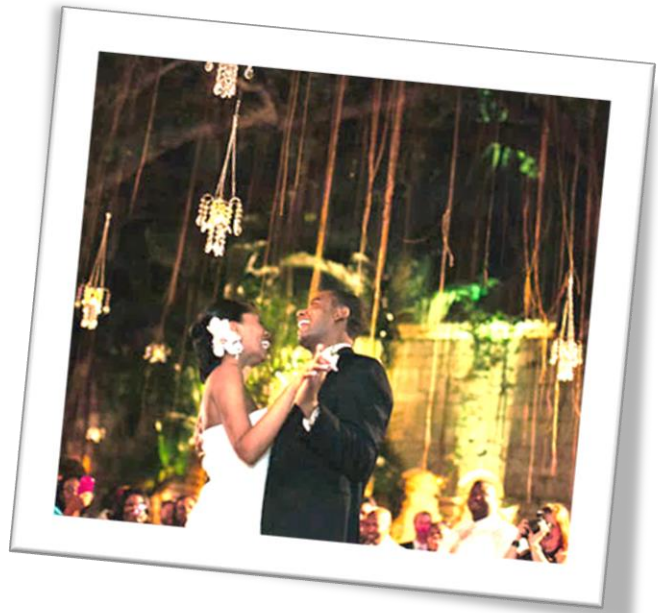


Lighting Upgrades



Lighting is an essential element of wedding décor because nothing transforms a space quite like the right lighting. Candles, string lights, tiki torches and lanterns all create ambience and add warmth to indoor and outdoor weddings alike.

Lighting sets the mood!



Tiki Torches - \$120

To line the garden walkway from the parking lot up to the main Entrance Doors to the Cloisters.

\$100 - you provide four gallons of Tiki Fuel (available at Ace Hardware, Lowe's, WalMart and Home Depot)

\$120 - we provide the oil for you

Fairy Lights around the Spanish Oak branches - \$30

Sometimes called 'string lights' or 'Christmas tree lights', these warm white LED lights will add ambience to the dance floor and courtyard (see photos on back).

Lanterns and glass globes hanging in the trees over the dance floor - \$90

20 'six by eight' inch mini-chandeliers (see photos above) and glass globes are suspended in the branches of the Spanish Oak in the courtyard. The flickering tealights that will transform the area as you dance under the stars.

The Works - \$190

Save \$50 with this \$240 value and have all three lighting effects: tiki torches in the gardens, fairy lights in the courtyard as well as lanterns and globes hanging in the trees... a magical effect that will capture the happily ever after of your wedding.

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*.



Vianique Singh 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 strives to exceed your expectations. Vianique’s number one goal is to alleviate the stress and ensure that your wedding day runs smoothly.



Melissa Betancourt 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. Melissa says that weddings are unpredictable, fast-paced, chaotic events, and like all her couples, each one is unique and comes with special quirks. Melissa’s goal is to find out what you want, and help make it happen! With an eye for aesthetics and her experience in design and layout, Melissa has proved to be the perfect addition to our design-focused team.



Darlene Alvarez truly cares about all of her clients and loves what she does, which shines through with her positivity and dedication. Darlene’s organizational skills, effective time management and ability to multitask create a strong backbone for superb event coordination. Clients who work with Darlene appreciate her candor, caring personality, and sincerity. Ensuring guests have a positive experience is her number one priority.

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 38 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.

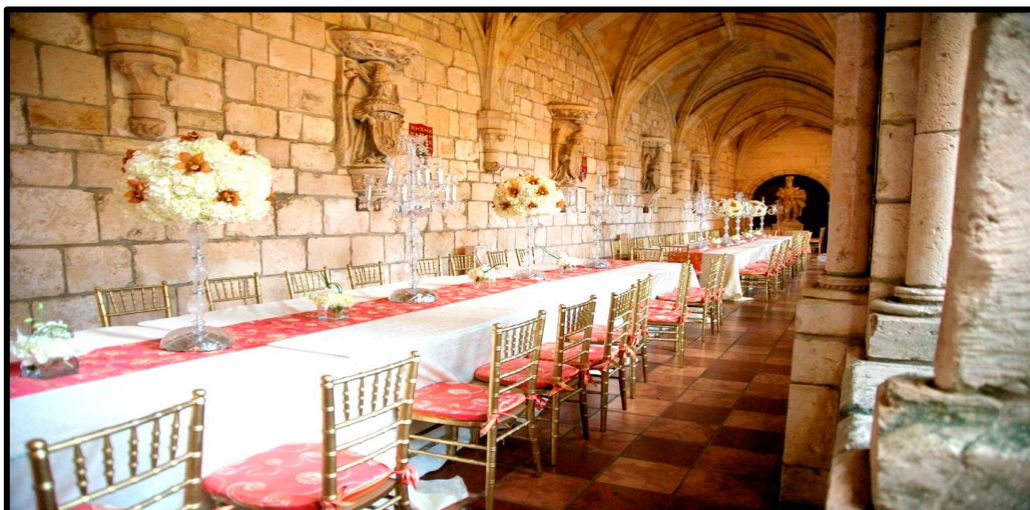
Educated at Harvard University, Father earned a doctorate from the Graduate Theological Foundation in Lutheran-Anglican-Roman Catholic studies. In addition, Father received a Pfeiffer Prize from the American Academy of Oriental Research for his archaeological work on the Aegean island of Thassos where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

