



# Wedding Guide



*The University Of*

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**T A M P A.**

**FACILITIES RENTALS**

# Congratulations!

On behalf of the entire staff of The University of Tampa Facilities Rentals department, thank you for considering our venues for your wedding. It would be an honor to be selected as your chosen location.

Our available venues are enclosed for your consideration. The following amenities are included with each venue free of charge:

72' round tables that seat 10 people  
60' round tables that seat 8 people  
6' rectangular tables  
8' rectangular tables  
standard black chairs.

This guide's intention is to explain the capacity and price of our available wedding venues, as well as the services we are able to provide. Our coordinators will work with you to ensure that your wedding is a memorable day. We look forward to working with you on planning this very special occasion.





# Fletcher Lounge

Total Charge: 6,000

Basic Charge: 5400

Maintenance Fee: 600

Capacity: 230 Dinner / 500 Theater

Area: 6,400 square feet

As our largest venue available, Fletcher Lounge has been said to be “the most enchanting ballroom in Tampa.” In 1992, the lounge was renovated to its original state as the main dining room of the Tampa Bay Hotel. Fletcher Lounge has a large-domed ceiling, hardwood floors, and a small kitchen area with a private entrance for caterers. This is the only ballroom with its own restrooms.





# Grand Salon

Total Charge: 4,000

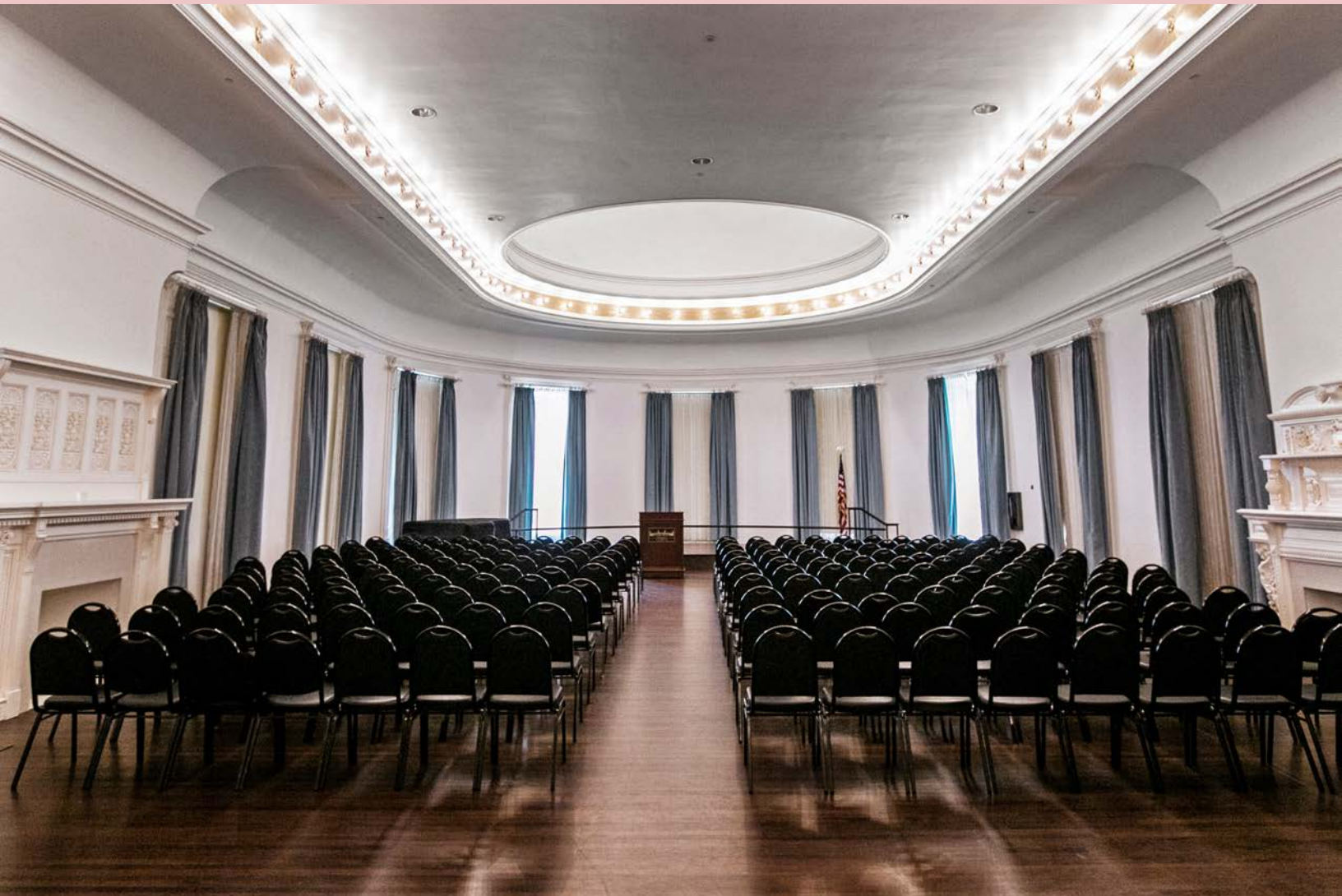
Basic Charge: 3500

Maintenance Fee: 500

Capacity: 120 Dinner / 200 Theater

Area: 3,200 square feet

Located next to the main lobby, this lovely ballroom is adorned with floor to ceiling windows with colonial blue curtains, two built in fireplaces, a domed ceiling, hardwood floors and a stage that runs the width of the room. Both entrances are located towards the rear of the venue.



# Music Room

Total Charge: 3,500

Basic Charge: 3000

Maintenance Fee: 500

Capacity: 100 Dinner /150 Theater

Area: 2,400 square feet

