Tempe Center for the Arts

*Photo by SJA Studios*

# Weddings and Receptions

The ***Tempe Center for the Arts*** (TCA) is one of the finest venues in Arizona for a stunning and dramatic wedding – a jewel in the crown of a city known for its support of the arts. The TCA is located on the southwest end of Tempe Town Lake and resides in a beautifully landscaped 17-acre lakeside art park with an event amphitheater developed by Design Workshop, a Tempe landscape architecture firm.

The magnificent Tempe Center for the Arts facility was designed by Tempe-based Architekton and award-winning Barton Myers Associates of Los Angeles. The 88,000 square-foot facility features an outdoor patio, art gallery and the ultimate room with a view — Lakeside — which overlooks Tempe Town Lake, the Papago Buttes and Camelback Mountain.

April Maura Photography

# Lakeside Wedding Package

*For parties up to 180 guests*

**Lakeside Ceremony and Reception - $3,900**

**Ceremony Only - $850**

**Reception Only - $3,400**

***Included with ceremony***

- One-hour rehearsal the day before your event at 5 p.m.
- Bridal dressing room
- Groom's room, when available
- Up to 180 white ceremony chairs
- Portable speaker system with two wired microphones
- Ceremony attendant to assist with rehearsal and ceremony

***Included with reception***

- Six cocktail tables for cocktail hour
- Four 6-foot banquet tables
- Choice of round or feasting tables for guests
- 15-foot x 15-foot dance floor
- Complimentary parking
- Gallery viewing during cocktail hour on most dates

***Not included with the package***

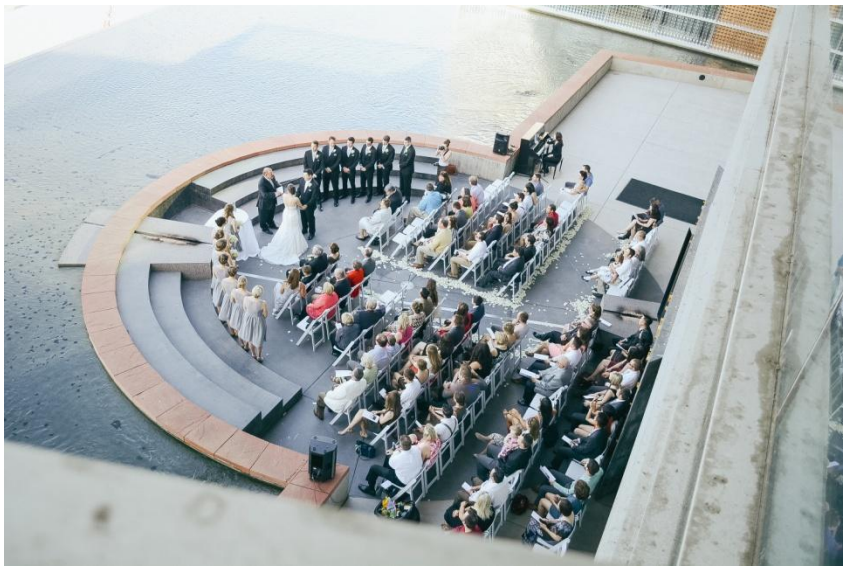
- Catering (food/beverage) — there are four approved caterers available
- Decorations
- Linens (you may secure through caterer or alternate vendor)
- Wedding planner
- Full use of entire facility — other events may be taking place at the same time in and around the building
- Additional hours — Lakeside hours may be extended for an additional fee of $400 per hour

**Note:** Ceremony and reception and reception-only packages are six hour rentals with three hours of preparation and one hour of clean-up time included. Ceremony-only packages are two hour rentals with three hours of preparation and one hour of clean-up time included.