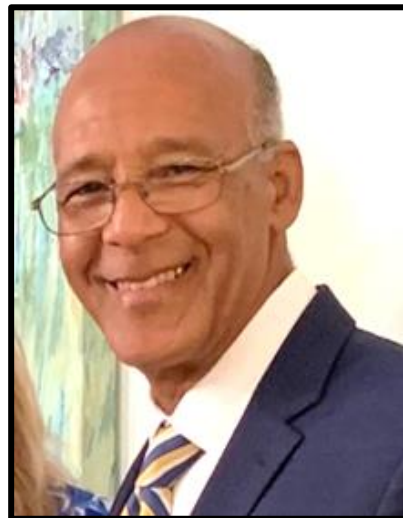


Organist / Pianist – Dr. Nelson Hall

Music is included in the price of all weddings

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), Dr. Hall is included playing the piano for your cocktail hour. He can also supply a small ensemble with drums, instruments and singers. Additional fees depend on what's requested.



As a concert pianist, organist, composer, and conductor, Nelson Hall began his musical training at the age of four at the Alejandro Garcias Caturla Conservatory in Mariano, Cuba where he studied violin. Later he studied piano at Columbia Union College in Maryland.

After graduating from undergraduate school with a bachelor degree in music, Hall served as director of choral activities and minister of Music at Antillian College in Mayaguez, Puerto Rico, from 1977 to 1984.

In 1986, Hall completed the Master of Music degree at the University of Miami Frost School of Music in Choral Conducting.

