

SOLIS  
*Hall*  
—  
WELLEN PARK



## EVENT GUIDELINES & RENTAL RATES

We're thrilled that you have selected Solis Hall, a one-of-a-kind, blank space event venue in Downtown Wellen Park to host your event! The guidelines and recommendations included within this document will ensure your event is a success.



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# Event Spaces

We offer a number of indoor and outdoor spaces for your use: **Solis Hall**, **Canopy Green**, and the **Hammock Lawns**.



## CAPACITY

Here, we've included maximum number of guests we can accommodate with our most popular seating arrangements inside Solis Hall. Total occupancy limits can be found on the following page.

### SEATED DINNER (WITH DJ & DANCE FLOOR)

110 guests

### SEATED DINNER (TABLES ONLY)

130 guests

### COCKTAIL RECEPTION

150 guests

### THEATRE SEATING

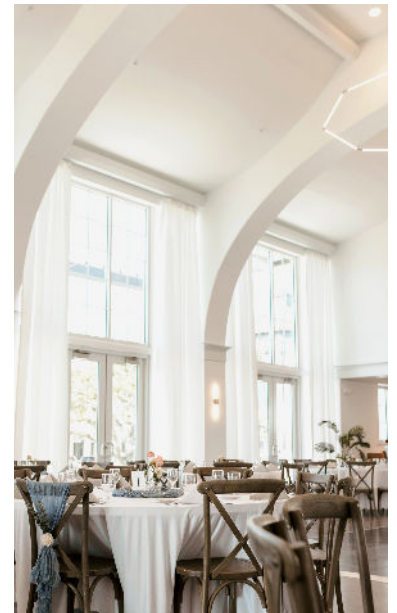
180 guests

### CLASSROOM SEATING

65 guests

## VENUE TOURS

You are strongly encouraged to tour the venue before booking. After your event is booked, you are welcome to additional venue tours. We cannot accommodate walk-ins; please schedule all tours with the venue coordinator.



# Rental Rates

## SOLIS HALL

	FULL DAY (FRI-SUN)	HALF DAY (FRI-SUN)	HALF DAY (M-TH)	HALF DAY (M-TH)
District Residents <sup>†</sup>	\$3,000	\$1,500	\$2,100	\$1,050
Non-District Residents	\$3,500	\$1,750	\$2,450	\$1,225
Non-Profit Group <sup>‡</sup>	Mon-Thurs \$1,000 Flat Rate			
Deposit to Book	30% of Total Use Fee + \$500 refundable security deposit			
Occupancy Limit	185 persons			

## CANOPY GREEN

	FULL DAY	HALF DAY
District Residents	\$800	\$400
Non-District Residents	\$1,000	\$500
Non-Profit Group	\$600	\$300
Deposit to Book	30% of Total Use Fee + \$200 refundable security deposit	
Occupancy Limit	144 persons	

## HAMMOCK LAWN SINGLE

	FULL DAY	HALF DAY
District Residents	\$600	\$300
Non-District Residents	\$1,000	\$500
Non-Profit Group	\$400	\$200
Deposit to Book	30% of Total Use Fee + \$250 refundable security deposit	
Occupancy Limit	650 persons	

## HAMMOCK LAWN DOUBLE

	FULL DAY	HALF DAY
District Residents	\$1,200	\$600
Non-District Residents	\$2,000	\$1,000
Non-Profit Group	\$800	\$400
Deposit to Book	30% of Total Use Fee + \$400 refundable security deposit	
Occupancy Limit	1,300 persons	

**PLEASE NOTE:** A half day rental allows venue access for up to 5 hours; full day rental allows venue access for up to 10 hours. Rental hours must be between 8AM-11PM and must be consecutive. Set up and clean up time must occur during rental hours. Rates below reflect usage fee only and are subject to change at any time without notice. Additional fees may be incurred for equipment, supplies, labor, etc. All bookings are subject to sales tax, rental facility tax, and, if applicable, credit card processing fees.

<sup>†</sup> District Residents are those residents who live in Wellen Park neighborhoods: Grand Palm, Preserve, Boca Royale, Sarasota National, Island Walk, Tortuga, Renaissance, Oasis, Gran Paradiso, Antigua, Gran Place, Brightmore, Wellen Park Golf & CC, Sunstone, Wysteria, Solstice, Avelina, Lakespur, and EVERLY.

