



## Wedding RENTAL INFORMATION

### Yes, we do “I do’s”!

Tampa Theatre is pleased to be able to accommodate many wedding events each and every year. Bear in mind though, one of the key differences between Tampa Theatre and many other location choices is that Tampa Theatre is a fully programmed venue, presenting a rich variety of special events and open to the general public on a daily basis. Obligations and

relationships with film distributors and recurring events make it prohibitive to rent the facility for weddings during certain days and/or times of the week.



### Day & Time Rental Blocks

There are three day/time rental block options to choose from during which Tampa Theatre can accommodate your special occasion, pending booking calendar availability. The general estimates shown include rent, labor, security, taxes & fees. See the estimate parameters immediately below for a complete list of what’s included.

#### Saturday or Sunday ~ MORNING

8:00 AM – 1:00 PM – RENTAL TIME BLOCK

General Estimate ~ Total Cost --\$1800.00

#### Monday through Friday ~ AFTERNOON

NOON-6:00PM RENTAL TIME BLOCK

General Estimate ~ Total Cost --\$2600.00

*\*Approval needed for a Friday afternoon*

#### Monday through Thursday ~ EVENING

(LIMITED AVAILABILITY)

6:00PM-MIDNIGHT – RENTAL TIME BLOCK

General Estimate ~ Total Cost --\$3600.00

### Rental Fee Estimates Include:

- Use of the building, electricity included, during the specified time-block for purposes of your wedding event.
- Approximate labor costs (not including beverage service labor) for house & stage manager, front of house staff & police security.
- 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 and post-event clean up (for event without food & beverage service).
- Taxes & Fees.

## Rental Fee Estimates Do NOT Include:

- Permission to sell any food or concessions items
- Extraordinary staging or technical demands
- Use of the Wurlitzer (\$150.00 extra)
- Staff organist (\$300 estimate)
- Beverage service (if applicable)
- Insurance (see below)
- Use of Theatre banquet or high top tables. A total of 10 banquet tables, skirts and cloths are available for rental (Theatre linens are Black). A total of 8 high tops, with black cloths are available.
- Free rehearsal time (other than on the day of the ceremony, within the rental time block). If additional time is needed to accommodate a rehearsal, they can usually be conducted early in the morning on the day of the ceremony. Advance rehearsals during a day or time outside of the Rental Block are not always possible and will depend upon the Theatre's event schedule; however, if a mutually agreeable time slot is available, it may be reserved with the following additional expenses: rehearsal rental rate (\$90.00 per hour, plus taxes & fees) and stagehand expense (approximately \$28.00/hour/4 hour minimum).
- Additional Event Hours. Hours directly adjacent the specified rental block may be reserved pending availability to expand the length of the event. Please note that Saturday & Sunday morning weddings the 1:00PM all clear end-time is **firm** and cannot be extended (\$250/hour, \$350/hour before 8:00 am & after Midnight)

## Insurance

The Tampa Theatre Foundation and the City of Tampa require that all Lessees of Tampa Theatre show proof of insurance with a certificate of insurance. Complete details regarding insurance requirements will be included in your Rental Lease Agreement. We suggest wedding clients consider [www.wedsafe.com](http://www.wedsafe.com) as an easy and affordable source for to obtain this type of Tenant User Liability Insurance coverage. Of course, we would also encourage you to contact other insurance sources before deciding.

## Food & Beverage

If your rental slot allows time for a reception on site in addition to the ceremony, and food and/or drinks to be served to your guests, please note that all beverage services are to be provided by Tampa Theatre. Beverage service can be structured either in an open bar format (which will be billed to the Lessee) or a cash bar format, where guests purchase their own beverages. Once the food & beverage details of your event have been discussed and approved, we'll get you a current price sheet ~if you're looking into an open bar structure, and you'll also be welcome to engage an outside caterer to provide food service.

## Deposits & Final Billing

The full amount of your advance estimate will be due prior to your wedding. We know weddings can be expensive, so we break that up into two deposits. The portion of your estimate that makes up the base rental, taxes and fees is due at the time contracts are signed and are non-refundable; the remaining estimated additional expenses must be paid in full not later than two weeks **before** the wedding. A final settlement will be issued within 14 calendar days **after** the Wedding, which will reflect actual charges and final payment must be received (regardless of which party owes the other) within 30 days.

## Availability and Scheduling

Scheduling is done on a first come, first served basis and no date is considered firm until a contract has been executed and the necessary deposits received. To check date availability, get further information, request a detailed estimate or go to contract please email us at [rentals@tampatheatre.org](mailto:rentals@tampatheatre.org) .