

THE THOMAS S. MONSON CENTER
THE UNIVERSITY OF UTAH

# Wedding Rental Packages

All wedding packages include tables & chairs, initial set-up/tear down, up to 20 base table linens, any available audiovisual equipment and limited on-site parking. You will also have an on-site venue coordinator who will help coordinate all the details of your special day and ensure that your event runs smoothly.

## Ivory Ballroom Package: $3500

Includes the Ivory Ballroom for a six-hour time frame

## Carriage House/Outdoor Plaza Package: $3500

Includes the Carriage House/Plaza for a six-hour time frame
(*weather dependent*)

## Full Property Package: $6000

Includes either Ivory Ballroom or Carriage House/Outdoor Plaza + indoor or outdoor ceremony for an eight-hour time frame
(*wedding planner required, Saturdays only*)

**Add Ons:**

Additional Hours: $200/hour
Additional Resets (Luncheon/Dinner): $500
Additional Linens: $16/each

# Room Dimensions

| Room | Dimensions | Square Footage | Banquet | Flowing Reception |
|---|---|---|---|---|
| Ivory Ballroom | 33' X 44' | 1452 | 80 guests | 200 guests |
| Carriage House/Outdoor Plaza | Irregular | Approx. 900 | 80 guests | 200 guests |
| Circle Drive | Outdoor ceremony for up to 100 guests | | | |

# 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, 8:00am - 5:00pm. Wedding rentals are only available on Fridays or Saturdays. Friday rentals are available from 4:00pm to 10:00pm. Saturday wedding packages include a designated timeframe (six or eight hours), which must fall consecutively between 8:00am and 10:00pm. 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**

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|---|---|---|
| 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.