



# WEDDING *Center Stage*



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# Terms of Rental

## DEPOSITS

A non-refundable 50% deposit is required to secure the date.

## BILLING

Payment in full must be received within 10 days after the event. All event details must be finalized on the Monday prior to the event.

## CANCELLATION

In case of cancellation, The Gillioz Theatre must be notified in writing. Your deposit is non-refundable.

## INSURANCE

Licensee must provide the required certificate of insurance in the amount of \$1,000,000.00 covering individual injury, accident of physical damage. Licensee will be responsible for any deductible. The certificate of insurance need only cover the day(s) of the event and any rehearsal/client load-in days, and a copy must be in the Gillioz's possession 10 days prior to the event. The certificate shall name The Springfield Landmarks Preservation Trust dba Gillioz Theater as an additional insured on a primary basis.

## ALCOHOLIC BEVERAGES

All Missouri beverage consumption laws must be followed while on premises. *Sold Alcohol must be served by the Gillioz Theatre.*

## CATERING

The Gillioz Theatre has an open catering policy. Several preferred caterers are recommended that may be booked directly by the client.

*All caterers must be professionally licensed.*

## CLEAN-UP

Any decorations or other materials left behind must be picked up after event concludes. Any items left will be considered trash.

## DECORATIONS

The Gillioz Theatre prohibits the use of glitter, confetti, streamers, fireworks, and helium balloons. The use of tape, wire, staples, tacks, glue and similar items are strictly prohibited and may not be attached to any permanent surfaces. Ice sculptures are also prohibited.

## DELIVERY

Items may be delivered prior to contracted event date but must be scheduled with the Facility Manager one week prior to delivery.

## EQUIPMENT

Tables and chairs can be provided by Gillioz Theatre on a first come, first served basis. If the required number of tables and chairs are not available, they can be provided from an outside vendor for an additional fee. Wireless internet access is not available.

## MUSIC

Clients booking live bands or other performers must contact the Facility Manager at least two weeks prior to event to discuss technical needs.

## SMOKING

Smoking is not allowed inside the Gillioz Theatre.

## PARKING

Parking is on a first come, first served basis, based on the contract date that you booked your event. A parking map is available on page 10.

## INDEMNIFICATION

The client agrees to indemnify the Gillioz Theatre and incurs all responsibility for any and all actions, losses, damages, claims, or liability resulting from their event. Companies and vendors must provide a certificate of insurance coverage prior to event.

## APPROVAL

Gillioz Theatre must approve all elements associated with the event including, but not limited to: wedding designs, timelines, details, production crew and components, delivery schedules, and event content and theme.

## AVAILABILITY

Leased space will be available up to 12 hours, including set-up and tear down on the day of the event. In the event of leasing Gillioz space prior to a scheduled event due to rehearsals, load-in, or other needs, the space will be rented on an hourly basis. The Gillioz reserves all rights to withhold booking additional days until full price leasing is unattainable.

## *Affair to Remember*

Be the star of your day with a unique center stage wedding. With ample room for family and friends this will be the event of the season. Most of all it will be an *Affair to Remember* for you and your loved one.



**Package I – Morris Auditorium, Front, Inner, and Upper Lobby**  
**\$1,800**

- 7,808 square feet
- Theatre lighting and sound available
- Movie screen available for slideshow or DVD presentation
- Housekeeping
- Restroom facilities
- Dressing Rooms
- Basic Sound System (1 announce microphone and basic system)
- Basic House Hang Lighting (set focus)

We offer a versatile stage to accommodate a variety of set-ups.



Use the stage and lobbies for your reception.





