### Bass Performance Hall Complex

Performing Arts Fort Worth, Inc. is a nonprofit organization that owns and operates the Nancy Lee and Perry R. Bass Performance Hall and Maddox-Muse Center all located in downtown Fort Worth's Sundance Square.

The crown jewel of downtown Fort Worth, Bass Performance Hall provides a distinctive location for business meetings, special events, bridal portraits, and wedding ceremonies and receptions.

The Hall's elegant space can accommodate a range of party sizes. Full of breathtaking views and luxurious décor, you and your guests will be able to enjoy the classic ambiance of this landmark facility in the heart of downtown.

The Maddox-Muse Center combines the beauty of one of Fort Worth's oldest historic buildings with rooms built in the architectural integrity of Bass Performance Hall. Any combination of the three spaces including the McDavid Studio, the Van Cliburn Recital Hall, and the Canteen, create an enchanting backdrop for any special occasion.

Please contact our team and let the Bass Performance Hall Complex create an extraordinary experience for you.

Call 817.212.4209, Email specialevents@basshall.com, Or Visit www.basshall.com/rentals.jsp

2013 PICK The knot best of weddings

## Room Capacity \*Capacity figures may change depending on your event needs\*

#### Bass Performance Hall 4<sup>th</sup> and Calhoun St. Fort Worth, TX 76102

Green Room & Richardson Room
70' x 22'
Theater Style up to 70
Banquets & Receptions up to 60
Cocktail Receptions up to 100
Grand Lobby
170' x 23'
Ceremony up to 220
Banquets & Receptions up to 200
Cocktail Receptions up to 350
Mezzanine Lobby
108' x 23'
Ceremony up to 180
Banquets & Receptions up to 100
Cocktail Receptions up to 200
Founders Concert Theater
Seating up to 2,052
Stage Reception up to 350





Maddox-Muse Center
330 East 4 <sup>th</sup> St.
Fort Worth, TX 76102

<u>Van Cliburn Recital Hall</u>
$67' \times 52'$
<i>Ceremony up to 300</i>
Banquets $\propto$ Receptions up to 220
The Canteen
$18' \chi 63'$
<i>Standing</i> up to 100
Banquets & Receptions up to 50
McDavid Studio 72' x 53'
Ceremony up to 300
Banquets & Receptions up to 300

### Rental Rates



#### <u>Bass Performance Hall</u>

#### <u>Ceremony in the Grand Lobby or Mezzanine Lobby</u> \$2,500 Flat Fee for 3 hours total

#### Reception in the Grand Lobby or Mezzanine Lobby

Saturday – Sunday: \$4,800

Friday: \$4,200

Monday – Thursday: \$3,500

#### Green Room & Richardson Room

Sunday – Saturday: \$1,200

#### Founders Concert Theater

\$9,200\*

\*No amenities are included in this price. Please inquire about hourly rates and fees for all needs and services

#### Maddox-Muse Center

#### Van Cliburn Recital Hall or McDavid Studio

Saturday – Sunday: \$3,700

Friday: \$3,200

Monday – Thursday: \$2,700

\*The Canteen can be added on for an additional \$300

#### Van Cliburn Recital Hall and McDavid Studio

Saturday – Sunday: \$5,000

Friday: \$4,500

Monday – Thursday: \$4,000

\*The Canteen is included in this package

# PEYRONET

#### Amenities Included

- Exclusive use of space for 9 hours if renting one room and for 12 hours if renting two rooms \*times include load in and 1 hour for load out
- Round and rectangular tables (please ask for sizes) and white garden chairs
- Set-up and breakdown (bar set-up is not included)
- ♦ Custodial and Housekeeping Services
- Staff Usher and Manager on Duty
- ♦ Liability Insurance
- Free Parking in the City Center II Parking Garage on evenings and weekends
- A ceremony rehearsal can be added for an additional \$500.00. All rehearsal times and spaces are subject to availability
- ♦ Extra Time for load-in or space rental can be added for \$500.00 an hour

### Custom Lighting Packages

Custom Lighting Packages are available for Maddox-Muse Center spaces only. Please ask about available options for Bass Performance Hall spaces. All prices are subject to change.

