



images by Justin Demutiis

BAYFRONT LAWN & GRAND FOYER SPECIAL EVENTS

(The below rates apply to events with 600 or fewer attendees. Applicable rates and fees will be taxed unless non-profit, tax exempt status is proven.)

Set along Sarasota's beautiful bay front, the landmark Van Wezel Performing Arts Hall has been entertaining audiences with a variety of music, dance, theatre and comedy for more than 40 years and provides an incredible backdrop for your special occasion.

The Van Wezel's Grand Foyer is 6,000 sq. feet, and seats 35-350. The Bayfront Lawn and Terrace add an additional capacity of 1,500 people.

Weddings, Parties, Special Events Etc. **\$2500**, plus \$500 refundable security deposit
(for the day, as available, prior to midnight)

Weekday, 1 ½ hr luncheon **\$1000**, plus \$500 refundable security deposit

Included: rent, parking fee, front of house staff (usually 2 attendants), **use** of existing tables and chairs, free use of lectern with attached mic and speakers.

*** Please note: rent is waived for sponsors (per contract), however the below fees will apply.*

Elevators and handicapped access.

Common/Required expenses to consider:

- Security is **required**. City of Sarasota police officer at a rate of \$40/hour—arrives a half hour before event begins and leaves after the last guest.
- Certificate of Insurance in the amount of 1 million per occurrence/2 million aggregate is required for **all** rental events
- If event goes past midnight there is a \$250.00 charge for each overtime hour
- The Founders Lounge may be rented as an addition to the Grand Foyer for a fee of \$160

Other rates that may apply:

- Microphones \$150

- Special cleaning TBD
- Use of the sound system \$200
- ant treatment (for lawn) \$50
- Platforms (up to 16x16) \$200

****We do not have** projectors, tents, sound equipment, piano...etc. available for use for special events, nor do we own linens, place settings and so on. This is a basic facility rental. All other event needs must be met by your caterer, planner, and/or outside rental companies.

Catering:

- We are proud to have **Mattison's** serve as our Resident Caterer. **Jessica Stevens** is the point of contact and she can be reached at **941-539-6057** or **jessicas@mattisons.com**
- Setup of the Van Wezel's tables and chairs must be done by the Resident Caterer for a labor fee
- The Resident Caterer is the **only** person/entity with consent to provide alcohol on Van Wezel property
- **All licensed caterers are welcome**, but require a separate contract in order for the Van Wezel to retain 15% of gross food sales, as well as a Certificate of Insurance
- Renter is responsible for \$275 kitchen rental fee, if outside caterer is used and requires use of our kitchen

Please call Events Associate **Melanie Martin** at **941-955-7676 ext. 2207** or Operations Manager Charmaine McVicker at ext. 2222 to schedule an appointment to view the Grand Foyer or for more information. Visit our website: www.vanwezel.org.

Directions to the Van Wezel: **777 North Tamiami Trail, Sarasota FL, 34236**

From I75 North—

Take exit 210 West (old exit 39) Fruitville Road-SR 780.

Proceed 6 miles. At N. Tamiami Trail (US 41) turn right (N) onto N. Tamiami Trail. Turn left at 2ns traffic light (10th Street).

From I75—

Take exit 213 West (old exit 40) University Pkwy.

Proceed 6 miles. At N. Tamiami Trail (US 41) turn left (S) and continue for 3 miles. Turn Right on 10th Street.



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POLICIES AND PROCEDURES

Welcome to the Van Wezel Performing Arts Hall

HOURS – The Van Wezel Performing Arts Hall’s Grand Foyer and Bayfront Lawn is available seven days a week from 8:00 a.m. to midnight depending upon availability and scheduled events.

RESERVATIONS – A tentative reservation may be placed and must be confirmed within seven (7) days with the required payment or 48 hours, if date is challenged. A non-refundable deposit of 100% of the fee plus the security deposit is due with the signed contract.

PAYMENT – Checks should be made payable to the Van Wezel Performing Arts Hall. The check face must have complete name, address and telephone number of the individual or organization making the payment. Mail payment to: Van Wezel Performing Arts Hall, 777 N. Tamiami Trail, Sarasota, FL 34236. We accept Visa, Mastercard, Discover and American Express.

RESERVATION OR EVENT TERMINATION – Management or an authorized representative of the Van Wezel reserves the right to terminate reservations/event for any area during the conduct of any scheduled activity if it is deemed that activities endangering the health and safety of patrons or interfering/infringing on the rights of others are taking place, or if furnishings or facilities are incurring damage as a result of usage, or if the space is used for an improper, immoral or objectionable purpose.

ALCOHOLIC BEVERAGES & CATERING - The service of alcohol is permitted only under the following conditions: User must arrange for alcohol service by separate contract with the venue’s resident caterer. Other caterers, client and guests are not permitted to bring alcohol of any kind on the premises.

ANIMALS - Except for guide dogs for the visually impaired and working dogs, animals are not permitted in the auditorium, lobbies, on the stage, or any other areas within the Van Wezel Performing Arts Hall without written permission.

BROADCAST - Advance approval and fees required for recording or broadcasting any performance, lecture, concert and/or public or private meeting by radio or television. Recording also subject to IATSE Local 412 rules and fees, if applicable.

CAPACITIES – Exceeding posted capacities will result in fire code violations and cause the Van Wezel staff to terminate event.