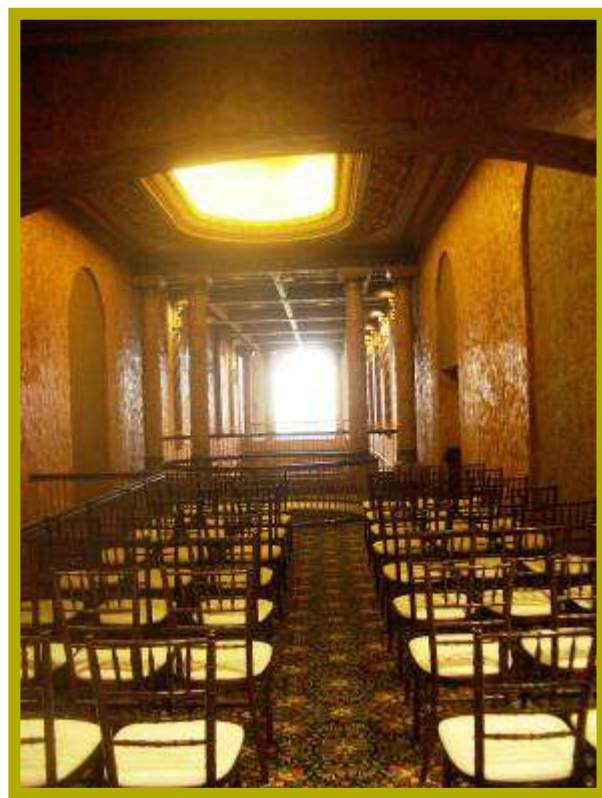
## *Foyer and Lobby Package*

Create your very own romantic balcony scene. You and your loved one will be united in matrimony amongst golden décor and timeless Egyptian pillars. Even *Romeo and Juliet* couldn't compare.



### **Package 2 – Gillioz Theatre Front, Inner, and Upper Lobby** **\$850**

- Seating for 100+
- Housekeeping
- Restroom facilities
- Dressing Rooms



## Additional Fees

*\*\*Prices Subject to Change*

### REQUIRED FEES:

#### LABOR:

Technical Director .....	\$20 per hour
Facility Manager .....	\$15 per hour
In-House Technical .....	\$12 per hour

INSURANCE ..... Provided by Permittee(renter)

*Insurance can be obtained from any company of your choice.*

*Referral - Croley Insurance (417) 881-3520.*

#### OPTIONAL AMENITIES:

Rehearsal (subject to availability) .....	\$75 per hour (3 hour minimum)
Name on Marquee .....	Front: \$75 (2 lines, 30 characters each)
.....	Side: \$55 (2 lines, 15 characters each)

*\*\*other fees may apply*

*Note: Labor fees are billable by the hour (first person in to last person out)*



Customize the Gillioz Theatre marquee for your special day. Display up to 30 characters on each of the 2 lines.

## *Catering Service*

For convenience and flexibility, The Gillioz Theatre allows any licensed Missouri catering firm to provide food and service for events. Alcohol is only permitted to be sold at your event if sold by the Gillioz Theatre. All caterers must show proof of liability insurance, workman's compensation for servers, and state business license.

Call any of the preferred caterers listed, and they will be happy to help plan your event.

Dining by Design

317 Park Central E, Springfield, MO 65806

Phone: (417) 866-4630

*NOTE: located on second floor of adjacent building with direct access into Gillioz Theatre*