#### Classic Ceremony Lighting Package

\$225

Stationary spot lighting for aisle and altar

#### Dramatic Ceremony Lighting Package

\$400

Stationary spot lighting for aisle and altar LED color wall wash

#### Classic Reception Lighting Package

\$225

Stationary spot lighting for cake, buffet, and dance floor.

#### Dramatic Reception Lighting Package

\$500

Stationary spot lighting for cake, buffet, and dance floor LED color wall wash

#### Custom Black and White Gobo

\$95

Please ask about other custom lighting packages that may be available.

### Custom Hudio Packages

All prices are subject to change

#### Basic Audio Package

\$65.00

Up to four microphones (wireless microphone available for an additional charge)

Direct input for guitar can be substituted for a microphone

iPod hookup

DIs can utilize existing speakers

#### Premium Audio Package

Pricing varies due to needs; in house engineer required for set-up and operation

Up to 24 microphones

Using fixed, permanent speaker system in either room

24 channel sound board

Outboard effects processing and equalization gear

Multiple format playback decks

Two discrete monitor mixes

Two-way floor monitors (limit four)



### Optional Rentals



Yamaha Upright Piano\$	90
Piano Tuning\$1	
Baby Grand Piano*\$5	
*price includes rental, moving and tuning	
Portable Sound System*\$1	50
*includes CD player and 1 wired microphone	
Wireless microphone*\$1	00
*rental must be accompanied by Basic Audio Package	
Podium with Microphones*\$	50
*rental must be accompanied by Basic Audio Package	
<i>Platform</i> (4'x8')\$30 per secti	or
Extra Power for Band\$	50
LCD Video Projector\$4	
Portable Tripod Projector Screen (6'x8')\$	
Hanging Projector Screen (7.5'x10')\$	
TV/VCR/DVD\$	
Security Guard\$65 per ho	
Fee to Hang Decorations\$45 per ho	

### Photo Sessions at Bass Performance Hall

- For clients who have a special event booked with us, there is no fee due for a photo session in the front of house areas of Bass Hall. A fee of \$150 is due if taking photos inside Founders Concert Theater.
- ♦ For all other clients, a fee of \$225 is due at the beginning of each photo session for photos taken in the front of house areas of Bass Hall. A fee of \$350 is due for photo sessions inside Founders Concert Theater.
- ♦ Due to performances and events in the Hall, photo sessions will only be scheduled on available weekdays during 9am − 5pm business hours. Availability of Founders Concert Theater is extremely limited and must be arranged prior to the photo session beginning. Day of requests will not be accommodated.
- Each photo session can last no longer than 1 ½ hours. Any time spent getting ready or surveying the venue is included in this period.
- **Example 2.1** Cash, money orders, cashier's checks and credit cards are acceptable forms of payment. Personal checks will not be accepted on the day of the session.
- PAFW reserves the right to interrupt and/or terminate any photo session without a refund if we feel the session is inappropriate or will deface the integrity of the Hall in any way.

### Beverage Service

- Due to Texas Alcoholic Beverage Commission rules and regulations, all alcohol consumed, provided, or sold must be arranged through PAFW. No outside alcohol will be permitted. No exceptions.
- Bars will close at least 30 minutes prior to your event's ending time.
- **The Example 2.1** Bars will be open a maximum of 5 hours.
- PAFW only provides clear disposable acrylic glassware for beverage service. Client must make accommodations for glassware.
- Red wine is only available at the Maddox-Muse Center. It is not permitted in Bass Hall.
- Specialty liquor, beer or wine accommodations can be arranged upon request no less than 30 days prior to event. Beverage services menu and pricing available upon request.
- Host or cash bar is available. Host bar is based off of consumption to which client may set the amount. PAFW adds a 20% gratuity onto every bar invoice.