<sup>‡</sup> To receive the Non-Profit Group rate, the organization reserving the venue must provide proof of exemption under IRC Section 501(c)(3).

# Reservations & Payment

## RESERVING YOUR DATE

Your date is not reserved until your Booking Agreement is completed and all deposits are paid. We do not offer calendar holds.

## PAYMENT SCHEDULE

**Security Deposit** is due upon Booking Agreement. Payable via credit card. Your security deposit will be refunded within 10 days of your rental date, less any applicable charges for damages.

**Usage Fee Deposit** is due upon Booking Agreement. For reservations of a date within 6 months of booking, full payment is due at booking. Payable via credit card or check.

**Full Balance** is due 6 months prior to reservation date. Payable via credit card or check.

***All bookings are subject to sales tax, rental facility tax, and, if applicable, credit card processing fees.***

## CANCELLATIONS

Cancellations received six months prior to event date will receive a 100% refund, less a \$250 administrative fee. Reservations cancelled within six months of event date are considered non-refundable and any monies paid will be forfeited. If you reserve a date within six months of booking, your reservation is considered non-refundable.





# Rental Inclusions & Exclusions

## INCLUDED WITH SOLIS HALL RENTAL

Your rental includes access and use of the main hall and restrooms, basic utilities, and access to standard tables and chairs as defined below. Linens and outdoor chairs are available for rent. Should you need tables or chairs beyond what is provided, please contact a third-party vendor.

**13** 72" ROUND TABLES  
**6** 6' RECTANGULAR TABLES

**10** COCKTAIL TABLES  
**130** GRAY WOODEN CROSSBACK CHAIRS

## RENTAL EXCLUSIONS

The basic rental fees do not include audio/visual equipment or staffing, catering, décor, venue staff, insurance, kitchen, labor for set-up/strike of third party rentals, licenses/permits, musical instruments, public address system, security, staging, tools, or utility services requested above and beyond normal building use.

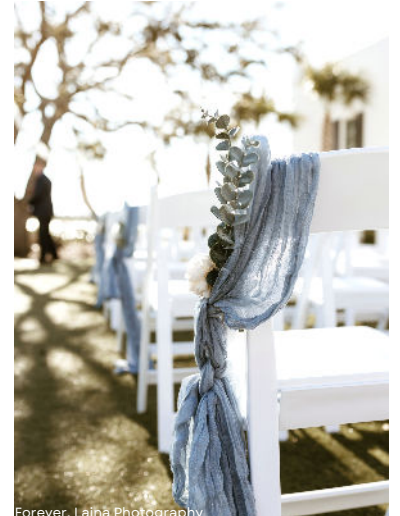
## ADDITIONAL ITEMS FOR RENT

The Venue Collective has the below items available to rent for an additional cost.

- 12** 132" ROUND TABLECLOTHS, WHITE \$20 ea.
- 10** ROUND COCKTAIL TABLECLOTHS, WHITE \$20 ea.
- 130** CLOTH NAPKINS, WHITE OR BLACK \$0.75 ea.
- 130** FOLDING CEREMONY CHAIRS, WHITE \$5 ea.
- 1** 85" PLASMA TV AND CART \$100
- 1** PODIUM & MICROPHONE \$50

Linens and chair rentals include steaming, basic set-up, and dry cleaning after your event. Excessively soiled linens may result in the partial or total application of your security deposit to cover cleaning and/or replacement.

A/V rentals do not include a technician or set-up. TV allows for wireless or HDMI connection.



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# Vendors

Solis Hall provides a beautiful blank canvas for your event. We give you the flexibility to bring in your own vendors to help you create your perfect day, with the exception of food and beverage. Select your own vendors, or peruse our list of preferred vendors, available upon request. These vendors have been hand-selected and are familiar with our venue and event spaces and requirements, and have provided the necessary insurance documents.

## FOOD & BEVERAGE

For your convenience, we have partnered with our neighboring restaurant and exclusive catering partner, The Banyan House, to curate a selection of menus that you and your guests will savor. NO outside food, beverages (including alcohol), or cooking/heating equipment is permitted, with the exception of a wedding cake. Be sure to discuss your food and beverage requirements for your event with the venue coordinator.

