



2015 Venue Rental FAQs Event Planning Guide

Contract/Deposits

Events may be booked Monday through Sunday during Public and After Hour considerations. Event bookings are not available on Thanksgiving Eve, Thanksgiving Day, Christmas Eve, Christmas Day, New Years Eve and New Years Day. The Center does not permit bookings of prom, sorority, fraternity, religious (other than wedding ceremonies) or political events.

Space can be held on a tentative basis for up to 7 business days from the initial inquiry date. Requests received from other inquiries during this hold time frame will result in a call made to the initial contact for a first right of refusal. *If no response is provided within 24 hours of the call, the space hold will be released back into available sale inventory.*

To book an event, the Licensee ("client") is to be a current member of the center. A Membership form is located on the center's website at www.fristcenter.org. Bookings must be arranged by a person authorized to make financial commitments and authorized signatory of contracts from the requesting organization.

Event date(s), event time and function space(s) are confirmed upon receipt of a signed Venue Rental contract, a 50 % non-refundable deposit of the rental fee (100% deposit required with a booking occurring 45 days or less prior to the event date) plus a valid credit card on file. The deposit will apply as a credit to the event expenses. Sections A, B, & C of the contract are to be reviewed and page 4 of Section B signature page is to be returned with the Venue Rental signed contract.

Public Space Bookings (The Grand Lobby or *The Turner Courtyard)

The Grand Lobby is only offered for rental when the center is closed to the public. Events held in the Grand Lobby cannot begin before 6:30pm. *The grass area of the Turner Courtyard is available for rent during public hours with specific operational guidelines that must be followed.

Non-Public Space Bookings (Auditorium) – may be booked during public or After Hours time frames.

Center's Public Hours of Operation

Monday, Tuesday, Wednesday, and Saturday:
Thursday and Friday:
Sunday:

10 a.m. – 5:30 p.m.
10 a.m. – 9 p.m.
1 p.m. to 5:30 p.m.



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Planning the Event

Detailed event plans, including diagram(s) must be discussed and/or submitted by the Licensee to the Frist Center Event Office a minimum of 8 weeks prior to the event date. An Event Order contract is sent to the Licensee for review and signature approval of the confirmed logistics and total event expenses.

In the event that the Frist Center Event Office determines any violation of its policies, applicable laws, ordinances or regulations with the intended use of the venue, premises and/or equipment, the Center reserves the right to cancel the function at any time and all deposits will be forfeited.

All events must end at 12 midnight. Bar Service and Music for events must end 30 minutes prior to the contracted event ending time.

Special Event Insurance

This certificate is to be arranged by the Licensee. A copy of the certificate is to be provided to the Events Office within 30 day prior to the event date. See Section A of contract for additional information.

Event Expenses and Payment

Estimated Frist Center Venue Rental expenses must be paid in full a minimum of (7) business days prior to the event date. Direct billing is not available. An Event Order contract is provided 2-3 weeks prior that outlines the confirmed event service costs arranged by the center. A valid credit card must be on file and will be charged for payment of overages that may occur during the event. Booking deposits are non-refundable.

Linen, dance floor, supplemental tables, decorative and/or extra chairs, catering supplies and equipment, specialty lighting, entertainment, valet parking services and other services based on the design and nature of the event are to be arranged by the Licensee or the event planner, unless otherwise specified during the planning of the event. Expenses for these services are the sole responsibility of the Licensee. The Frist Center is not responsible for any item brought into the center of left on the premises by the licensee and its suppliers after the conclusion of an event.

All contracted Supplier services arranged by Licensee or Event Planner are to be communicated to the Frist Center Event Office for approval. Licensee is to have a representative on site at all times during the day of event to accept and inventory event deliveries.



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Outdoor Event Spaces

All outdoor events require tenting. The FCVA Events Office is required to arrange the services of tents, flooring for tents, tent air conditioning/heating.

Coat Check Services

Coat check staff requests are needed within 14 days prior to the event. A \$25.00 per hour per coat check personnel applies. Self-serve coat racks are available without charge.

Decorations

The Frist Center Event Office must approve all decorations, their placement, and load in/setup and teardown/load out plans.

Decorations cannot be adhered, pinned, taped, stapled, or suspended to or from any wall surface, ceiling, fixture, equipment within the center.

Suppliers are to provide current insurance certificate of coverage, staff and own equipment (tools, supplies, ladders, carts, scissor lift, to install and remove decorations or any other items requiring these items).

No confetti, loose particles, strewn flower petals, birdseed or rice allowed. Sparklers are only allowed outside the center and properly handled by the on-site Event Planner. All décor materials used must be certified flame retardant.

Helium balloons must be anchored to a weighted object before entering the Frist Center 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. Ice Carvings are to be discarded at the conclusion of the event by the supplier or the caterer.

Gaffers tape is required for securing all electrical cords. Appropriate carpet tape is required for any carpet runners and other carpet applications. No fog machines, pyrotechnics or hazer's allowed.

Center Furniture

Request for the moving/placement of the center's furniture must be made within 30 days of the event and will be charged at \$50.00 per small bench and \$100.00 per large bench.



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Floral

All floral must be supplied by a florist who purchases from fumigated hot house suppliers. 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 floral and their containers are to be conducted within 1 hour after the event unless prior approved arrangements have been made.

Candle Requirements-No open/uncovered flames are permitted.

Votives and candles covered by protective, non-flammable globes are acceptable. The Events Office will advise of prohibited décor options upon knowledge of the décor plans. Open flame candles of any kind are not allowed in tented events per the Fire Marshall guidelines.