Bar Labor Fee:

\$25.00 per bartender per hour and a minimum of 2 hours

Bar Set Up Fee (per bar): 1 - 100 Guests

1 - 100 Guests \$ 125.00 101 - 200 Guests \$ 200.00 201 + Guests \$ 300.00

### Venue Rules & Procedures

- Any candle must be contained in a glass or metal container and must be approved by PAFW Management. The use of an open flame is strictly prohibited.
- Loose flower petals are strictly prohibited. Silk flower petals are acceptable.
- Sparklers are strictly prohibited inside and outside of Bass Performance Hall and Maddox-Muse Center.
- Frozen drink machines and helium-filled balloons are not permitted in any of the facilities without the written approval of PAFW Management.
- There will be a \$300 charge for any caterer used that is not on our preferred vendors list; this charge is only associated with caterers and does not apply to any other vendors. All caterers must provide a certificate of insurance showing an amount of \$1,000,000 general liability, naming Performing Arts Fort Worth, Inc. as an additionally insured.
- Due to Texas Alcoholic Beverage Commission rules and regulations, all alcohol consumed, provided, or sold must be arranged through PAFW. No outside alcohol will be permitted. No exceptions.
- All requests to rent any area of Bass Performance Hall and Maddox-Muse Center for performances, parties, dinners or receptions must be approved by PAFW Management. All rental fees and production costs are subject to change.
- Damages to the building caused by the Licensee, its sub-contractors, patrons, attendees, visiting company or any other person not connected with PAFW will be the responsibility of the Licensee.
- All events are limited to the hours of operation agreed to in Exhibit B of the executed Theater License Agreement.

  Extension of function hours requires written approval from PAFW Management and will incur a fee of \$500 per hour.
- Rehearsal time and space is not guaranteed and is subject to availability. The space can be rented for 2 hours for an additional \$500.
- PAFW is not responsible for any property other than its own.
- Floor plans for parties or receptions must be reviewed and approved by PAFW Management.

- Any changes made two weeks or less prior to the event, such as lighting, sound, bar, layout, etc., are subject to approval and availability. Payment for services added will be due immediately and refunds for services deleted are not guaranteed after the two week time period.
- All forms of entertainment must conform to local ordinances and must be approved in advance by PAFW Management.
- A function may not in any way interfere with any other event elsewhere in Bass Performance Hall or Maddox-Muse Center. Guests and attendees must remain in the spaces reserved for their event. As a courtesy to others in the building, loud noises and activities near other functions in the building are discouraged.
- Licensees wishing to leave materials on PAFW property after their license agreement expires must seek approval from PAFW Management. Storage, if permitted, will be at the Licensee's risk.
- PAFW reserves the right to limit the volume of any amplified sound within Bass Performance Hall and Maddox-Muse Center.
- All persons involved with the set-up of an event, such as caterers, florists, photographers, rental companies, etc., should notify PAFW Management of dates and times of deliveries prior to event. These persons are required to check in at Security unless other arrangements have been made with PAFW Management.

### Payment Schedule

**Deposit:** At the time of booking, the contract is sent to the client. The contract must be signed and returned within 14 days of receipt along with 50% of the room rental price as a non-refundable deposit. Should deposit not be received in full by contracted date, the agreement will be considered null and void and will be removed from the event calendar. For events booked less than 120 days before the contracted date, 100% of the room rental price will be required for a deposit.

**Second Payment:** The remaining 50% of the room rental price will be due no later than 120 days prior to the contracted event. Should payment not be received by contracted date, the agreement will be considered null and void and will be removed from the event calendar.

**Final Payment**: A final walk through will be scheduled at least 30 days before the event. At this time, bar and production options will be added and charged to the client. Payments for all expenses are due no later than two weeks prior to the event.

Consideration: After the contracted event has ended, Performing Arts Fort Worth, Inc. shall return any bar or production balance to the client without interest. If such deposit is insufficient to pay final expenses, client agrees to pay the deficit to PAFW on the day of the event by certified check, credit card, or money order.

All sums payable to PAFW shall be paid by Certified Check, Credit Card, Company Check, Personal Check\*, or Money Order at the office of:

Performing Arts Fort Worth, Inc. 330 East 4<sup>th</sup> Street, Suite 300 Fort Worth, TX 76102

<sup>\*</sup>Company and Personal Checks will be accepted up to 2 weeks prior to the event. Any returned or cancelled check will incur an additional \$35 fee.