## LAKESIDE WEDDING PACKAGE VENUES

### *Ceremony Location*

***North Patio***
Capacity: 180

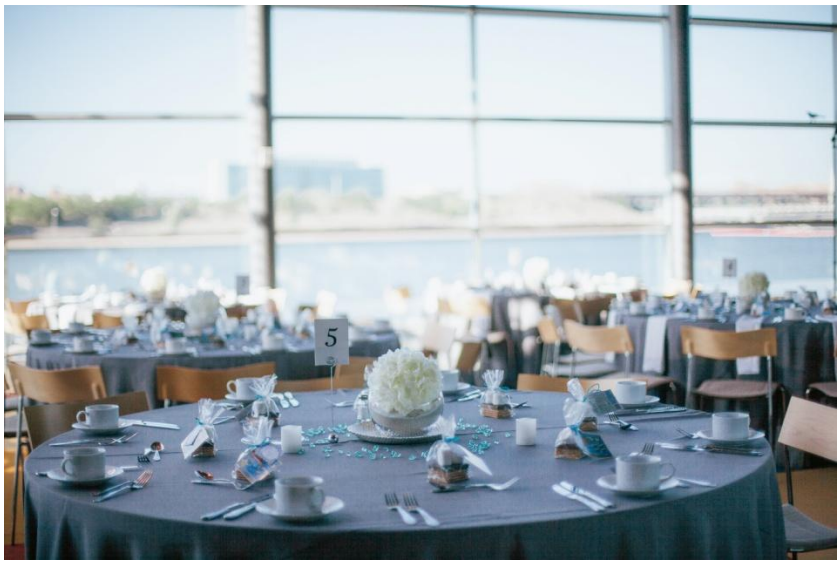


### *Cocktail Hour Location*

***Lakeside Landing***
Capacity: 180

### *Reception Location*

***Lakeside***
Capacity: 180




*All photos courtesy April Maura Photography*

*Stephanie Fay Photography*

# Carter Lounge Wedding Package

*For parties up to 50 guests*

**Carter Lounge Ceremony and Reception - $2,000**

**Ceremony Only - $850**

**Reception Only - $1,300**

***Included with ceremony***

- One-hour rehearsal the day before your event at 5 p.m.
- Bridal dressing room
- Groom's room, when available
- Up to 50 white ceremony chairs
- Portable speaker system with two wired microphones
- Ceremony attendant to assist with rehearsal and ceremony

***Included with reception***

- Three cocktail tables for cocktail hour
- Up to five round or eight feasting tables for guests
- Complimentary parking

***Not included with the package***

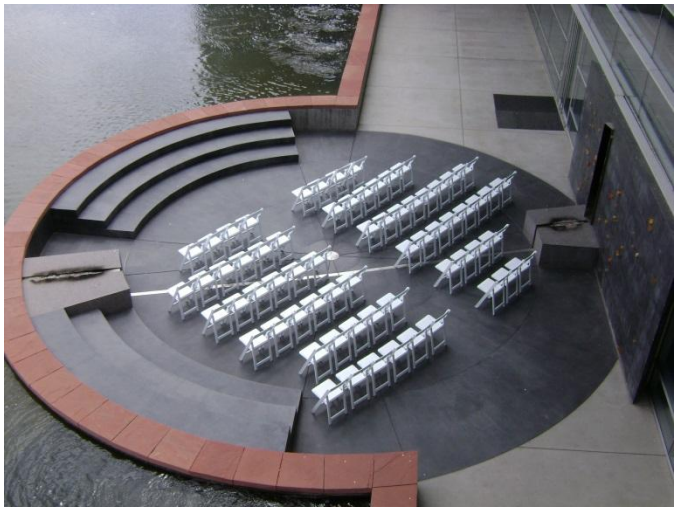
- Catering (food/beverage) — there are four exclusive caterers available
- Dance area — due to the limited size of the venue
- Decorations
- Linens (you may secure through caterer)
- Wedding planner
- Full use of entire facility — other events may be taking place at the same time in and around the building
- Additional hours — Carter Lounge hours may be extended for an additional fee of $120 per hour

**Note:** Ceremony and reception and reception-only packages are six hour rentals with three hours of preparation and one hour of clean-up time included. Ceremony-only packages are two hour rentals with three hours of preparation and one hour of clean-up time included.

