



560 Music Center

 Washington University in St. Louis

Wedding Rental Information Packet



Ballroom Theatre

Features a terrazzo floor and a Steinway Piano, the venue can accommodate up to 200 guests (seated at round tables). The spacious room allows for a variety of layouts. The perfect fit for your wedding reception.



Renting the Ballroom:

The 560 Music Center charges a flat rate of **\$3,000** for Wedding Reception rental. The Following are **included** in that fee:

- Up to 10 hours of space usage for the day
- Use of round tables and chairs (24 Round tables – seat up to 10 persons)
- Use of rectangular tables (5@ 8', 5 @ 6')
- Use of the Catering Kitchen (*Not equipped with stove or ovens*)
- Table layout set up prior to client's arrival
- Use of Steinway Grand Piano (Must stay in room even if not being utilized)
- Security Guard fee
- Janitorial Staff fee
- Fee for \$1,000,000 Liability insurance (provided to you through Washington University)
- A day of Event Supervisor (560 Staff Member)
- Bridal Suite/Dressing room
- Parking space in the rear for up to 60 cars

The 560 Music Center does **NOT provide** the following:

- Linens for tables
- Lighting equipment

Other Information:

Payment Schedule- A deposit of \$1500 is **due upon signing** of contract to reserve the space; the remainder of the fee is due **one month prior** to event date (at preliminary meeting)

Preliminary Meeting- The client will be required to have a meeting with a 560 Music Center staff member to discuss the details and timeline of the event one month prior to the date.

Vendor Requirements- The 560 Music Center does NOT have a list of preferred vendors. A Client may bring in whatever design, floral, or catering company they desire; as long as there is a schedule of arrival provided beforehand.

*Annually, 560 Music Center reserves the right to change charges as it deems appropriate. 560 Music Center has the sole right to determine who shall/shall not use the FACILITY.

Ballroom Theatre Specifications

Large open ballroom, Art Deco style, features a terrazzo floor and historical reproduction chandeliers and sconce lighting. Entrance is via Trinity Ave lobby.



Address: 560 Trinity Ave, St Louis, MO 63130

Capacity: 300 people standing, seated at tables, or theatre style

Accessibility: All entrances are wheelchair accessible. Mechanically assisted doors on east side of Ballroom.

Main Floor Area: 46ft wide x 71ft deep

Stage Dimensions: 25ft wide x 16ft deep; Stage elevation 36" above house floor

Stage Type: Proscenium with black stage curtain, no rigging capabilities or electrical battens.

Stage Floor: Tongue and groove, no traps.

Access: A single side door at stage right and stage left (rear). Two permanent stairs from house level downstage right and left. Stage not handicapped accessible.

Lighting: 24 150-watt PAR38 lamps attached to Viewpoint dimmer operated from stage right. No capacity to alter or add to this dimmer or the attached lights. Dimmable chandeliers and sconces.

Audio: 2 QSC K-12 powered speakers fed by an Allen & Heath Zed 10 mixer, with 4 microphone inputs and two stereo line inputs.

Electrical: 1 20 amp circuit downstage right. 1 20 amp circuit downstage at house level. 1 20 amp circuit with 5 between house left wall and upstage wall. 1 20 amp circuit on house right wall by closet.

Piano: Steinway B grand piano on house level. Requests for tunings or to move piano to stage must be made in advance to Production Coordinator and are at the expense of renter.