### Cancellation / Rescheduling

All Cancellation requests must be submitted in writing.

In the event of cancellation, the following rules apply:

- If cancellation is received more than 120 days prior to the event, PAFW reserves the right to keep 100% of the rental deposit. Any other monies paid will be returned to the client without interest.
- If cancellation is received less than 120 days prior to the event, PAFW reserves the right to keep 100% of all monies paid.

Rescheduling requests are permitted within one year of the original contracted date, pending availability. An administration fee of \$500 will be charged for rescheduling a contracted event. Should the original contracted date be rebooked, 50% of the administration fee will be applied to the rescheduled contracted date balance.

### Preferred Vendors

#### **Caterers**

There will be a \$300 charge for any caterer that is not on this preferred list; this charge is only associated with caterers and does not apply to any other vendors, including cakes, florists, photographers, etc. For caterers we will also require their Liability insurance, Health Permit and proof of Workers Compensation.

#### Z's Café and Catering

Contact: Carlo Capua 817.348.9000 1116 Pennsylvania Ave. Fort Worth, TX 76104 info@zscafe.com www.zscafe.com

#### Bonnell's Fine Texas Cuisine

Contact: Chelsie Thornton 817.231.8827 4259 Bryant Irvin Road Fort Worth, TX 76109 chelsie@bonnellstexas.com www.bonnellstexas.com

#### Bravo!! Catering and Event Planning

Contact: Sally Bollick 817.310.1000 2845 Exchange Blvd., Suite 100 Southlake, TX 76092 bravoevents@sbcglobal.net www.cateringbybravo.com

#### Cantina Laredo

Contact: Mitch Johnson 817.810.0773 530 Throckmorton Street Fort Worth, TX 76102 CantinaLaredoFortWorth@yahoo.com www.CantinaLaredo.com

#### Catered for You

Contact: Bambi Bach 817.595.0470 2550 Gravel Dr. Fort Worth, TX 76118 Bambi@cateredforyou.com www.cateredforyou.com

#### City Kitchen

Contact: Scott Gerrish 817.534.9900 2317 Blue Smoke Court North Fort Worth, TX 76105 sgerrish@citykitchen.com www.citykitchen.com

#### City Club

Contact: Debbie Rubin 817.878.4028 301 Commerce Street Fort Worth, TX 76102 drubin@cityclubfw.com www.cityclub-ftw.com

#### Magdalena's

Contact: Paige Rodriguez 817.296.8215 501 Grand Avenue Fort Worth, TX 76164 info@magdalenastx.com www.magdalenastx.com

#### Ashton Depot

Contact: Jillian Gibson 817.820.0707 1401 Jones Street Fort Worth, TX 76102 Jillian@ashtondepot.com www.ashtondepot.com

#### Ruth's Chris Steak House

Contact: Stephanie Reed 817.349.0080 813 Main Street Fort Worth, TX 76102 SalesFortWorth@ruthschris.com www.ruthschris.com

#### Joe T Garcia's

Contact: Jody Lancarte 817.626.4356 2201 N. Commerce Street Fort Worth, TX 76164 jody@joets.com www.joets.com

#### Oliver's Fine Foods

Contact: Clarissa Bush 817.744.7980 415 Throckmorton Street Fort Worth, TX 76102 clarissa@oliversfinefoods.com www.oliversfinefoods.com

#### G Texas Custom Catering

Contact: Shelly Gilbert 817.665.1303 3217 May Street Fort Worth, TX 76110 sgilbert@gtexascatering.com www.gtexascatering.com

#### Reata Restaurant

Contact: Misti Callicott 817.336.1009 310 Houston Street Fort Worth, TX 76102 mica@reata.net www.reata.net

#### A Sophisticated Affair

Contact: Toby Navarre 817.205.3571 PO Box 174126 Arlington, TX 76003 toby@asatx.com www.ASATX.com

