

# Weddings at the Baughman Center

We are thrilled that you are considering the Baughman Center for the location of your wedding! Anyone can be married at the Baughman Center regardless of their affiliation to the University and cultural or faith background. Our experienced and dedicated staff handle more than 100 weddings per year!

Weddings are primarily held in the Baughman Center on Saturdays and Sundays throughout the year. There are some weekends, however, that weddings cannot be accommodated due to University of Florida functions and holidays. Weekday events are available upon request.

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

## **About the Baughman Center**

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The Baughman Center is open to the public for private contemplation on weekdays. The venue is closed to the public on weekends but is often used to host private events such as weddings and memorial services.

The Baughman Center consists of two separate buildings: a 1,500 square foot climate-controlled pavilion and a 1,000 square foot administration building. 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, holding room, men and women's restroom facilities and the mechanical room for both buildings.

## **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.

**USER is responsible for knowledge of current Center policies during PERIOD OF ENGAGEMENT.**

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 contact the Baughman Center to request a contract based on the most current availability. Once approved by the event coordinator, you will receive an email confirmation with a contract to hold the date and time for 30 days. A hold and contract may only be finalized by the venue manager.

Once a hold has been confirmed by the venue manager, 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.

- 1) Parties must carefully review, sign, and return the contract.
- 2) Parties must submit deposit payment or payment in full.
- 3) Finally, all parties are required to participate in an appointment with the venue manager, 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.

## **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 venue manager has been held. The contracted rental times is when USER will have access to the grounds and buildings. Please do not arrive early or stay beyond your allotted time slot.

Rehearsals for weddings are reserved on a first-come, first-served basis. Rehearsals are generally scheduled the day prior to the event. Each rehearsal lasts one hour and begins promptly at the contracted start time. Please do not arrive early or stay beyond your allotted one-hour slot.

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.

A digital piano/organ is available for use at the Baughman Center. The contracting party must provide the pianist and/or 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 “Ready Room” or dressing area 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 buildings are 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.

## **Baughman Center Policies:**

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**USER is responsible for knowledge of the following Baughman Center Policies during PERIOD OF ENGAGEMENT.** 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.

### **Rental Information:** *The center holds multiple events each day.*

- **The contracted rental times is when USER will have access to the grounds and buildings.** Arrival and set up *through* clean up and departure are to be within the contracted PERIOD OF ENGAGEMENT. The rental time cannot be adjusted day-of. Please do not arrive early or stay past the contracted time. The center holds multiple events each day. Food and beverages, including alcohol, are **prohibited**. Exceptions are made for religious sacraments.
- Staff will facilitate access to the buildings and amenities and will attend to the facility. **Staff does not provide day-of event coordinating services** (opening doors, starting music, setting up decorations). The center does not provide musicians, officiants, or event coordinators.
- The rental deposit is non-refundable. Final payment is due 60 days prior to the PERIOD OF ENGAGEMENT. Cancellation policy: **The rental deposit is non-refundable.** Cancellations 30 days before the PERIOD OF ENGAGEMENT are eligible to be postponed or refunded for insurance and staffing costs.
- Food and beverage setup is **not permitted**.
- Signage will be posted on the grounds, and staff will discourage the general public from walking through the designated area during rentals. Staff is not responsible for visitors on the property during events.
- The center and administration building are 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 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.
- USER will be charged for any clean-up deemed excessive. If the buildings are not returned to the University in the initial condition found or if a cleaning beyond what is considered normal and reasonable by the Baughman Center Manager becomes necessary, **this cost will be paid by USER and will be billed to the USER after the event.**

### **Building Information:** *Please review all plans and decorations with the venue manager.*

- While this building is equipped with air conditioning, it is worth noting that given Florida’s climate, frequent door openings, and guests in formalwear, especially when the chapel is crowded, the temperature inside will become warmer. It seats 80 comfortably, has 96 total seats including the ADA pews, and the fire code is 120 persons to allow for a large stage party and any vendors on site. **No additional seating can be brought in.** Chairs are often placed in the ADA sections if not being utilized to maximize seating. Chairs can also be used for musicians if needed.
- Deliveries must be made during your rental time. **We are unable to store décor or supplies prior to your ceremony.**
- Due to technical limitations, the Baughman Center is unable to provide audio-enhanced podiums or electronic instruments, except for the digital piano/organ. A limited sound system is included in some rentals. The use of any sound amplification shall be regulated by the Center staff. Please request use of equipment prior to event.
- In accordance with Regulation 2.021 of the University of Florida; Animals are Prohibited in Buildings.

### **Decorations:** *Please have all decorations approved by the venue manager.*

- Adhesive of any kind is not allowed on any part of the building. Ribbon or string may be used to hang items.
- Aisle runners are not allowed. Huppas, Mandaps or other traditional wedding structures are allowed.
- **Confetti and similar products are not permitted** – Including biodegradable confetti or no-mess streamers/poppers. Throwing items inside or outside the venue is prohibited.
- Flower petals placed on the floor must be silk. **Flower petals are the responsibility of the USER to clean up.**
- The use of a professional florist is preferred. Vases full of standing water are not permitted.
- No open flame décor allowed. Open flames are limited to unity candles, sparkler send-offs, and traditional practices.
- **Items brought into the Baughman Center or the administration building** – including trash or recyclables – **is the responsibility of the USER to remove.** Leave only footprints – take only memories.

## **Advance Payment of Fees**

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A deposit of 100% of the rental fees 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 USER 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 USER 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 venue manager will be the responsibility of the USER 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 online payment portal. We do not accept cash payments. We do not accept credit card payments via email, fax or text.*

## **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.