

WEDDING & RECEPTION RENTAL POLICY GUIDE

Thank you for considering the DTCC for your wedding and/or reception!

The beautiful historic Dallas Theater is the perfect backdrop for your wedding while the adjacent, modern Civic Center is the ideal reception space. With the unique versatility of our two venues, you are able to create a timeless and elegant wedding day complete with your own personal touch. The Theater and Civic Center are separated by a single staircase (wheelchair accessible) that makes it easy for your guests to go from your ceremony to your reception.

Our Staff members are committed to delivering exceptional experiences and strive to make the facility coordinating process a seamless one. We want to ensure the best event possible for you and your guests, so before booking with us, please read through this rental policy guide. If you have any questions, please reach out to our Rentals Manager, Alana Jefferson by email or phone!

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CAPACITY & SEATING

Theater:

Seating: The theater has an estimated 561 permanent seats.

- Orchestra (main level): 370 physical seats, 4 ADA seats. (There is no actual seat but a space for a wheelchair) as well as one companion seat with each ADA seat.
- Balcony (upper level): 190 physical seats.

Civic Center:

Capacity: The Civic Center will seat approximately:

- 200 people in banquet or meeting style seating
- 160 or less when leaving space open for dancing

Seating: 24 sixty-inch round tables, and 10 six-foot rectangular tables. You can seat 6-8 people per round table. Rectangular tables are used for food service and not recommended for seating, as they will only seat 4 people comfortably. Tables and chairs are included in your rental and will be setup to your specifications prior to your event.

If you are renting both spaces, your attendee count must meet the capacity limitations of the Civic Center

RATES

<u>Package</u>	<u>Rental Cost</u>	<u>Deposit (goes toward total)</u>
Wedding & Reception (Dual Facility)	\$2,860	\$1,430
Wedding only (Theater)	\$1,430	\$715
Reception only (Civic Center)	\$1,430	\$715

DETAILED RENTAL INFORMATION

Included in the Wedding Ceremony package (Theater only):

- 9 consecutive hours in the facility
- 2-hour rehearsal on a weeknight
- Sound and light technicians (will be present at rehearsal and ceremony)
- Use of backstage dressing rooms and downstairs green room
- Marquee message display on the day of the ceremony (one side only)

Included in the Reception Package (Civic Center only):

- 5 hours of decorating time the Friday prior to your event (between 9a-5p)
- 9 consecutive hours in the facility on the day of your event
- Table and chair setup
- Use of catering kitchen
- Use of A/V equipment: projector and screen, handheld wireless microphone, & speakers (not DJ quality)

Included in the Wedding and Reception Package (Theater & Civic Center):

Everything listed above is included in the Wedding and Reception Package

Space Reservation

Availability is first come, first served. Space is only guaranteed once rental contract has been completed/signed and rental deposit has been paid. All facility rental agreements MUST be completed in person with a DTCC staff member during a scheduled appointment.

Courtesy "soft" date holds are issued at DTCC management discretion and are only valid for up to a week. Any verbal arrangement is subject to immediate cancellation by The DTCC without payment and signed contract.

Payment Schedule

- Half of the total rental fee is due at the time of the contract signing. The remaining balance is due by 60 days out from your event date.

Damage Deposit

An additional \$300 damage deposit in the form of cash or a money order is required and must be on file by 30 days out from your scheduled event date. The building will not be unlocked on the day of your event until the damage deposit is on file. It will be

available for pick up the week following your event if there are no damages assessed or breach of contract that occurred from your use of the facility.

If such damages or contract breaches are assessed, the \$300 damage deposit will be forfeited and timestamped photos of any damages will be provided. If the deposit does not fully cover the damages, you will be held responsible and an invoice will be issued to you.

Deliveries, Storage, and Abandoned Items Disposal

All deliveries and pickups from event vendors must be planned within the hours of your rental and accepted by the renter or the designated onsite coordinator. DTCC staff will NOT accept deliveries on your behalf. There is no storage at The Civic Center and any items left behind will be disposed of. A minimum disposal fee of \$100 will be charged. The staff reserves the right to charge a higher amount if a disposal service must be used.

Cancellation Clause

If an event is canceled more than (60) days prior, we will transfer all deposits and pre-payments to a new date no more than (1) year from original rental date. If the date is transferred, all deposits and pre-payments will apply to the new date but, 100% of the remaining total rental fee will be due at the time of the new booking. If an event is canceled within 60 days of scheduled event date, all deposits, pre-payments, and damage deposit will be forfeited, UNLESS cancellation is made by the DTCC due to weather or safety concerns.

Site Visits

Two one-hour site visits are included in the rental price and must be scheduled in advance. The purpose of the site visit is to finalize your event details pertaining to the facility. You may bring 5 people maximum with you to these visits. It is recommended the renter include parties involved to see the facility during these two visits, such as: event planner/coordinator, photographer, etc., and plan to test any media for the event at one of these visits. If additional site visits are required, they must be scheduled in advance and will be billed at \$50/hour.