## VENDOR REQUIREMENTS

Client and all of client's vendors must provide a certificate of insurance with coverage meeting or exceeding the below amounts:

COMMERCIAL GENERAL LIABILITY	<b>\$1,000,000</b>
PERSONAL & ADVERTISING INJURY	<b>\$250,000</b>
PROPERTY DAMAGE	<b>\$500,000</b>

Your final vendor list is due 30 days prior to rental date. All vendors are required to submit proof of insurance 30 days prior to event. Contact your venue coordinator or refer to your Booking Agreement for information on one-day insurance coverage.

***Please refer to your Booking Agreement for complete details and requirements. Failure to meet all vendor requirements, including proof of insurance, may result in your vendor being restricted from the venue, or your rental reservation being cancelled.***

## EVENT COORDINATION

Neither the Venue Collective nor The Banyan House Catering provides a wedding planner, day-of coordinator, or any other event planning/coordinating services. All clients are strongly encouraged to hire an event professional for coordination, especially for large-scale events and weddings. Please note, coordinators and planners will be obligated to meet the insurance requirements above. A list of preferred planners is available.

Your rental agreement includes one planning meeting with our Venue Coordinator to review guest count, floor plan, event timeline, vendor list, and technical needs. This meeting should be with 30-45 days of your event.

# Wedding Rehearsals

Wedding rentals include one hour of access to the space you have rented prior to event date for ceremony rehearsal. Rehearsal hours are available Monday – Friday. Rehearsal hour may only be scheduled within 30 days of your event date.

Tables, chairs, linens, or other items rented for your wedding will not be set up for your rehearsal.



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# Event Day Guidelines

## **LOAD-IN/LOAD-OUT ACCESS**

Client and vendors are responsible for set-up and tear-down of any third-party equipment, décor, or other items.

The loading area is available for active loading and unloading only. Parking or idling in the loading area beyond the time required for loading or unloading is not permitted. Parking on sidewalks is not permitted at any time.

**All deliveries and pickups must be within your rental hours. We are unable to store any items or equipment before or after your event.**

## **RESTRICTED & PROHIBITED ITEMS**

- Any décor that must be hung, taped, or otherwise affixed to the walls or trees is prohibited.
- Open flames are not permitted indoors. Candles are permitted if flames are fully enclosed within a candle holder. LED candles are permitted and encouraged.
- Patio heaters are prohibited.
- The use of paint, spray paint, chalk, glitter, smoke, or fog, or any other substance that may stain, is prohibited.
- Confetti, including biodegradable confetti, and artificial flower petals are prohibited. For wedding send-offs, we suggested sparklers or bubbles!

## **NOISE POLICY**

Amplified noise must remain at a reasonable volume and is only permitted inside Solis Hall. Acoustic musicians are permitted in indoor and outdoor event spaces. A small portable speaker and microphone can be used outdoors for toasts and speeches (not provided by Venue Collective).

## **PET POLICY**

Except for registered service dogs, animals are NOT allowed inside Solis Hall. Pets are permitted in outdoor event spaces, but must always be on leash.

## **CLEANING & WASTE**

The venue will be professionally cleaned and restrooms will be fully stocked prior to your event. It is the responsibility of the Client to ensure that all decorations, equipment, garbage, signage or any other event-related items are removed from the venue and that the venue is returned to its pre-event condition in all interior and exterior spaces.

Failure to properly dispose of garbage before your rental period ends may result in the partial or total application of your security deposit to cover additional venue time, cleaning, additional garbage service, etc.

Banyan House Catering will remove any catering equipment as well as food and beverage waste.

# Additional Information

## **PARKING**

We offer several outdoor parking lots that are free and operate on a first-come-first served basis.

## **LODGING**

The following hotels are within a 15-minute drive:

- Fairfield Inn & Suites by Marriott Venice
- Hampton Inn & Suites North Port
- Holiday Inn Express Venice, an IHG Hotel
- Best Western Plus Ambassador Suites



*Thank you for considering the Downtown Wellen Venue Collective for your special event. We look forward to helping you bring your vision to life.*