

# Events at the Baughman Center

The Baughman Center is available for rental for many types of events: memorial services, concerts, ceremonies and meetings of all kinds. Anyone can use the Baughman Center for their special occasion regardless of their affiliation to the University and cultural or faith background. University or not-for-profit sponsored events must follow all Baughman Center guidelines for their events, but they do qualify for discounted rates.

Please call the Baughman Center office at 352-294-0049 to start the reservation process.

## **Reservation Process**

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All renters must adhere to the provisions of the lease agreement unless any provision is specifically waived in writing by the director of the University of Florida Performing Arts. The written provisions of the lease agreement supersede any other agreement.

Individuals or organizations wishing to use the Baughman Center must go through the reservation process. Interested parties should contact the Baughman Center administrative offices by phone, email or in person to find out current availability. Parties should note that simply requesting availability is not considered a hold or a reservation. Parties should also note that availability frequently changes.

Next, interested parties may submit a 'Hold Request' through the administrative office. A 'Hold Request' allows a party to tentatively hold a date and time (up to 30 days) for their event without completing a contract or making a payment while they finalize event details. The event coordinator will review the hold request and send the party confirmation that their requested hold is on the venue calendar. A hold may only be finalized by the event coordinator.

Once a hold has been confirmed by the event coordinator, interested parties may then move forward in the reservation process. There are three main steps to turn a tentative, 30 -day hold into a final reservation on the Baughman Center venue calendar. These three steps must be completed before the original 30-day hold deadline expires. Parties will request a contract from the administrative offices. This contract outlining fees, dates and times must be signed and returned. Parties will pay a deposit fee as outlined in the contract. Finally, all parties are required to participate in an appointment with the event coordinator, either in person or by phone, to review rental policies.

All reservations are considered tentative until a contract is fully executed and a fee, as specified in the rental contract, is submitted. Reservations are accepted 18 months in advance.

Individuals and organizations renting the Baughman Center must have a certificate of liability insurance policy for each day that an activity is going to occur in the center. This insurance is purchased by the Baughman Center and included in the estimated rates.

## **Advance Payment of Fees**

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A deposit of 100% of the rental fees plus applicable state sales tax of 6% must be paid as part of the reservation process for the Baughman Center. The rental deposit is non-refundable. Insurance and staffing fees may be returned to the renter upon cancellation of the event if appropriate prior notice is given. All reservations must make full payment of insurance and staffing fees sixty (60) days prior to the scheduled event.

The renter is responsible for damages to the Baughman Center, digital piano, service building and grounds, including the parking area. Normal and necessary cleanup will be included in the rental price. Staffing fees and costs incurred beyond what is considered normal by the Baughman Center event coordinator will be the

responsibility of the renter and will be added to the final invoice. Payment of final invoice for direct costs shall be due within thirty (30) days of receipt of billing.

*Payments can be made in the form of personal check, cashier's check, money order, Visa, MasterCard, Discover or American Express over the phone, in person or via mail. We do not accept cash payments. We do not accept credit card payments via email, fax or text.*

## **Rental Details**

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Individuals or organizations wishing to use the Baughman Center must follow the reservation process listed above. Reservations are accepted 18 months in advance. All reservations are considered tentative until a contract is fully executed; a fee, as specified in the rental contract, is submitted; and a meeting with the event coordinator has been held.

Rentals include use of the Baughman Center, the administration building, the parking lot and surrounding grounds during the time listed on the contract. Using the facilities or grounds outside of the contracted times could incur additional costs.

The Center has a seating capacity for 96 people, with accessibility for disabled persons.

A digital piano/organ is available for use at the Baughman Center. The contracting party must provide the pianist and music.

If photography, video or audio tape recording of the event is desired, the equipment must not block the entrances/exits to the Baughman Center.

A meeting room in the administration building is available at the rental start time listed in the contract and locked promptly at the rental end time listed in the contract. It is the responsibility of the contracting user to make certain that the area is cleaned and returned to the University in the same condition in which it was found. It is also the responsibility of the user to move all items and belongings out of the administration building and Baughman Center by the end of the contracted rental time to avoid additional charges.