Additional Information

- All bridal parties renting the Dallas Theater & Civic Center are required to assign a wedding coordinator. You must provide venue management with your coordinator's name and phone number at least 4 weeks prior to wedding date. Your wedding coordinator must be on site at your rehearsal, during décor of venue, at your wedding and reception and must be available at end of your event to do a walk-through of the building with venue management. *The coordinator CAN NOT be the mother of the bride or groom or a member of the wedding party. They will remain in the back of the Theater throughout the ceremony giving the bridal party directions.*
- The designated rental timeframe must be consecutive and includes your set-up, decorating, and breakdown time. A minimum of 1 hour of the allotted timeframe must be dedicated to event breakdown, including the removal any and all decorations, food, personal belongings, and trash. Failure to adhere to the allotted rental timeframe will result in the loss of your damage deposit.
- Your damage deposit will not be available to be picked up until after the thorough building cleaning and reset has been completed, as often damages are not discovered until this process is completed. You will be notified via email within a week of your event about the status of your damage deposit being available to retrieve or if it is being withheld.
- If only one facility is rented the other facility may be in use during your event. The two facilities are connected by doors that will be closed. You will not be permitted to go beyond those doors into the other space.
- There is no food or drink permitted in the theater with the exception of bottled water. You may have food in the dressing and green room spaces located backstage, and the Civic Center (IF you have the Civic Center rented). You will be required to take out all trash.

ALCOHOL POLICY

The Civic Center does allow for your event to have alcohol. We abide by State and City regulations in regards to alcohol service. Below is an overview of the requirements, but if you have additional questions or need more information you are welcome to reach out! Once your event is booked, we make every effort to aid in communication and coordination to make the process as seamless as possible with the Dallas Marshal's office.

Alcohol consumption:

- Alcohol consumption by anyone under the age of 21 is prohibited
- Beer, wine, and champagne may be self-served without a bartender, but any alcoholic drinks being served to guests, must be done by an individual that holds a City of Dallas Server's Permit.
- A bartender that holds a City of Dallas Server's Permit must be onsite to serve any drinks containing hard liquor. If your chosen bartender does not already hold said permit, they may obtain one from The Dallas Marshal's Office.
- An off-duty City of Dallas police officer must be booked through the Dallas Marshal's office and paid for (\$50 an hour) by the lessee for the duration of the event if any alcohol will be served on site. There is a 4-hour minimum requirement.
- There must be a "last call" made at least 15 minutes prior to your designated event end time and all alcohol must be packed away and out of the building before the officer is scheduled to depart.
- No alcohol is permitted to be served at events booked at the Non-profit 501c3 rate. Non-Profit events electing to serve alcohol will be priced at the corporate rate.

The Sale of Alcohol:

- The sale of alcohol includes a cash bar, alcohol served at an event where purchase of a ticket is required to attend, and alcoholic beverages provided by an alcohol caterer and distributed during the event. If the caterer is providing the alcohol for your event, they are REQUIRED by law to obtain a local permit if they do not already hold one.
- A licensed alcohol caterer must provide the alcohol for any events where purchase of ticket is required to attend or onsite sale of alcohol will take place. This does not pertain to alcohol brought on site by the lessee and served by a caterer or hired bartender for a private, non-ticketed event.

*If excessive mess is left behind following the event, damage deposit will be forfeited

FREQUENTLY ASKED QUESTIONS

Do you have required vendors?

No, The DTCC has no required vendors. You may choose your event vendors at your own discretion.

Do you provide linens?

We have floor-length black linens and a limited quantity of floor-length white linens available to rent for your event for \$20.00 apiece.

Can I put things on the stage?

Yes, if you have the theater rented you can place items on the stage, such as an arbor, arch, décor, etc. Any items being placed on stage need to have felt or furniture movers on the bottom to protect the surface of the stage.

Can I hang decorative items?

You cannot hang any items in the theater. You can hang lightweight decorative items from the metal grid system in the civic center that the paneled walls move on. Nothing can be hung on the walls or from the track lighting system.

Can I cook onsite?

No, the civic center's catering kitchen has no oven/stovetop and is not designed for cooking. There are no concession style cooking appliances permitted such as fryers, electric skillets, etc. The recommended method for food service is bringing in prepared food and using chafing dishes with canned heat for serving.

Do you have an icemaker?

Yes, the catering kitchen has a commercial icemaker that you will have access to if you have rented the Civic Center.

Do you have hi top or other styles of tables?

No, the only tables we provide are the 60-inch round & 6 ft rectangle ones.

Are fog machines permitted?

No, fog machines, sparklers, or pyrotechnics of any kind are strictly prohibited inside the facilities.