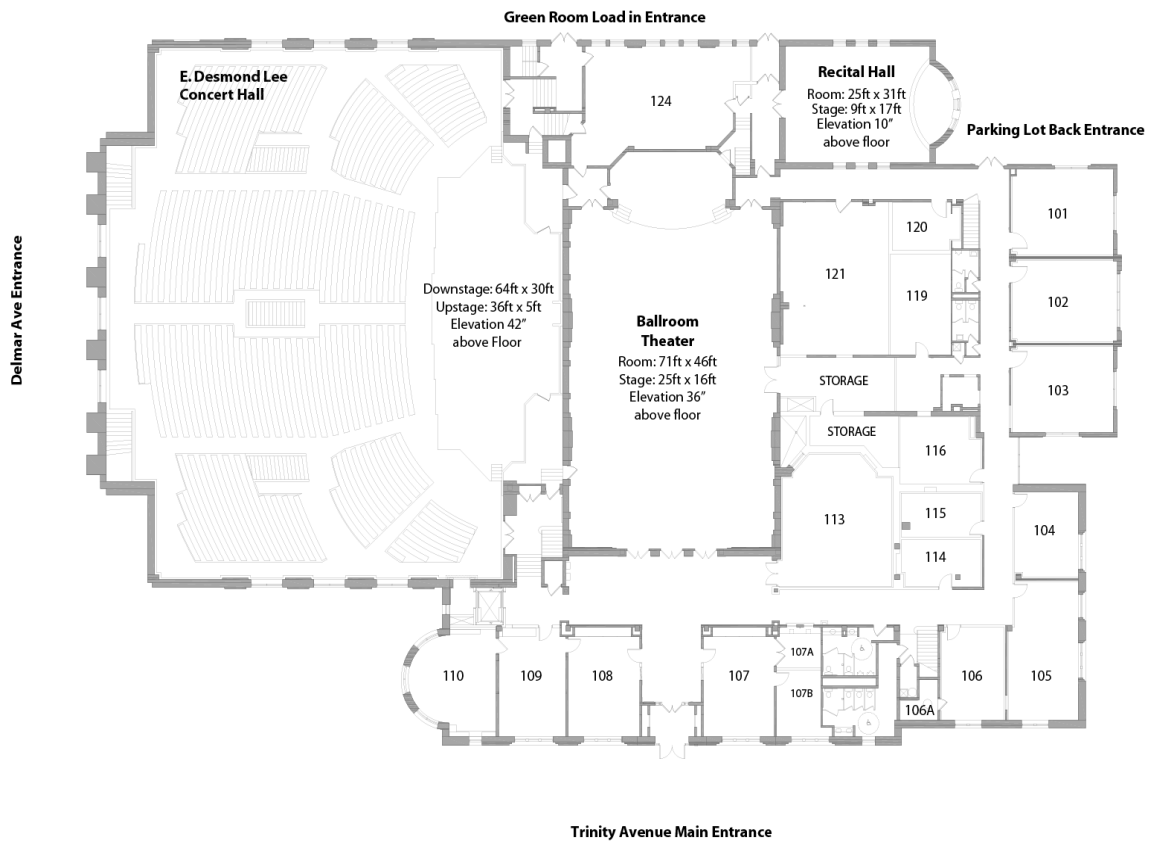
Loading: Doors are at street level. Preferred loading entrance on east side of building. Maximum width and height are 58in and 94in.

Support Spaces: Support space availability varies depending on school activity.
3 dressing rooms on second floor with counters and mirrors. 1 external unisex bathroom with two showers across from dressing rooms.

Catering Kitchen: A multi-purpose room (Green Room) located directly behind the Ballroom Theatre provides preparation space. Deep well sink, no oven, stove, fryer, etc. Dedicated 20amp circuit for food warmers.

Building Ground Plan

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Washington University in St. Louis



Dressing Room



Included Equipment List

Tables:

Cabaret Tables (3' diameter, adjustable height) - **12**

Large Rounds (6' diameter, seat 8-10 people) - **24**

Rectangular Folding (6' long) - **5**

Rectangular Folding (8' long) - **5**

- Black skirting for rectangular tables available upon request. 560 does not have any linens in house.

Chairs:

Green Upholstered Banquet Chairs- **300**

Music Stands:

Manhasset #48- **75**

Lighting :

Source4 ParNel- 6, with floor stands

LED Colorado Zoom4- 9, permanently focused to stage and floor in front.

Control- Touch screen panel, pre-programmed looks.

Staging:

Wenger Conductor Podium- **1**

Oak Lecturn- **1**

10' Boom and pole- **2**

Pipe and drape-

- 4 X 16 black velour Drape- **16**
- Adjustable uprights 9'-16'- **6**
- Base with pin- **6**
- Telescoping crossbar 7',10',12'- **4**

Audio :

Shure SM58 Dynamic cardioid vocal microphone Quantity-4

Shure SLX Wireless Microphone System Quantity-1

- 2 handheld
- 2 lavalier body pack

***For more information or to schedule a tour, please contact:**

Bess Moynihan- Production Coordinator (314) 935-2926
Bess.moynihan@wustl.edu

Street Address:

560 Trinity Ave.
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