# Preferred Vendors <u>Cakes and treats</u>

#### Crème de la Crème

Contact: Jamie Holder 817.492.8888 6511 E. Lancaster Ave. Fort Worth, TX 76112 holderj@sbcglobal.net www.cremedelacremecatering.com



#### Calling All Cakes

Contact: Whitney Couch 817.299.8011 2430 N. Davis Drive Arlington, TX 76012 callingallcakes@gmail.com www.callingallcakes.com

#### Sweet Memories Cakes & Catering

Contact: Susan Clark 817.379.3777 138 Keller Parkway Keller, TX 76248 sweetmemoriesinc@aol.com www.sweetmemoriescakes.com

Coffee: Experience
210.843.7630
Fort Worth
weddings.yourcoffeeexperience@gmail.com
yourcoffeeexperience.com

#### Funky Town Donuts

Contact: Brandon Moss 940.453.5511 Fort Worth, Texas Brandon@funkytowndonuts.com Funkytowndonuts.com

#### Treat me Sweet

Contact: Sharon Jones 817.249.9998 1133 Trinity Drive Benbrook, TX 76126 treatmesweet\_slj@yahoo.com www.treatmesweet-cakes.com

#### **Entertainment**

#### Fort Worth Symphony Orchestra

817-665-6500 btullos@fwsymphony.org www.fwsymphony.org

#### The Walton Stout Band

Contact: Bill Aaron Downing 214.415.4452 bill@thewaltonstoutband.com www.thewaltonstoutband.com

#### LeForce Entertainment

Contact: Glenn Roush 214.302.8564 Glenn@LeForceDFW.com

#### Jenny Glass, Harpist

817-469-6709 Glass50@att.net www.texasharp.com

#### Ambiance Entertainment

Contact: Jaime H. Chavez 214.914.2306 jaime@ambianceentertainmentdj.com www.AmbianceEntertainmentDJ.com

#### Steward's Production

Contact: Brandon Steward 817.680.5344 www.stewardsproductions.com

#### Trey and the Tritones

817.614.2628 Trey@tritones.com www.tritones.com

#### DJ Rob Williams

Contact: Rob Williams 972.978.7778 DJRobWilliams@att.net www.DJRobWilliams.com

# Preferred Vendors

#### Planners and Coordinators

#### Bella Events

Contact: Bambi Bach 817.595.0470 Bambi@bellaweddings.org www.bellaevents.org

#### Extraordinary Events and Design

Contact: Julie Eastman 817.846.7762 Julie@extraordinaryeventsanddesign.com www.extraordinaryeventsanddesign.com

#### Significant Events of Texas

Contact: Meredith Commender 817.247.6270 Meredith@significanteventsoftexas.com www.significanteventsoftexas.com

#### Bravo!! Catering and Event Planning

Contact: Sally Bollick 817.310.1000 bravoevents@sbcglobal.net www.cateringbybravo.com

#### Jan Simus Events

Contact: Jan Simus 817.763.5087 j.simus@jansimusevents.com www.jansimusevents.com

#### Tami Winn Events

Contact: Tami Winn 817.589.2393 info@tamiwinn.com www.tamiwinn.com

#### **Brides Associates**

Contact: Chelsey Dane Arnal 940.210.1391 chelsey@bride-associates.com www.bride-associates.com

#### Precisely as Planned

Contact: Rhonda Baker 817.937.6066 Rhonda@preciselyasplanned.com www.preciselyasplanned.com

#### Tara Wilson Events

Contact: Tara Wilson 817.764.2401 tara@tarawilson.com www.tarawilson.com

### **Photography**

#### **Bludoor Studios**

817.488.4887 info@bludoor.com www.bludoorstudios.com

#### Stacy Reeves Photography

214.736.4474 stacy@stacyreeves.com www.stacyreeves.com

#### The Original Traveling Photo Booth Co.

214-317-4574 dfw@travelingpb.com www.thetravelingphotobooth.com

#### Hiram Trillo Photography

806.252.3952 info@hiramtrillo.com www.hiramtrillo.com

#### Tracy Autem/Lightly Photography

817.810.9282 tracy@tracyautem.com www.tracyautem.com

#### Jonathan Ivy Photography

281.224.1937 info@jonathanivyphoto.com www.jonathanivyphoto.com

#### ACK Photo Booths

214.538.1938 info@akphotobooths.com www.akphotobooths.com



# Preferred Vendors <u>Florists</u>

#### **Blooms Forever Events**

Contact: Dian Brewer 817.276.9800 801 Stadium Drive Suite 105 Arlington, TX 76011 Bloomsforever@aol.com www.bloomsforeverevents.com