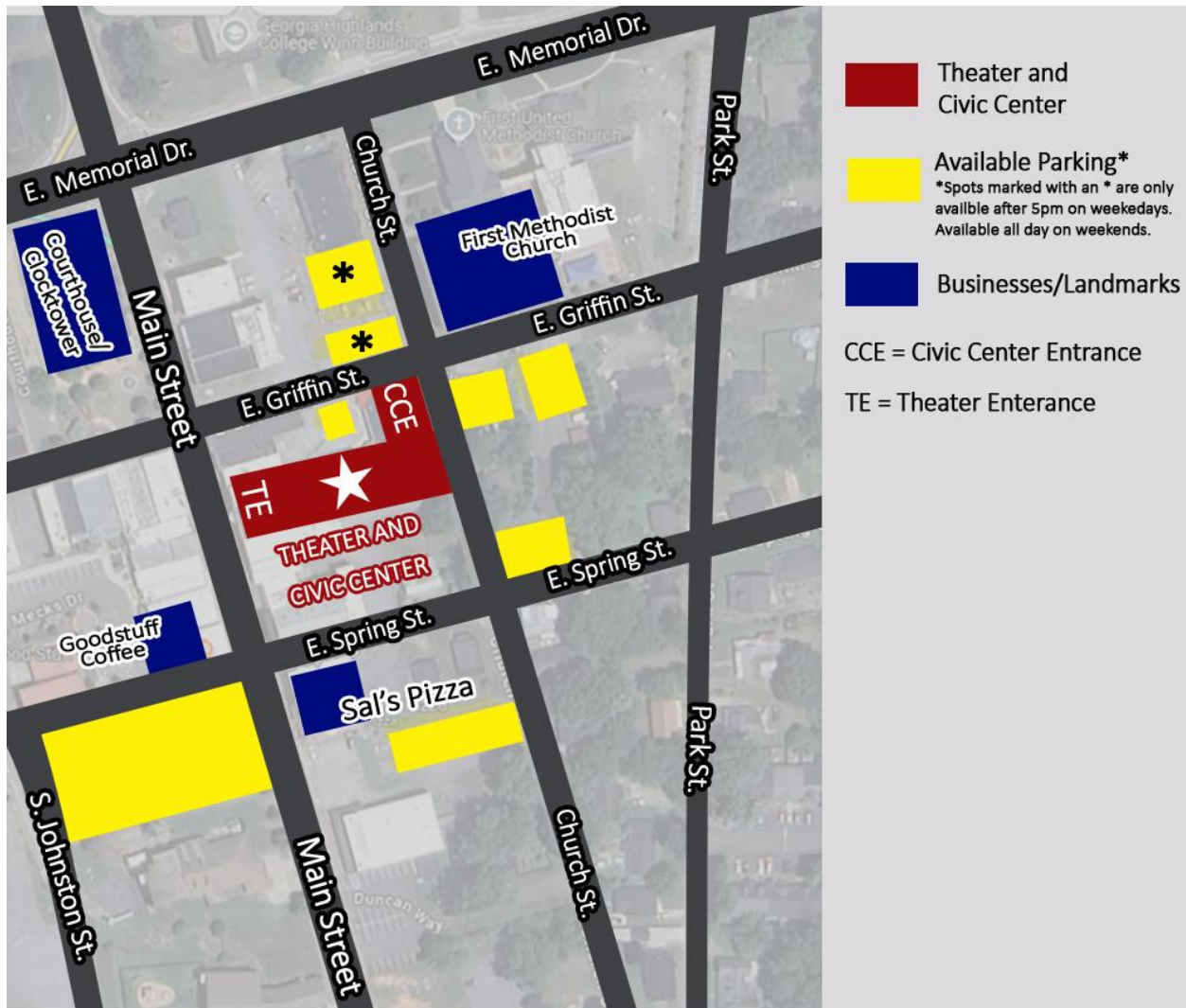
Is there a dressing room?

There is a dressing room space in the theater. If you are only renting the Civic Center, there is not a dressing room. You may use the restrooms which do have separate stalls.

PARKING & ACCESSIBILITY

Parking

There is a large public parking lot located across the street from the entrance of the Theater. There are also multiple public parking lots located behind and within close walking distance to the facility. All parking in downtown Dallas is free. The areas highlighted below are the most convenient parking options. Please note, the spaces located at City Hall are only available for events taking place on weekends or after 5pm on weekdays.



City Events:

Our staff work closely with our City Business Development/Main Street department to avoid overlapping event rentals with major City events, however if your event does overlap with a city event, we will communicate with you about road closures and parking availability.

Accessibility:

The Dallas Theater lobby, orchestra level, restrooms, stage, and dressing rooms are wheelchair accessible. There is a handicap lift and elevator that goes from the Theater to the Civic Center to accommodate attendees in wheelchairs. The balcony level and greenroom are accessible by stairs only.

The Civic Center is wheelchair accessible.