This charming ballroom is located directly across the lobby from the Grand Salon. The Music Room houses two entrances at the front and one at the back of the room, a small hardwood stage with gold accented balconies above each side, and a domed ceiling. Along the walls are deep wood trimming as well as floor-to-ceiling windows adorned with red curtains, which lead out to a wooden veranda.





# FAQ's

## **When is your rental season?**

Due to our limited space and growing student population, our rental season is solely from May-July.

## **Can I take a venue tour on the weekend?**

At this time, our office operates weekdays from 8a-5p. Staff will not be present on weekends.

## **Do alumni/staff receive discounts?**

Alumni receive a 10% discount and must stay within our rental season. Staff may email [facilitiesrentals@ut.edu](mailto:facilitiesrentals@ut.edu) for more information.

## **Is there a dressing room for the bride and groom?**

No. Brides and grooms are welcome to use our public restrooms. The restrooms must remain public throughout the event.

## **What is needed to host my wedding here?**

In order to officially book a space a 50% deposit is required upon signing a contract. The remaining balance, a \$2,000 refundable damage deposit, and a COI in the amount of \$1,000,000 listing The University of Tampa as additional insured is required no later than 30 days prior to the event date.

## **Will staff be available the day of my wedding?**

Your event coordinator may be present at your event subject to their availability.

## **Can I use one space for my ceremony and reception?**

No, each event receives one layout for their event per space.

## **May I use an outside caterer?**

All events must use our in-house caterer. This includes alcoholic beverages and bartenders. This does not include your wedding cake.

## **Are there any other limitations?**

The art, pianos, and curtains cannot be removed from the venues for your wedding. Also, due to Plant Hall's historical preservation, open flames are not permitted in any venue.

## **Do you provide media services or decor?**

At this time we do not supply media services or decor. Floral arrangements may be done through our catering department.

## **May I bring my own DJ and decor?**

Yes! Our resources are free of charge with the venue but, we encourage you rent your own chairs, floral arrangements, and media to suit the vision of your special day.