The Thomas S. Monson Center

Event Rental Rates

All rental rates include indoor tables, chairs, and setup/tear down, available audiovisual equipment and limited on-site parking. Table linens can be rented for an additional charge. Discounted rates are available to University of Utah departments, governmental agencies, nonprofit organizations, and military personnel.

Day Rental Rate *8:00 am – 5:00 pm*	Evening Rental Rate *5:00 pm – 10:00 pm*	Saturday Rental Rate *six-hour time-block between 8:00 am – 10:00 pm*
Ivory Ballroom $1200*	Ivory Ballroom $1400	Ivory Ballroom $1400
George S. & Dolores Doré Eccles Room $300*	George S. & Dolores Doré Eccles Room $400	George S. & Dolores Doré Eccles Room $600
Sorenson Legacy Foundation Parlor $200*	Sorenson Legacy Foundation Parlor $300	Sorenson Legacy Foundation Parlor $500
Sorenson Legacy Foundation Dining Room $200*	Sorenson Legacy Foundation Dining Room $300	Sorenson Legacy Foundation Dining Room $500
Larry H. and Gail Miller Family Town Hall $750*	Larry H. and Gail Miller Family Town Hall $850	Larry H. and Gail Miller Family Town Hall $850
Zions Bank Classroom A $200*	Zions Bank Classroom A $300	Zions Bank Classroom A $500
Zions Bank Classroom B $200*	Zions Bank Classroom B $300	Zions Bank Classroom B $500
Zions Bank Classroom A&B $300*	Zions Bank Classroom A&B $400	Zions Bank Classroom A&B $600
Roger and Sara Boyer Carriage House $300	Roger and Sara Boyer Carriage House $500	Roger and Sara Boyer Carriage House $500
Monson Center Plaza $800	Monson Center Plaza $1000	Monson Center Plaza $1000
Entire Mansion $3000	Entire Mansion $4000	Entire Mansion $4000
Full Property $4000	Full Property $5000	Full Property $6000
Additional Hours $200/each	Additional Hours $200/each	Additional Hours $200/each
*four-hour rental rates available		



THE THOMAS S. MONSON CENTER
THE UNIVERSITY OF UTAH

Room Dimensions

Meeting Room	Dimensions	Square Footage	Theater	Rounds	U-Shaped	Classroom	Hollow Square	Boardroom
Ivory Ballroom	33' X 44'	1452	100	80	33	40	40	30
Miller Town Hall	38' X 41'	1558	120	80	36	48	50	30
Zions Bank Classroom A	19' X 21'	399	-	-	12	12	12	12
Zions Bank Classroom B	19' X 24'	456	-	-	12	12	12	12
Zions Bank Classroom A&B	19' X 42'	850	-	-	24	24	24	24
Carriage House 1st Floor	Irregular	Approx. 900	60	50	24	24	30	24
Eccles Room	13' X 38'	494	36	16	-	10	-	24
Sorenson Dining Room	13' X 20'	260	SET AS IS					
Sorenson Parlor	13' X 13'	169	SET AS IS					

Rental Information

We are excited about the opportunity to host your event. Due to the historic nature of our facility, we have some usage guidelines to safeguard our building and to ensure the safety of our guests. Please review this information prior to booking your event.

Building Access:

- The standard business hours for the Thomas S. Monson Center (TSMC) are Monday - Friday, 8:00 am - 5:00 pm. Early building access for special events is available starting at 7:00 am and is subject to an early access fee. Saturday rentals include a six-hour consecutive time block scheduled anytime between 8:00 am and 10:00 pm. All evening events must end no later than 10:00 pm. The TSMC is closed on Sundays and all major holidays observed by the University of Utah.

- The renting client and their guests must respect the facility and conduct themselves in a professional and courteous manner. Minors must be supervised by an adult at all times.

Outdoor Events:

- TSMC shall not be liable for any inconvenience, loss, or disruption resulting from rain, wind, or other inclement weather. For outdoor events, we will make every reasonable effort to move the event indoors, when possible, though delays or interruptions may occur.

Parking:

- Due to our downtown location, limited on-site parking is freely available in the North and East parking lots. Free public parking is available adjacent to the TSMC on city streets. Overnight parking is not permitted without prior approval from a TSMC venue coordinator. Vehicles left overnight may be subject to towing at the owner's expense. If additional parking is needed for a Friday evening or Saturday event, please contact us by phone at 801-213-8770 or by email at gabriella.velasquez@utah.edu.

Outside Rentals:

- All deliveries and pickups must occur during the renting client's reserved rental time unless otherwise approved by a TSMC venue coordinator.

- All equipment brought into the facility must be removed by renting client, caterer, or vendor. Caterer(s) and the renting client are responsible for removing all food and beverage trash from the property. If the facilities require extra cleaning after the event, the renting client will be charged an additional $100/hour excessive cleaning fee.