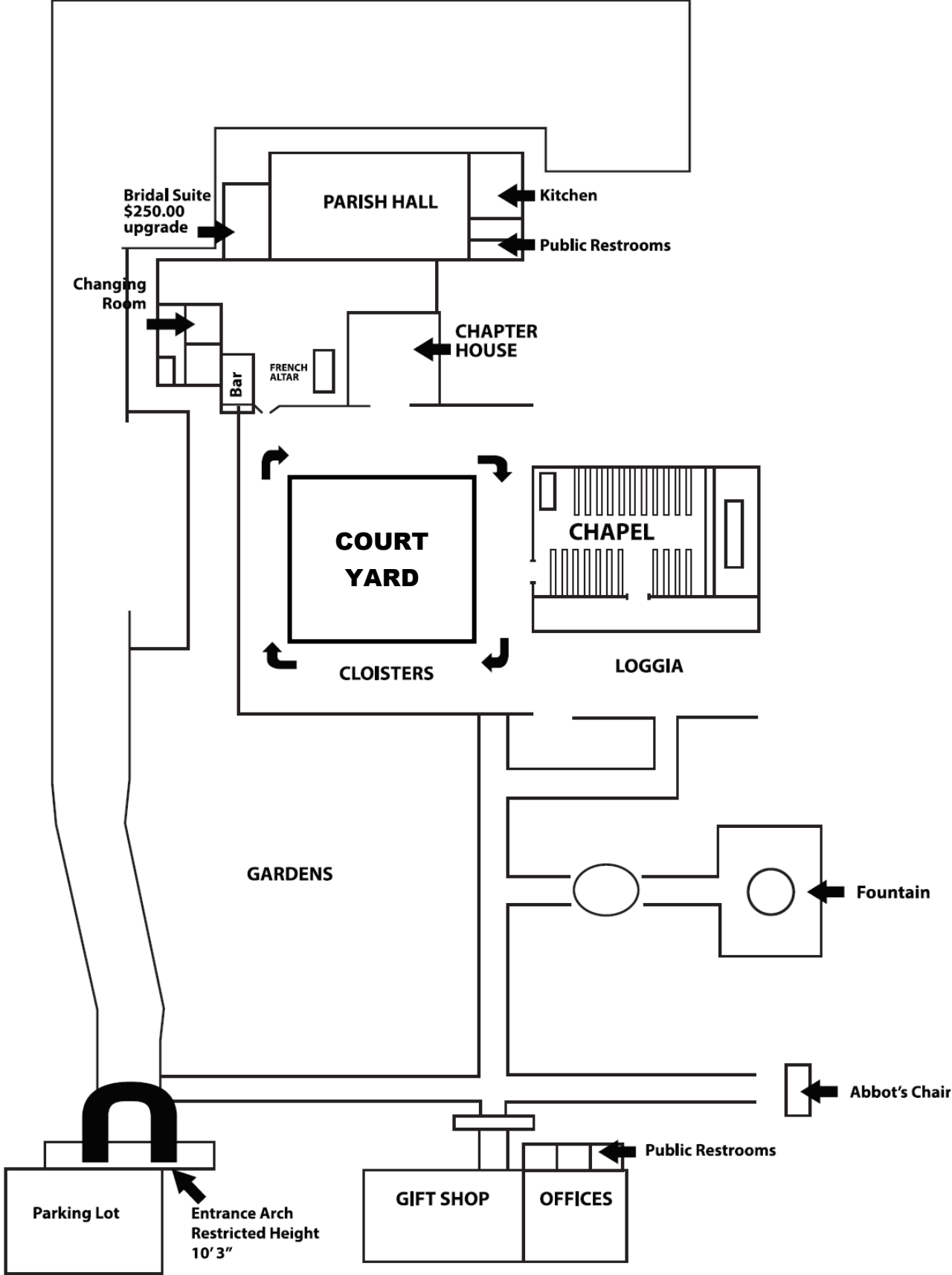
Hall co-founded *Jubilate*, one of Florida's premier performing arts organizations that comprises a professional vocal ensemble and orchestra committed to the Music of the African Diaspora in the Latin and Caribbean culture. He also earned his doctoral degree in Choral Conducting at the University of Miami.

Beginning in 2001, Hall directed vocal studies at Florida Memorial University, conducting the University Chamber Singers, while serving as professor of voice and piano. He continued composing, arranging, and worked with a variety of music professionals including Nestor Torres, Bobby McFerrin, Paul Posnak, Josh Groban, Andre Crouch, Sandi Patti, and Clifton Davis.

He collaborated with Chelle Reed in producing the CD *Faith for Today, Hope for Tomorrow*.

In 2018, Dr. Hall married Cynthia Rochelle Clarambeau from Las Vegas, Nevada. She is a concert violinist and recitalist. She often accompanies her husband for weddings, cocktail events, dinners and concerts.

Site Plan



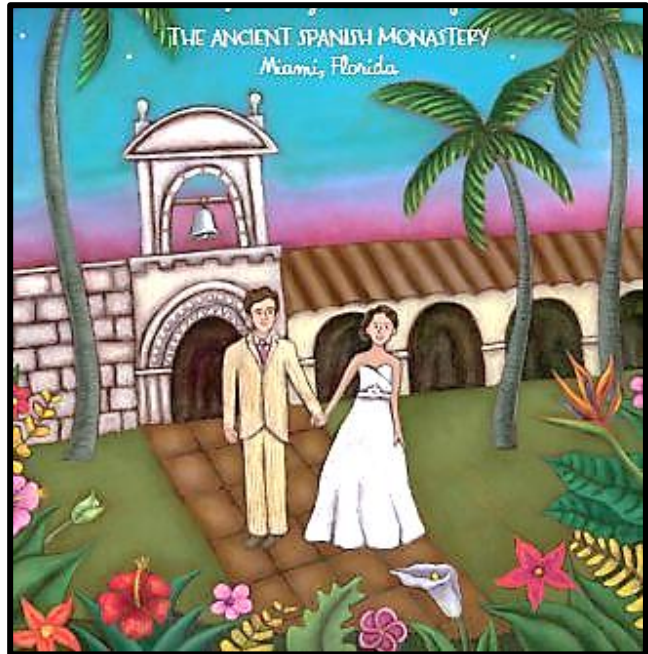
Facility Rental FAQs

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.

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 \$600 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 891-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.