Audio Visual/Electrical Power Services

A Frist Center technician is required to operate all FCVA audio visual equipment, electrical tie in's and house lighting features. 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 and their designated technical operator. An FCVA Room Technician is required on site during events that do not use FCVA equipment. This charge will be applied to the Licensee's invoice.

Approved List of Caterers

Food service is to be arranged through one of the center's Approved List of Caterers. Food Service is allowed only in the Auditorium, Grand Lobby and outdoor spaces. Caterers are to provide all food service equipment, setup/teardown/cleanup of food service, prep tables, labor/servers, equipment/supplies and proper insurance coverage necessary for the event.

Frist Center Alcoholic Beverage Services:

The Frist Center is licensed under the State of Tennessee Alcoholic Beverage Commission to be the exclusive provider of alcoholic beverage products and services. Bartenders, bar personnel and staff to serve alcohol will be arranged by the center's Events Office. Alcoholic beverage service is charged on a by-the-drink, based on consumption basis. Bar Labor cost is based on length, scope and location(s) of the alcoholic service plans. Special alcohol requests beyond in-house brands will be charged at a rate compatible with the mix components and industry standards. Events over 200 guests, bar services held in multiple spaces and conducted for 3.5 hours or more require rented glassware and will be charged to the Licensee.

Licensee agrees to comply with all alcoholic beverage statutes of the State of Tennessee and the Frist Center. Alcoholic beverages cannot be brought onto the Center's premises and cannot be taken off Frist Center premises. The center reserves the right to check for proper I.D. verification of legal drinking age to any



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guest. The center reserves the right to determine if supplemental security at the sole cost to the Licensee, is required based on the nature and size of the event. The Center reserves the right to refuse alcohol beverage service to any individual and to close alcoholic beverage service at any time for any reason. Bar service ends 30 minutes prior to the ending time of the event.

Guarantee Count for Bar Services & FCVA Equipment Setups:

The final guest count for bar service planning and function setup is due by 10:00am, 7 days prior to the event date. If this count is not received, setups will be based on the guest count contemplated by the signed Event Order contract and charged accordingly. Increases above the guarantee and changes to the confirmed plans are determined at time of notice.

Event Load in/Setup & Teardown/Load out

Rental Fees are based on a maximum event time of 4 hours plus a two (2) hour load in/setup and a one (1) hour break down/load out of services. Additional setup or load out time is billed at \$175.00 per hour and extended event time past the 4 hour allocation at \$500.00 per hour.

Deliveries and pick-up's must be scheduled prior to the event date with the Event Office. Unscheduled deliveries/pickup's will be denied. No deliveries or pickups may be made prior to or after the event date without prior approval.

Event logistics and room diagram(s) are to be confirmed a minimum of 6 weeks prior to the event. Frist Center banquet tables and chairs are supplied based on availability. Room set-ups that are changed from the approved diagram after the function space is set will be billed an additional \$250.00 fee. Planned function space "re-sets" during the event are billed at \$350.00.

The Licensee ("client") suppliers are responsible for the disposal of all Event trash, catering garbage, removal of decorations, etc. Trash dumpsters are provided off of the center's catering dock. Trash is to be placed in plastic garbage bags, sealed and removed by a cart to these dumpsters by the suppliers staff.

Food and Beverage trash bags are not to be dragged to the dumpsters. They must be picked up or carted for removal from the center. Should Licensee or suppliers not return the space(s), including catering kitchen, to its proper, orderly, clean condition, a \$500.00 minimum fee will apply to the licensee's final bill.

The Frist Center is not responsible for any items brought into or left on the premises by the licensees and its suppliers.



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Event Tickets/Merchandise Sales Activities

On site sales of tickets and/or merchandise is not allowed on the premises of the center.

Publicity and Printed Materials

All printed materials (including invitations, programs), promotional materials, press releases, electronic copy and radio advertisements using the Frist Center for the Visual Arts name or logo must be submitted to the Event Office prior to its release for review and approval. Any violation of misuse of the Frist Center's name or otherwise can result in the cancellation of the event.

Smoking

The Frist Center is a non-smoking environment. Smoking is permitted only outside the building in designated areas.

Security & Parking

Security requirements are determined by the Events Office based on gallery guidelines, size, nature and length of the event. Additional Security required above the standard coverage will be advised and arranged at the Frist Center's discretion and billed to the Licensee at the \$40.00 per hour rate.

Parking for Events

The Frist Center Visitor's Parking is located behind the center on the Demonbreun Street side. Approximately 165 self parking spaces are available during an "After Hours" Rental event.

An event rate of \$ 3.00 per vehicle is offered. "Public Hours" events are subject to parking based on availability. For "After Hours" events, it is suggested that groups larger than 250, plan for separate valet parking services to accommodate overflow of cars and coordinate traffic flow. The FCVA Events Office is required to make valet parking arrangements. A Valet Parking service quote is based on group size, event length and location of valet service. Parking charges can be applied to the client's final bill.

Bands/Entertainment Groups

Small ensembles with minimal equipment are permitted in the Grand Lobby. Larger music groups are suited for the Auditorium and outdoor spaces. Entertainment suppliers must provide production services (sound/lighting, production equipment, stools, drum mats, etc.). Frist Center's Entertainment Guidelines/Rider is available and must be signed by the Band's booking contact. Performance contract time must be within the Venue Rental contracted event time frame. Music must end 15 minutes prior to the ending time of the event. Additional fees apply to extended setup/ load out and performance times.



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Music Licensing Fees for playing music publicly must be obtained by the Licensee. The Licensee is responsible for paying the appropriate performance licenses to the music licensing organizations for the material to be used for the Event.