

# FRIST CENTER FOR THE VISUAL ARTS

## EVENT PLANNING GUIDE & CHECKLIST

### \_\_\_\_ **Venue Rental Contract Requirements & Financial Guidelines**

To contract Frist Center function space(s), the Licensee is to be a current member of the center. Membership forms are located on the website at [www.fristcenter.org](http://www.fristcenter.org).

Before a date becomes a confirmed booking, a signed contract must be received, including valid credit card information, a 25 % non-refundable deposit of the rental fee (100% deposit required with 45 days prior), and a completed Membership form. Sections A, B, & C of the contract are to be reviewed. Please include page 4 of Section B' signature page with the return of the contract.

\_\_\_\_ **A Special Event Insurance Certificate** is to be arranged by the Licensee and provided to the Special Events Office before the event date. See Section A of contract for additional information.

**Payment** -Estimated facility rental event expenses must be paid in full (7) business days prior to the event date. Direct billing is not available. A valid credit card must be on file for payment of overages that may occur during the event. Booking deposits are non-refundable.

### \_\_\_\_ **Event Load in/Setup & Load out/Teardown Guidelines**

Rental Fees are based on a maximum event time of 4 hours. A two (2) hour set up/load in and a one (1) hour load out/break down time is allocated within the rental fee. Additional production time is determined with the Licensee by Special Events based on the nature/scope of the event. Additional space usage time is billed to the Licensee on a per hour basis.

All Deliveries and Pick-up's must be scheduled prior to the event date with Special Events. Unscheduled deliveries/pickup's will be denied. No deliveries may be made prior to the event date without prior approval.

Event logistics and room diagram(s) are to be confirmed a minimum of 60 days prior to the event. Frist Center banquet tables and chairs will be supplied based on availability. Room set-ups that are changed after the room is set according to the event diagram, will be subject to an additional \$250.00 labor fee billed to the Licensee.

Vendors contracted by Licensee: Licensee is to have a representative day of event to accept deliveries of their vendor services. All items brought into the event must be removed at the conclusion of the event.

Rental items (extra tables, chairs, dance floors, linens, décor, etc.) and catering services must be removed from the Frist Center at the conclusion of the event.

**\_\_\_\_\_ Coat Check Services/Personnel**

Coat check staff requests must be made within 21 days of the event. Staff charge \$25.00 per hour per person.. Self-serve coat racks are available without charge.

**\_\_\_\_\_ Floral**

All florals must be supplied by a florist who purchases from a fumigated hot house. No flowers, trees, plants in dirt or moss are permitted inside the center.

**\_\_\_\_\_ Decorations/Helium Balloons**

Decorations can not be adhered, pinned, taped, stapled, or suspended to or from any wall surface or ceiling in the center.

No confetti or loose particles scattered on tables.

Helium balloons must be anchored to a weighted object before entering FCVA and must be removed immediately after the event.

A fee will be incurred if balloons need to be removed from the ceiling.

**\_\_\_\_\_ Candle Requirements- No open flames are permitted.**

Votives and candles covered by protective, non-flammable globes are acceptable for use on tables. Tea lights must be displayed in votive containers. Special Events will advise of prohibited décor options upon knowledge of the décor plans.

**\_\_\_\_\_ Audio Visual**

A Frist Center technician is required to operate all FCVA audiovisual equipment

The labor fee is \$35.00 per hour based on a four hour minimum.. Non-Frist

Center equipment provided by the Licensee must be operated/handled by

Licensee or their designated technical operator.

**\_\_\_\_\_ In-house Catering & Bar Services**

The center offers in-house catering services. Visit the center's Venue Rental section of the website for menu suggestions. Frist Catering services are exclusive to the Rechter room, Café, Private Dining Room, Studio B and Upper Level East & West Foyers. There is a \$10.00 per guest charge when an outside caterer is selected for use with the rental of the Auditorium, lobby or outdoor spaces. All outside caterers must be approved through the Special Events office. Approved caterers must provide a current \$1 Million dollar insurance policy certificate before the event. All Caterers must sign the center Catering Guidelines form and provide setup/teardown, prep tables, food servers and rental equipment/supplies to service the event.

**\_\_\_\_\_ Alcohol Beverage Services:**

The Frist Center is the exclusive provider of alcoholic beverage products and services. No alcoholic beverages are to be brought into the Center. The Frist Center reserves the right to close bar services for any reason. **Note: Bar service must end 30 minutes prior to event ending time.**

\_\_\_\_\_ **Tickets or merchandise sales activities** are not allowed on the premises of the center.

\_\_\_\_\_ **Security & Parking**

Security requirements are determined by the Special Events Office based on gallery guidelines and nature/length of the event. Additional Security guards required will be advised and arranged at the Frist Center's discretion and billed to the Licensee at the prevailing rate.

\_\_\_\_\_ **Parking for Events**

Parking at the Frist Center is located on the Demonbreun Street side. A special event rate of \$2 charge per car is offered. It is recommended that groups larger than 250, plan for separate valet parking services to accommodate overflow of cars and coordinate traffic flow. Quotes are based on group size, length of event and location of valet service at center. Parking charges can be applied to the clients final bill.

\_\_\_\_\_ **Bands/Entertainment Groups**

Small ensembles with minimal sound equipment (duo's, trio's) are permitted in the Lobby area. No strolling musicians allowed. Bands and larger groups are more suited for the Auditorium and outdoor spaces. Entertainment suppliers/contacts must provide their own production services (sound/lighting equipment, including microphones, cables, stools, drum mats, etc.) for performances. Frist Center's Entertainment Rider (provided by Special Events) will guide the band contact of the guidelines. A signed copy of these guidelines is required prior to event.

Load in/setup of equipment must be within the two hour time scheduled for the event. **Additional load-in/load-out time requests must be approved with the Special Events Office prior to the event.** Performance contracted timeframes must be within the Venue Rental contracted timeframe or additional fees may apply.

\_\_\_\_\_ **Clean Up of Event**

The Licensee contracted suppliers/vendors are responsible for the disposal of all trash, garbage, décor, etc. and placed in proper trash receptacles and dumpsters provided off of the center's catering dock. Event trash is to be placed in clear plastic garbage bags, sealed and removed from the center. Should the outside caterer or other suppliers not return the space(s), including the catering kitchen, to its' proper, orderly and clean condition, a minimum \$250.00 cleaning fee will be added to the licensee's final bill.

The Frist Center is not responsible for any items brought into the center by the licensees and its vendors, or left on its premises after the conclusion of an event.