



GUIDELINES FOR WEDDINGS

Availability and Scheduling

The Tampa Theatre is pleased to be able to accommodate a wedding ceremony so long as the wedding does not interfere with regularly scheduled film or concert events. The Theatre's typical Saturday or Sunday afternoon programming begins at about 2:30, with doors opening at 2:00 PM. Weddings must be over by 12:30 PM, and the building completely cleared by 1:00 PM; this gives the theatre staff just enough time for clean up and to prepare for the afternoon events.

If the reception can conclude and be "all clear" by 1:00 PM, then the Theatre can accommodate small receptions (100 people maximum) after the ceremony in the lobby. Otherwise, couples and their guests should adjourn to another site for the reception.

Scheduling is done on a first come, first served basis. No date is considered firm until a contract has been executed and the necessary deposits received.

Basic Costs

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| Theatre Base Rental Fee (8:00 AM – 1:00 PM, or any portion thereof) | \$750.00 |
| Florida State Tax (7.00%) | \$ 52.50 |
| Restoration Fee (5% of base rental fee) | \$ 37.50 |
| Police Security | \$ 96.00 |
| Clean-up Fee | \$100.00 |
| Stagehands Estimate | \$150.00 |
| Front of House Staffing | \$100.00 |
| Insurance | <u>Required</u> |

Total Estimated Cost **\$1,286.00 (plus insurance)**

The base rental fee, restoration fee, and tax (\$840.00) are due at the time contracts are signed; the balance must be paid in full not later than two weeks before the wedding.

Tampa Theatre is a union hall, meaning that union stagehands must be engaged. The estimated cost of \$150.00 is based upon a four-hour rental utilizing two stagehands, which represents a typical event. We encourage you to call our stage manager -- Gary Ratliff (813) 274-8313 -- early to discuss how your event can be staged for less. Your cost may be less if the ceremony is staged simply. Similarly, your cost may be more if the ceremony becomes unusually complex.

Beverage Service

If food and/or drinks are to be provided to your guests, you are welcome to engage outside caterers to provide food service. All beverage service is provided by the Tampa Theatre and billed to the Lessee. If an outside caterer is engaged to provide beverage service, a surcharge of \$150.00 will be added.

Rental Fee Estimate Includes:

- Use of the Theatre for four hours, with the move out time no later than 1:00 PM. Move out time is firm for all equipment and people, including caterers.
- Use of the Theatre's lighting system, as currently installed and focused
- Use of the Theatre's sound system (public address)
- Theatre auditorium and lobby custodially prepared prior to occupancy
- Use of Theatre tables (a total of 7 banquet tables are available) without skirting or table clothes.

Rental Fee Estimate Does NOT Include:

- Permission to sell any food or concessions items
- Extraordinary staging or technical demands
- Use of the Wurlitzer and/or Theatre staff organist (\$150.00 extra)
- Beverage service (billed separately)
- Insurance (see below)
- Table cloths or skirting for tables
- Free rehearsal time other than on the day of the ceremony. Rehearsals may be conducted early in the morning on the day of the ceremony. Advance rehearsal time on a day prior to the ceremony is usually not available because of the Theatre's events schedule; however, if a mutually agreeable time slot is available, additional costs for rental (\$90.00 per hour, plus tax) and stagehands expense (\$15.00 per hour) will be added to the bill.

Insurance

The City of Tampa and the Arts Council of Hillsborough County require that all Lessees of the Tampa Theatre show proof of insurance with a certificate of insurance. A minimum of \$1,000,000.00 coverage for bodily injury and property damage is required. The certificate of insurance must name 1) The City of Tampa; 2) The Arts Council of Hillsborough County; and, 3) The Hillsborough County Board of County Commissioners each as an "additional insured".

We suggest wedding clients consider www.wedsafe.com as an easy and affordable source for obtaining the required insurance coverage. Of course, we would also encourage you to contact other insurance sources before deciding.

For further information contact Leah LoSchiavo at (813) 274-5508