CONCESSIONS - No sales, authorization of sales, or distribution of food items, merchandise, or special services are allowed without prior written approval from the Van Wezel Management. Concessions are subject to a 20% house commission, 25% when Van Wezel sells.

DECORATIONS/FLYERS/SIGNS – The Hall reserves the right to distribute to the audiences announcements and literature. All decorations are to be free standing. Candles must be in a container 2 times its height. The use of nails, tacks, tape or similar materials to affix decorations is prohibited. User will be held financially responsible for repair/replacement of any damages or defaced property. Decorations or signs shall not be placed in the Hall, lobbies, or outside of the building on the premises without permission. Also not permitted: confetti; helium balloons; rice; soil, sand or glitter on carpeted area; handwritten signs; decals or any tape leaving a residue; spray paint.

DEPOSIT - A non-refundable deposit and refundable security deposit are required with contract. Security deposit will be returned via City check, 10 business days following final walkthrough.

FLAMMABLE MATERIAL & PYROTECHNICS - The use of flammable material, open flames or other such devices are prohibited. Liquids or solid substances of an explosive or highly inflammable nature are prohibited. The use of Pyrotechnics requires a 3-week advance notice and written approval as well as a Sarasota County Fire Department Permit.

FURNITURE – Furnishings are not to be moved from one room to another or outside unless authorization is obtained from Van Wezel staff. If special equipment is required, it may need to be rented through an outside vendor.

HALL POLICIES - User is responsible for informing all guests, caterer, DJ, etc. about Hall policies.

INDEMNIFICATION – In consideration for the use of the Van Wezel PAH, the person/organization and/or its representative agrees that:

- a. It will pay for all damages to any property of the Van Wezel resulting directly or indirectly from the conduct of any member, officer, employee, agent or guest of the named person or organization or any of its invitees.
- b. It will hold harmless and indemnify Van Wezel from and against

any and all liability that may be imposed upon it, for any injury to persons or property caused by the named person or organization or any other person in connection with the meeting/event.

It is understood that the Van Wezel Performing Arts Hall assumes no responsibility whatever for any property placed in the facility in connection with a meeting/event and that the Van Wezel is hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property that may be sustained by reason of a meeting/event.

The Van Wezel also requires clients to provide a certificate of general liability insurance for any event being held at the Van Wezel facilities naming the Van Wezel and the City of Sarasota as additionally insured in the amounts of \$1,000,000 bodily, \$2,000,000 aggregate. Proof of insurance must be submitted no less than ten (10) working days prior to effective date of User's contract.

MUSIC & SOUND – Music and noise must comply with the requisite Sarasota County noise ordinance and not disturb other functions at the Van Wezel. User should make an appointment with Van Wezel staff to tour facilities prior to the event with any vendors that have electrical or special set-up needs.

OUTSIDE EQUIPMENT– User, caterer, decorator, florist or entertainment property cannot be stored overnight, either prior to or following usage period or between events, and must be stored in designated areas. All equipment, including rental items are to be removed from the facility immediately after a function. Van Wezel will not be responsible for any equipment belonging to an outside party. Please mark your equipment accordingly. In addition, deliveries will not be accepted prior to the scheduled time specified in the contract.

PARKING –At no time, should any car be blocking a fire lane or park in a reserved parking space. Parking in a loading zone should be limited to unloading and loading and vehicles should be moved to a marked parking space as soon as possible. Those in violation are subject to be ticketed and towed at the owner's expense. **Vehicles may not drive or be parked on Terrace tiles.**

PUBLIC SAFETY –Items in corridors or blocking emergency exits or obstructing any portion of the sidewalks, entries, halls, elevators, or ways of access to the public utilities of the building are strictly prohibited. Clearance must also be maintained around sprinkler heads and nothing may be

attached to them. Additional security staff may be required at the expense of User when deemed necessary by Van Wezel Management.

REQUIRED PERSONNEL - Event Management and Custodial/Maintenance staff are mandatory for each event and are included in the rental. The number of personnel required is determined by specific needs of each individual event. Following the usage period, Custodial/Maintenance fees may be charged at an hourly rate for cleaning facilities.

SMOKING – The Van Wezel Performing Arts Hall is a non-smoking facility. There are ashcans located just outside facility entrances for the convenience of all guests who smoke.

SUBLETTING – The Van Wezel shall not be sublet in any way to any other person or organization.

SURCHARGES AND COMMISSIONS - All tickets sold are subject to Capital Improvement Surcharges: \$2 for tickets \$10 and under, \$3 for tickets over \$10. Six seats selected by the Hall will remain at all times under the control of the Hall and are in no way included in any agreement or settlement. Concessions are subject to 20% commission, 25% if Van Wezel provides a seller.

TECHNICAL EQUIPMENT – All stage equipment used in connection with any performance, concert, lecture and/or public or private meeting other than some inventories available to the Applicant under this Agreement shall be approved by the Hall and shall be furnished and paid for by the Applicant. Pianos, organs, and other special house equipment will be furnished as required at rates in force. All stage work shall be done at Applicant's expense, under the supervision of and subject to the approval of the Hall.

TENTS - Tents larger than 10' x 10' must be approved and a permit issued by the City of Sarasota.

VALET – Valet service is available through the valet service contracted by the Van Wezel.