## CARTER LOUNGE WEDDING PACKAGE VENUES

***Ceremony Location***

***North Patio***
Capacity: 50+



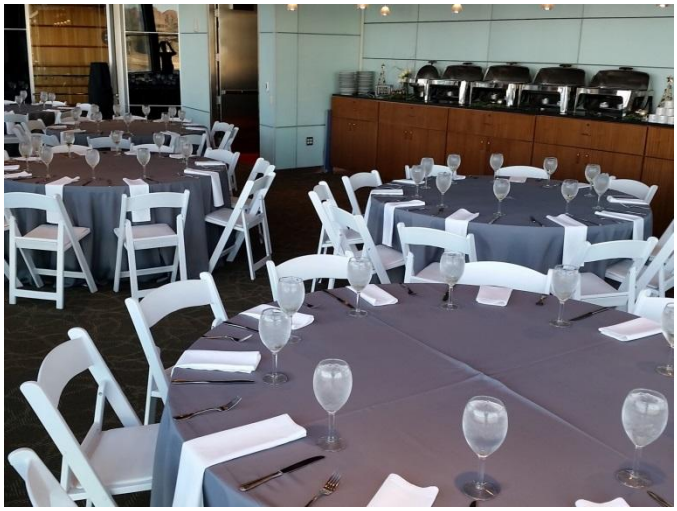
***Ceremony Location***

***Sculpture Garden***
Capacity: 50

*Note*: Entrance through Gallery

***Reception Location***

***Carter Lounge***
Capacity: 50



## OPTIONAL VENUE LOCATIONS*

***Parkside Plaza***
Capacity: 180

Can be used for ceremony.

***East Breezeway***
Capacity: 180

Can be used for ceremony or cocktail hour.

***Gallery***
Capacity: 120

Can be used for ceremony or as a weather backup.