## **Weddings**

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For complete information about weddings at the Baughman Center, please visit our website at <http://performingarts.ufl.edu/venues/baughman-center/> to view the wedding rental information or contact the Baughman Center office at 352-294-0049.

## **Use Guidelines**

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The unique aesthetic quality and pristine nature of the Baughman Center necessitates that certain policies and rules guiding usage of the center shall be implemented. The University of Florida Performing Arts reserves the right to determine the appropriateness of an event and can prohibit any event that presents a potential for damage to the aesthetic infrastructure of the center. The Baughman Center may only be used on an "AS IS" basis. Adherence to these guidelines is appreciated.

- The Baughman Center grounds act as a park-like situation. Signage will be posted and staff provided to discourage the general public from residing on the grounds during private functions, but staff cannot be responsible for visitors on the Baughman Center property during each event.
- Due to technical limitations within the Center no amplified sound reinforcement, microphones, audio-enhanced podiums or electronic instruments, with the exception of the digital piano/organ, are available through the Baughman Center. Please obtain approval for rental equipment from the Baughman Center

event coordinator. The use of any sound reinforcement or amplification shall be controlled and regulated by the Baughman Center staff assigned to the event.

- Open flames are limited to unity candles and traditional practices. The use of any open flames must be reviewed and approved by the event coordinator.
- Throwing items inside/outside the venue must be approved by the event coordinator. Typically confetti and similar products are not permitted. Bubbles or sparklers are encouraged instead.
- If decorating, adhesive of any kind should not be used on any part of the building. Ribbon or string may be used to hang items. Please have décor plans approved by the event coordinator.
- The use of a professional florist is preferred. Please have floral plans approved by the event coordinator.
- Flower petals placed on the floor of the Baughman Center must be silk.
- Huppas, Mandaps or other traditional wedding structures are allowed with live flowers, but must adhere to Center guidelines. Please speak with the event coordinator for details.
- Vases full of standing water are not permitted; please use oasis and drip trays with arrangements.
- We have extremely limited storage space. Deliveries must be made during your rental time. We are unable to store décor and other supplies prior to your event.
- Food and beverages, including alcohol, are prohibited inside the Baughman Center. Exceptions are made for religious sacraments.
- Whatever is brought into the Baughman Center or the administration building – including decorations, artificial flower petals and personal belongings – is the responsibility of the renting party. The Baughman Center staff will provide general clean-up of the facility, but the renting party WILL be charged for any clean-up deemed excessive by the event coordinator.

## **About the Baughman Center**

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The Baughman Center is open for private contemplation on weekdays. On weekends, it often hosts private events such as weddings and memorial services.

The Baughman Center consists of two separate buildings: a 1,500 square foot pavilion and a 1,000 square foot administration building. The pavilion has fixed bench seating that accommodates 96 people. The exterior walls are made of natural Florida cypress stained to reflect its natural surroundings and grooved vertically to represent individual tree trunks. The roof system is fabricated of tongue-and-groove yellow pine and copper to reflect the ancient materials of medieval cathedrals. The front door is reminiscent of ancient gothic doorways and is comprised of maple with inlaid gothic patterns in cherry and an ornamental architrave of crenellated mahogany.

The interior materials are painted structural steel and stained southern yellow pine planking. The pavilion is oriented so that the dominant axis coincides with sunrise and sunset at the summer solstice. The building's cross-section is reminiscent of ancient basilican cathedrals, complete with three aisles and a sloping roof. The floor is made of three shades of travertine marble arranged in a geometric pattern based on the building's structure, a device reminiscent of the ancient cathedrals after which it was patterned.

The administration building contains a staff office, conference room, men and women's restroom facilities and the mechanical room for both buildings.

## **Accessibility**

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### **Parking**

Parking spaces for patrons with disabilities are located in front of the administration building.

**Wheelchair seating locations**

Wheelchair seating is available on both the left and right sides of the pavilion in the first and last rows. In addition, a gently sloped ramp allows guests in wheelchairs access to the stage/platform in front of the large picture window.

**Restrooms**

Restrooms in the administration building of the Baughman Center provide facilities for those with disabilities.

**FAQs**

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For the answers to some frequently asked questions, visit <http://performingarts.ufl.edu/venues/baughman-center/> or contact the Baughman Center office at 352-294-0049.