Decor and Other Specialty Vendors:

- The renting client must select from our list of Approved Vendors for any specialty lighting, draping, tenting, staging, furniture, or other major decor installations.

Prohibited Items:

- Rice, birdseed, confetti, glitter, silly string, sparklers (including cold), candles, fireworks, and flames of any kind are not allowed at the Thomas S. Monson Center. Bubble solutions may be used outside the facility only. Rose petals may be used inside or outside of the facility; however, the renting client is responsible for ensuring all rose petals are removed and the area is cleaned prior to departure.

- Nails, hooks, tacks, screws, staples, wire, tape, or any other adhesives may not be placed on or in walls, ceilings, or fixtures. Decorations may be hung or attached with zip-ties, soft rope, or fishing wire only.

- Caterers must comply with all current TSMC Catering Policies regarding food preparation, heating equipment, open flames, and food service operations.

- Any damage to the facility, furnishings, artwork, landscaping, historic features, equipment, or other TSMC property must be reported immediately to a TSMC venue coordinator. The renting client will be responsible for and assessed all costs associated with cleaning, repair, replacement, restoration, labor, contractor services, or other expenses incurred as a result of such damage.

Signage:

- Directional and parking signage will be provided to help guide guests upon arrival.

Smoking:

- In accordance with the Utah Clean Air Act, smoking of all forms (including E-Cigarettes) is not permitted in the Thomas S. Monson Center or in the adjacent Carriage House. This includes all 2nd and 3rd floor balconies. Smoking is not permitted within 25 feet of any entranceway, exit, open window, or air intake of the building. A fine of $250.00 will be assessed to any group in violation of this Act.

Photography Policies:

- Please visit our website at monsoncenter.utah.edu for our current photography policies.

Violation of these regulations will result in an additional fee(s) to the renter and loss of further use in the future.

Approved Catering Options

The Thomas S. Monson Center does not provide catering, but we know how important catering can be for your event. We have compiled a list of our approved caterers covering a wide range of prices and styles of cuisine for you to select from.

Brown Brothers	www.brownbrotherscatering.com	385-206-6456
Cuisine Unlimited	www.cuisineunlimited.com	801-268-2332
Culinary Crafts	www.culinarycrafts.com	801-583-2000
Have Party Will Travel	www.havepartywilltravel.com	801-269-8400
Lux Catering and Events	www.luxcateringandevents.com	801-466-2537
Marvellous Catering	www.marvellouscatering.com	801-374-0879
Meier's Catering	www.meierscatering.com	801-278-4653
Thirst Drinks	www.thirstdrinks.com	801-477-4386
Utah Food Services	www.utahfoodservices.com	801-531-0226
Pinguino's Gelato	www.pinguinosgelato.com	801-946-0080

If you are interested in using a caterer that is not on our approved list, a $250 administrative fee will be added to your invoice, and the caterer is subject to approval. All caterers must provide proof of insurance, a business license, and additional documentation at least 45 days prior to an event. The Thomas S. Monson Center reserves the right to refuse any restaurant or caterer if criteria are not met.

Bartending Services

Alcoholic beverages may be served at receptions, dinners, and other events at the Thomas S. Monson Center through one of our approved caterers or through a licensed bartender listed below.

Cheers and Swizzles	www.cheersandswizzles.com	801-949-7008
Copa Bar Services	www.copabarservice.com	801-829-1964
Your Favorite Bartender	www.yourfavoritebartender.org	801-674-0892

We take care to adhere to state regulations and be consistent with alcohol policies at other University and Educational facilities. The renting client is required to complete and receive approval of a TSMC Alcohol Request Form prior to the event. All alcohol service must comply with current TSMC Alcohol Policies. Please contact us at 801-213-8770 to receive the appropriate alcohol request form and a complete list of our alcohol policies.

Small Group Meetings

Drop-off catering is permitted for events with twenty-five (25) guests or fewer. Events exceeding twenty-five (25) guests require prior approval from a TSMC venue coordinator and may be subject to additional operational requirements. The renting client is responsible for all cleanup and trash removal associated with drop-off catering services.

Café Zupas	www.cafezupas.com	801-746-0138
Costa Vida	www.costavida.com	385-429-8991
Corner Bakery	www.cornerbakery.com	801-583-2000
Einstein's Bros Bagels	www.einsteinbros.com	801-322-0803
Gourmandise	www.gourmandise.com	801-889-0802
Kneaders	www.kneaders.com	801-428-3051
Village Baker	www.villagebakerfood.com	801-565-0055
Zao Asian Cafe	www.zaoasiancafe.com	801-595-1234

For more information on our catering policies, please contact us by phone at 801-213-8770 or by email at gabriella.velasquez@utah.edu.