*Note*: Venue layout changes with each exhibit

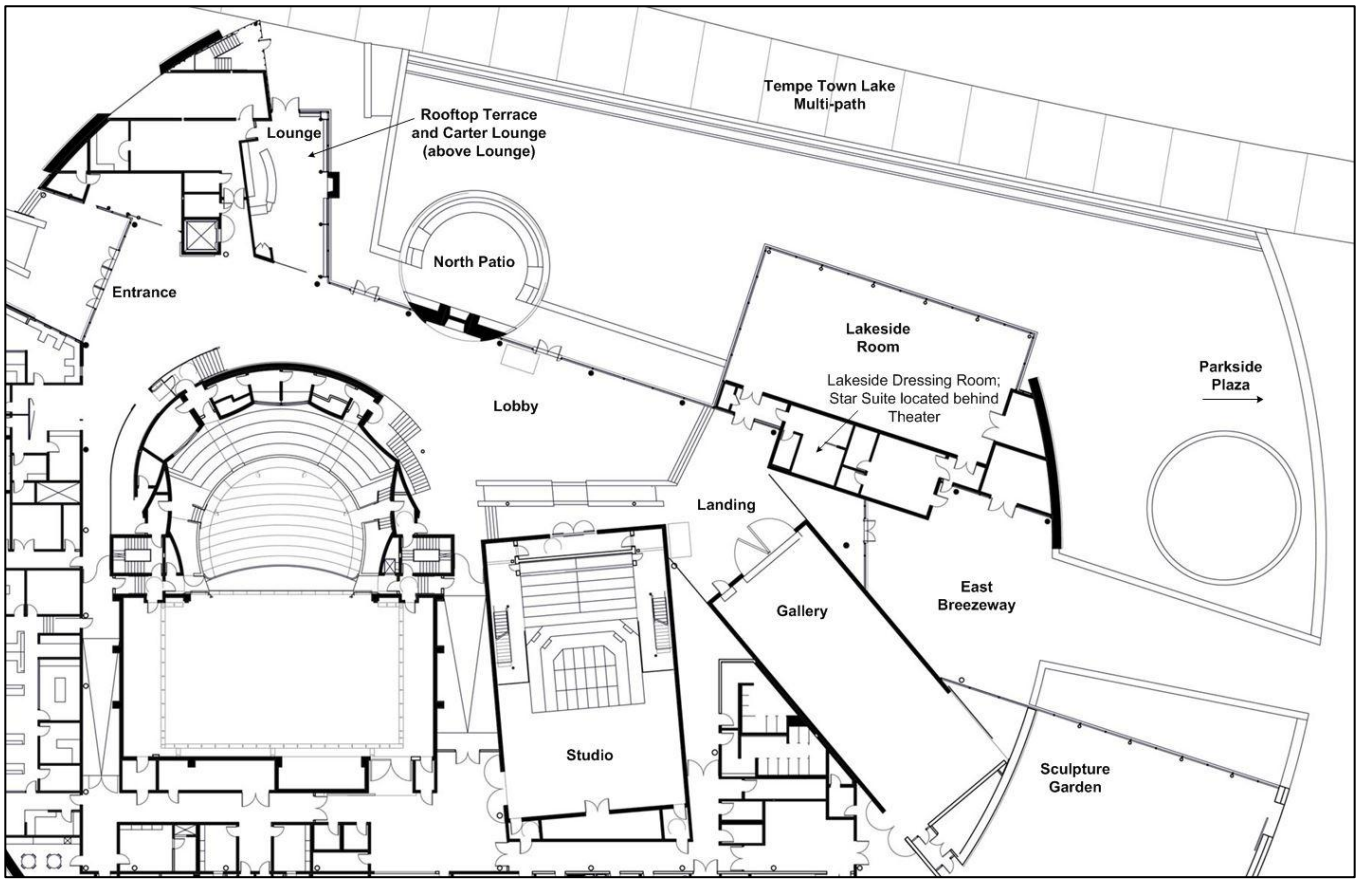
***Studio***
Capacity: 180

Can be used for summer ceremony or summer reception.

*Note*: $500 surcharge for floor conversion, required to change floor to one level.

**Please contact event manager for use of these spaces*

## VENUE LOCATIONS




## EXCLUSIVE CATERERS

| | |
|---|---|
| **Jeannia Smith**<br>480-898-8848<br>questions@arizonacatering.com<br>arizonacatering.com | **Alice Palmer**<br>602-242-8185<br>tcaevents@atlastacatering.com<br>atlastacatering.com |
| **Chantal Hause**<br>602-267-1818<br>info@fabulousfoodaz.com<br>fabulousfood.net | **Melissan Falcone**<br>480-921-3150<br>tcaevents@santabarbaracatering.com<br>santabarbaracatering.com |

**Alcohol*:*** All alcohol must be purchased through Atlasta Catering. You may select any of the above for your food service.

## Venue

**Q: Can the Tempe Center for the Arts accommodate more than one event at a time?**

A: The Tempe Center for the Arts often plays host to multiple events throughout the facility. TCA staff will work with all parties to ensure the integrity of the events and offer smooth transitions between spaces. Please note that the lobby area is a common area shared by multiple events.

**Q: Is there parking?**

A: Yes. There are about 325 complimentary parking spaces in the lot available for all TCA guests.

**Q: Is a wedding planner required?**

A: Having a wedding planner is not required, but is recommended.

**Q: Does the TCA provide linens for the reception?**

A: No. You may provide your own or obtain them through your caterer or any vendor.

**Q: May I have candles for decorations?**

A: No open flame is permitted inside the center. You may substitute with battery-operated artificial candles, if desired.

**Q: May I have hanging decorations in the Lakeside Room?**

A: No, but decorations are permitted on the ground level. Examples include up-lighting, light trusses and creative table décor available through third party vendors.

**Q: What may be used to celebrate the send-off?**

A: The TCA allows guests to celebrate with sparklers, glow sticks, bubbles and flower petals. Unfortunately, rice, birdseed, popcorn, glitter and confetti are not permitted.

**Q: Do you permit smoking?**

A: Smoking is permitted outside in the designated smoking areas only.