Mille's Turn of the Century Café

313 S. Jefferson

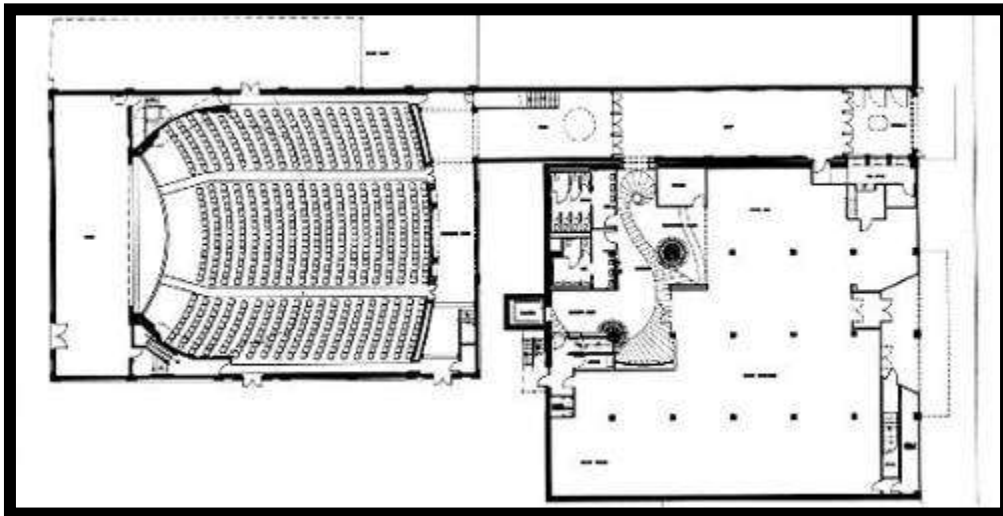
Springfield, MO 65806

(417) 831-1996

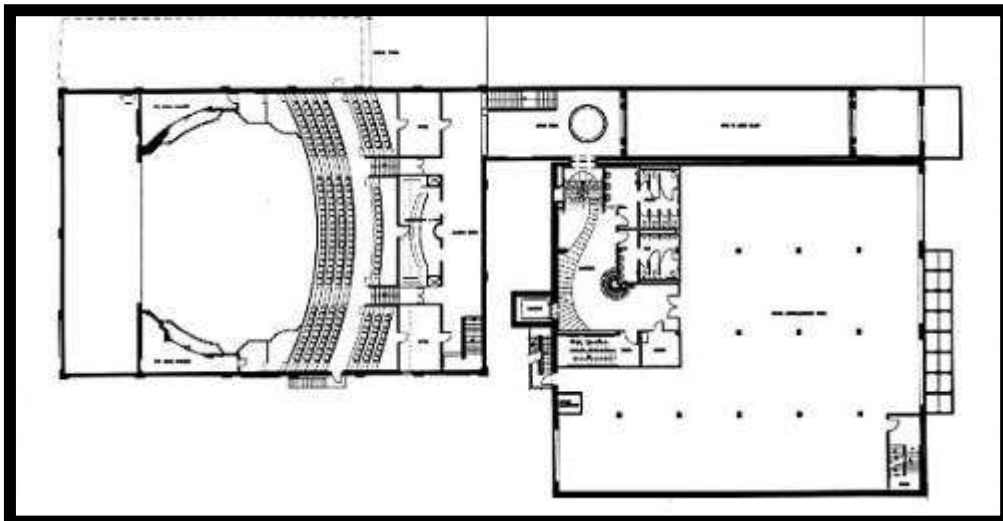


# *Gillioz Theatre Arts Center*

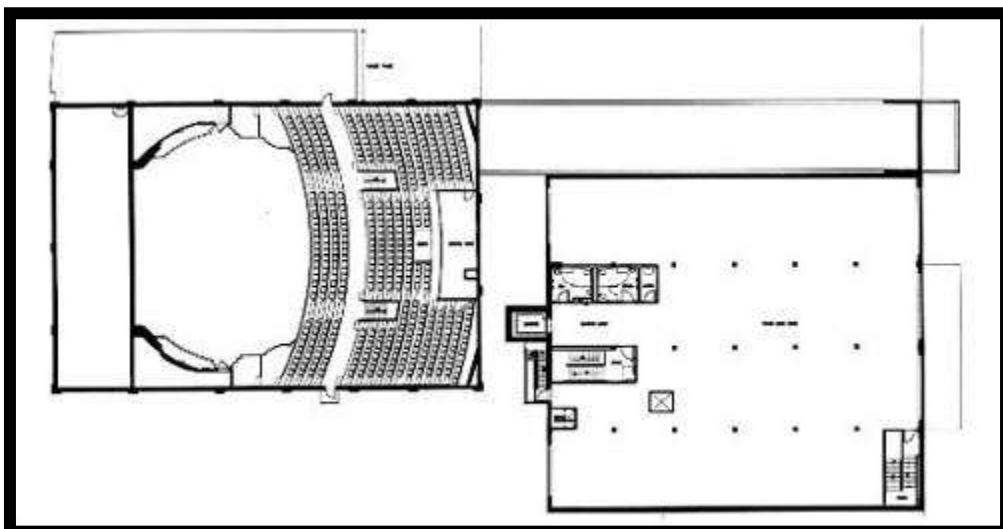
**1<sup>st</sup> FLOOR**



**2<sup>nd</sup> FLOOR**

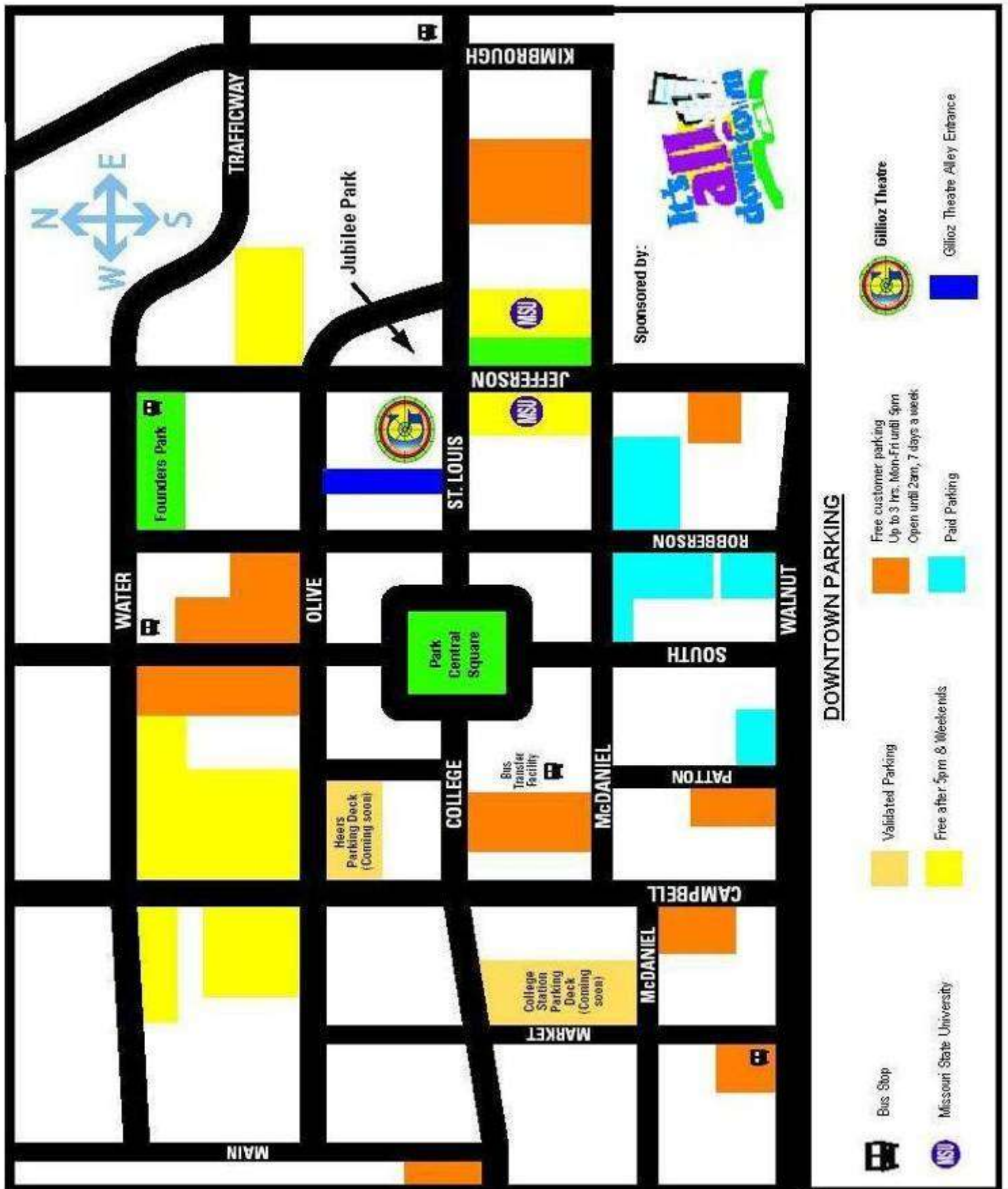


**3<sup>rd</sup> FLOOR**





# Parking Map



## *Event Information Form*

Name of Event:

Date of Event:

Facility to be used:

Marquee Wording (If applicable):

Load in start time:

Delivery Times (flower, cake, tables/chairs, DJ, catering, decorations, etc):

Sound Check / Rehearsal Time:

Wedding Party Arrival Time:

Guest Arrival Time:

Ceremony Start Time:

Ceremony End Time:

Reception Location:

Reception Start Time:

Reception End Time: (if held at the Gillioz)

\*Will your ceremony be recorded?

\*If yes, audio or video?

Please describe audio/video needs (DVD, CD's, live music, etc):

Projected number of guests:

Will the Orchestra Pit Platform be needed?

What will the stage set-up be?

Name of Bride and Groom:

Address:

Phone number:

Fax number:

E-mail address:

Name of person signing contract (if not the same as above):

Title of person signing the contract:

Describe event:



Will programs be provided to the audience?

\*\*\*If yes, will you bring them on the day of the show, or will they be delivered to the Gillioz in advance?

Technical needs:

Microphones:

Speaking: \_\_\_\_\_

Vocals: \_\_\_\_\_

Instruments: \_\_\_\_\_

Monitors \_\_\_\_\_

The Gillioz Theatre has no platforms, podiums, chorale risers, follow spots, large quantity of chairs or music stands. Should you need these items we would be happy to assist you to an outside vendor who can supply them. We do need to know the size and number of any such items that will be used for your event, whether rented or provided by your group.

Will you provide a crew for your event? (number determined in conjunction with Gillioz Technical Director)

\*Any recording of your event, whether it be audio, video, or photographic, must be approved by the Gillioz Theatre prior to your event.

\*\*\*Deliveries related to your event must be approved for receipt prior to shipping. Mail shipments to the ATTN: Kyle Adams, Operations Manager:

Gillioz Theatre  
ATTN: Kyle Adams  
325 Park Central East  
Springfield, MO 65806

Return this form directly to Kyle Adams via email at [kyle@GilliozTheatre.com](mailto:kyle@GilliozTheatre.com), or fax to 417-832-1700

