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.

<table>
<thead>
<tr>
<th><strong>Address</strong></th>
<th>560 Trinity Ave, St Louis, MO 63130</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Capacity</strong></td>
<td>300 people standing, seated at tables, or theatre style</td>
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<tr>
<td><strong>Accessibility</strong></td>
<td>All entrances are wheelchair accessible. Mechanically assisted doors on east side of Ballroom.</td>
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<tr>
<td><strong>Main Floor Area</strong></td>
<td>46ft wide x 71ft deep</td>
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<tr>
<td><strong>Stage Dimensions</strong></td>
<td>25ft wide x 16ft deep; Stage elevation 36” above house floor</td>
</tr>
<tr>
<td><strong>Stage Type</strong></td>
<td>Proscenium with black stage curtain, no rigging capabilities or electrical battens.</td>
</tr>
<tr>
<td><strong>Stage Floor</strong></td>
<td>Tongue and groove, no traps.</td>
</tr>
<tr>
<td><strong>Access</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Lighting</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Audio</strong></td>
<td>2 QSC K-12 powered speakers fed by an Allen &amp; Heath Zed 10 mixer, with 4 microphone inputs and two stereo line inputs.</td>
</tr>
<tr>
<td><strong>Electrical</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Piano</strong></td>
<td>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.</td>
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<tr>
<td><strong>Loading</strong></td>
<td>Doors are at street level. Preferred loading entrance on east side of building. Maximum width and height are 58in and 94in.</td>
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<tr>
<td><strong>Support Spaces</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Catering Kitchen</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
560 Music Center
Washington University in St. Louis

Building Ground Plan

E. Desmond Lee Concert Hall

Green Room Load in Entrance

Recital Hall
Room: 25' x 31'ft
Stage: 0' x 17'ft
Elevation: 10" above floor

Parking Lot Back Entrance

Ballroom
Theater
Room: 37' x 40'ft
Stage: 25' x 16'ft
Elevation: 36" above floor

STORAGE

STORAGE

113
115
114
104

101
102
103

124
120
119

107
109
108

110
106
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Trinity Avenue Main Entrance

Dressing Room

Building Ground Plan

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 lavaliere 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.
St. Louis, MO 63130