

FRIST CENTER FOR THE VISUAL ARTS

EVENT PLANNING GUIDE & CHECKLIST (7/09)

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.

Before a date becomes a confirmed booking, a signed contract must be received, including valid credit card information, a 50 % non-refundable deposit of the rental fee (100% deposit required with the booking of an event within 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. A copy is to be provided to the Special Events Office within 30 day prior to 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.

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 Rental items (i.e. extra tables, chairs, dance floors, linens, décor, etc.) and Catering food 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. The charge \$25.00 per hour per coat check personnel. 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 trees or plants in dirt or moss are permitted inside the center. Florist must bring arrangements to the center pre-made. The disposal and/or pick up of used florals and their containers are to be conducted within 1 hour after the event unless prior approved arrangements have been made.

_____ Decorations/Helium Balloons

Decorations cannot be adhered, pinned, taped, stapled, or suspended to or from any wall surface, ceiling, fixture, equipment within the center. No confetti or loose particles scattered on tables. No sparklers within the center. No flower petals strewn on marble floors. No birdseed or rice allowed.

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

A \$150.00 fee will be incurred if balloons need to be removed from the ceiling. Ice Carvings are not allowed in the center but can be setup in the Turner Courtyard.

_____ 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/Electrical Power Services

A Frist Center technician is required to operate all FCVA audio visual and electrical tie in 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.

_____ Outside Caterer Services

Outside Food services is allowed only in the Courtyard, Auditorium and Grand Lobby spaces. The Special Events Director will provide an Approved List of Caterers to the Licensee for selection purpose. Approved caterers must provide a current \$1 Million dollar insurance policy certificate before the event. All approved Caterers must sign the center Catering Guidelines form and provide all equipment, setup/Teardown of food service, prep tables, food servers and rental equipment/supplies to service the event. Linens/dance floor and other event rental items will need to be arranged by the Licensee, Event Coordinator or the Caterer for the event.

_____ **Frist Center Alcoholic Beverage Services:**

The Frist Center is licensed under law of the State of Tennessee to be the exclusive provider of alcoholic beverage products and services. Frist Center Events provides all bartenders and bar personnel to service the event. The charge for labor is based on length and scope of event. Special alcohol requests outside of the in-house brands will be charged at a rate compatible with industry standards. Supplemental bar rental glassware will be arranged for groups over 200 guests and charged to the Licensee.

Licensee agrees to comply with all alcoholic beverage statutes of the State of Tennessee. Alcoholic beverages of any kind will not be permitted to be brought into the Frist Center. The center reserves the right to check for proper identification for legal drinking age verification of all guests. The center reserves the right to refuse alcohol beverage service to any individual at any time. Due to Tennessee State Alcoholic Beverage laws and Frist Center alcoholic beverage guidelines, alcoholic beverages cannot to be removed from the Frist Center premises. Bar services ends 30 minutes prior to the ending time of the event.

_____ **Guaranteed Guest Count For Bar Services & Event Equipment Setup:**

The final guest count for bar service planning and room setup guarantee is due by 10:00am, 7 days prior to the event date. If we do not receive your guarantee guest count by this time, setups will be based on the guest count contemplated by the Event Order contract. Increases above the guarantee are determined at time of notice.

_____ **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 Event trash, catering 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 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 \$500.00 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.