Approved Vendors

To help ensure a seamless event experience and compliance with all venue policies, the Thomas S. Monson Center maintains a list of approved vendors we know and trust. Any specialty lighting, draping, tenting, staging, furniture, or other major decor installations must be provided by a vendor from this approved list to ensure safety, quality, and proper installation.

Lighting

Moonlight Lighting Utah	service@moonlightutah.com	801-225-0198
Mountain Event Rental	info@mountaineventrental.com	801-900-3411

Event Rental Companies

Diamond Event	www.diamondevent.com	385-376-1248
LUX Catering & Events	www.luxcateringandevents.com	801-466-2537
In the Event	info@intheevent.com	801-886-1144
Modvi Photo Booths	alisha@modvibooths.com	801-558-2186
Common Cents Casino Parties	pitboss@commoncentscp.com	801- 828-5472

If you are interested in using a vendor that is not on our approved list, a $250 administrative fee will be added to your invoice, and the vendor must undergo an approval process. All vendors at the Thomas S. Monson Center must provide proof of insurance, a business license, and additional documentation at least 45 days prior to an event. The Thomas S. Monson Center reserves the right to refuse any vendor if criteria are not met.

Recommended Vendors

Flowers, cakes, small decor, etc. may be brought in by renting client's choice and must adhere to all Thomas S. Monson Center guidelines outlined in the event packet and event contract. Renting client will notify a TSMC venue coordinator of the details for all vendor acquirements.

Dessert & Cake		
Cakes By Alessandria	info@cakeut.com	801-907-6485
Cakes de Fleur	decorater@cakesdefleur.com	801-474-2253
Granite Bakery	sweettreats@granitebakery.com	801-467-7261
Florists		
Orchid Dynasty	orders@orchiddynasty.com	801-583-4754
Cactus and Tropicals	www.cactusandtropicals.com	801-485-2542
LUX Catering & Events	www.luxcateringandevents.com	801-466-2537
Vintage Cars		
Utah Vintage Cars	utahvintagecars@gmail.com	801-872-9878
Photographers		
Sarah Jane Photo	sarah.jane.photo1@gmail.com	
Mikki Platt	mikkiplatt@gmail.com	
Ariel Kezele Photography	arielkezelephotography@gmail.com	
Jackie Siggard Photo + Video	jackiesiggardphotography@gmail.com	435-225-7050

Deposit Schedule

In order to secure the requested space, 75% of the total rate is required as an initial deposit, due within seven (7) days of receipt of the contract. The remaining 25% of the total rate is due thirty (30) days prior to the event. In the case where an event space is booked less than thirty (30) days prior, the full amount will be due upon the signed contract. Payment of the space must be received in full prior to being allowed to use the space.

Deposits can be made via check made payable to the Thomas S. Monson Center (TSMC), or via Credit Card. TSMC accepts Visa, Mastercard, American Express, and Discover. University of Utah campus departments may provide a departmental chartfield for payment of events at TSMC. A separate deposit is not required and the chartfield will be processed in full upon departure.

Cancellation Policy

If renting client cancels any or all of their event(s), or moves the event to another facility, such decision would constitute a breach of its obligation to the TSMC and the TSMC would be financially harmed. In this case, renting client will pay TSMC, as liquidated damages, with twenty-five (25) days after written notification to TSMC of the transfer or cancellation as follows:

* Termination by client 91+ days prior to event- 50% of room rental charge
* Termination by client 31-90 days prior to event - 75% of room rental charge
* Termination by client less than 30 days prior to event- 100% of room rental charge

TSMC will be held harmless if any event is cancelled by any situation outside the control of TSMC. Either party's performance under this agreement is subject to acts of God, war, epidemic, government regulations, civil unrest, strikes, or any other occurrence or emergency beyond the party's control, or other conditions considered force majeure, making it impossible, illegal, or commercially impracticable (affecting 40% of attendance) to either party to perform its obligations under this agreement, under written notification. In the circumstance that the renting client's event(s) is cancelled for any of the aforementioned reasons, a 100% refund will be issued for any room(s) rental charges.

Any changes, additions, stipulations, or deletions including corrective lining out by either TSMC or renting client will not be considered agreed to or binding to the other unless such modifications have been initialed and dated or otherwise approved in writing by the other.

If University Administration cancels classes and/or closes campus due to unsafe conditions, including but not limited to weather, pandemics, etc., TSMC reserves the right to cancel the event. All attempts will be made to reschedule the event when safe to do so. If the event cannot be rescheduled, TSMC will issue a full refund.



Thomas S. Monson Center

411 South Temple, Salt Lake City

Parking available in lots North and East of Monson Center. Street parking also accessible.