#### Pam's Ribbons and Roses

Contact: Pam Nolen 817.277.6825 P.O. Box 202272 Arlington, TX 76006 pamsposies@sbcglobal.net www.pamsribbonsandroses.com

#### Bows and Arrows

Contact: Alicia & Adam Rico 214.828.2697 1925 Greenville Ave. Dallas, TX 75206 info@bowsandarrowsdeluxe.com www.bowsandarrowsdeluxe.com

#### The Enchanted Florist

Contact: Terri McKinney 817.738.0648 4800 Camp Bowie Fort Worth, TX 76107 flowerchick67@hotmail.com www.enchantedfloristdfw.com

#### LeFleur Couture by Tami Winn Events

Contact: Tami Winn 817.589.2393 info@tamiwinn.com www.tamiwinn.com



#### Event Rentals

#### BBJ Linen

Contact: Erin Guinan 214.651.9020 1444 Oak Lawn Ave. Suite 112 Dallas, TX 75207 eguinan@bbjlinen.com www.bbjlinen.com

#### Ducky-Bob's Rental

Contact: Jay Cooper 972.381.8000 200 Belmeade Dr., Ste. 130 Carrollton, TX 75006 jcooper@duckybobs.com www.duckybobs.com

#### Posh Couture Rentals

Contact: Jami Goetze 972.818.3200 jami@poshcouturerentals.com www.poshcouturerentals.com

#### Bella Wedding Rentals

Contact: Maggie Bach 817.595.0470 2661 Gravel Drive Fort Worth, TX 76118

#### Jade Events

Contact: Armando Castaneda 817.891.9025 1913 Winsor Place Fort Worth, TX 76110

#### Simply Elegant

Contact: Chrystine Greer 7705 Sand Street Fort Worth, TX 76118 info@simplyelegantwed.com

#### Celebration Event Rental

Contact: Bryce or Melissa 817.310.1033 325 Commerce St, Suite 100 Southlake, TX 76092 sales@celebrationeventrental.com www.celebrationeventrental.com

#### $M \lesssim M$

Contact: Rachel Tamez 214.350.5373 2161 Hutton Drive Carrollton, TX 75006 www.mmspecialevents.com

#### Taylor's Rentals

Contact: Ed or Sherry 817.332.5258 811 University Drive Fort Worth, TX 76107

# Preferred Vendors <u>Local Hotels</u>

#### Ashton Hotel & Café

817.332.0100 610 Main Street Fort Worth, TX 76102

#### Hilton Hotel

817-870.2100 815 Main Street Fort Worth, TX 76102

#### Courtyard Marriott/Blackstone

817.885.8700 601 Main Street Fort Worth, TX 76102

#### Worthington Renaissance

817.870.1000 200 Main St. Fort Worth, TX 76102

#### Embassy Suites

817.332.6900 600 Commerce Street Fort Worth, TX 76102

#### Omni Hotel

817.535.6664 1300 Houston Street Fort Worth, TX 76102

#### Renaissance Worthington Hotel

817.870.1000 200 Main Street Fort Worth, TX 76102

#### Sheraton Fort Worth Hotel & Spa

817.335.7000 1701 Commerce Street Fort Worth, TX 76102

#### Travel and Transportation

#### Classic Carriages

Contact: Francesca Beck 817.336.0400 finedriving@classiccarriages.net www.classiccarriages.net

#### Silver West Limousines

Contact: Louis Hardy 817.870.1333 reservations@silverwestlimousines.com www.silverwestlimo.com