**Q: What about noise around the facility?**

A: The TCA is located within a developing urban area and along the flight path of Phoenix Sky Harbor International Airport. The facility was designed to filter out these specific noises, and there will be little to no impact on events taking place inside. If an outside venue is selected for any part of your event, noise may be a factor to consider. The flight plan normally passes the building on the south side, however, air traffic control changes can reroute the air traffic closer to the north side. Please be aware that air traffic, construction and facility (e.g. air conditioning) noise cannot be changed or altered to accommodate your event.

## Food and Beverage

**Q: Are there restrictions on caterers or other vendors?**

A: Yes. Arizona Catering, Atlasta Catering, Fabulous Food and Santa Barbara Catering are the approved TCA caterers and are more than happy to assist you with all of your food and beverage needs. Please contact any of the four catering companies for menus and information. You are welcome to use the vendor of your choice for services such as floral arrangements, photography, music and decorations.

**Q: Can we bring our own food?**

A: No outside food is permitted. Please select from our approved caterers for food and beverage needs.

**Q: Can we bring our own cake?**

A: A cake may be brought in from an outside licensed vendor with a health department inspected kitchen.

**Q: What is the alcohol policy?**

A: Due to the provisions of TCA's liquor license, all alcohol must be purchased through and served by Atlasta Catering. Outside alcohol is not allowed in any area of the Tempe Center for the Arts. In the event outside alcohol is discovered, TCA staff will direct the client to have it removed.

## Insurance

**Q: Does TCA require a certificate of insurance for wedding rentals?**

A: Yes. A special event liability policy provides specific insurance coverage for the client and the City of Tempe. The certificate showing this coverage must be received 30 days prior to your event.

**Q: How do I ask my insurance provider for a certificate of insurance (COI)?**

A: Ask your insurance provider for a certificate of liability insurance for a special event. Refer to the sample COI document for specific dollar amounts and language required on the certificate.

**Q: If I do not have an insurance provider, whom should I contact?**

A: A special events liability policy can be purchased from many insurance companies. Although the TCA cannot recommend any one company, certificates of insurance have been acquired from *wedsafe.com, wedsure.com,* and *theeventhelper.com*.

**Q: How much should a certificate of insurance cost?**

A: The cost of obtaining a certificate of insurance will vary by provider and event. Budget for around $200.

**Q: Can I purchase a certificate of insurance from the city of Tempe?**

A: The city of Tempe is not an insurance provider and cannot supply a certificate of insurance for any private event.

## Booking and Payment

**Q: May I hold a date while I get further pricing from caterers?**

A: You may hold an available date for 14 days. After 14 days, the hold will expire and the date will become available for others. Contact the TCA within 14 days to receive an application to start the booking process.

**Q: How do I book a date?**

A: Complete and return the application within 14 days of receiving it. The TCA will then issue a license agreement within 7 days. A signed license agreement and 25% deposit are required to formally book a date.

**Q: May I pay the deposit using a credit card?**

A: The Tempe Center for the Arts only accepts checks for deposits, balances and other payments at this time.

**Q: To whom should my check be made payable?**

A: Please make checks payable to "City of Tempe – TCA."

**Q: When will I be required to pay the final balance?**

A: The balance must be paid in full 30 days prior to your event, typically at the time of the final walk through.

**Q: May I make periodic payments on the balance due?**

A: Though not required, periodic payments may be made prior to the event, as long as the full balance is received 30 days before the event date.

**Q: Is the deposit refundable?**

A: After assessing the $200 cancellation fee, you may receive a refund if the cancellation occurs more than 120 days prior to the event. Within 120 days, partial refunds are available per the operating policies.

**Q: Does TCA offer any discounts?**

A: There are no discounted days or general discounts available at this time.

For information on weddings or to book a date, contact:
Seth Willey ▪ 480-350-2814 ▪ seth_willey@tempe.gov

TCA Business Development Team: Seth Willey ▪ Olga Barnes ▪ Melissa Osborne