

Raleigh Little Theatre & Rose Garden **Wedding and Special Event Reservation Information**

Contact

Please direct all inquiries to the Special Events Coordinator:

Gina J. Beatty Martinez

Hours: Saturday, 10:00 am. to 1 pm

Phone: 919-821-4579, extension 320

Mailing Address: P.O. Box 5637

Raleigh, NC 27650

Email: weddings@raleighlittletheatre.org

How to register and reserve a date for your Wedding/Event

To schedule your wedding/event, please come to the Raleigh Little Theatre Special Events Office. Please have several dates in mind, as dates are first come, first serve.

Note: We will accept reservations for July 2010-June 2011 starting January 2010.

Please read the general information below and follow these steps.

1. Complete a Rose Garden or Amphitheatre Reservation Request Form and return it to Raleigh Little Theatre.
2. A deposit of \$190 is due upon the receipt of the request form.
No dates will be held without a deposit.
3. Your reservation request is not confirmed until the Managing Director signs approval. Once the Raleigh Little Theatre's Managing Director signs the form indicating approval, you will be notified by mail, e-mail or phone that request has been approved. Once approved, times and/or dates cannot be changed without additional written approval from Raleigh Little Theatre.
4. The next step is to sign a formal contract witnessed by and signed by an RLT official. Without a signed contract, a deposit does NOT indicate an approved rental.

Fees

The fee for the use of the Rose Garden for weddings is \$270.00 for the first three hours, and \$30/hour for each additional hour, with a minimum three hour rental. This fee includes use of The Rose Garden and the restrooms located in The Cantey V. Sutton Theatre lobby. Fees are not negotiable. Use of Raleigh Little Theatre's electricity may be rented for a rate of \$15/hr with a three hour minimum. In case of cancellation due to rain, your fees will be refunded minus \$90.00 for administrative costs.

Insurance

When renting any of Raleigh Little Theatre's outdoor facilities, including the restrooms, you must purchase and maintain a policy of Comprehensive General Liability Insurance in an amount of not less than one million dollars to protect the City of Raleigh (owner) and the Raleigh Little Theatre against all liability, damages and other expenses which may be imposed upon, incurred by or assessed against the City of Raleigh and/or the Raleigh Little Theatre by reason of your use of the premises. This policy may be added onto a homeowner's policy or obtained through an independent event insurance provider. Also please make sure Raleigh Little Theatre and its physical address of 301 Pogue Street, Raleigh, NC 27607 is located on the policy.

Assembly Permit

For any special event where there will be 100 or more people participating, the City of Raleigh requires a form called an "Assembly Permit." Raleigh Little Theatre will obtain the permit for you if you make Rose Garden reservations at least one month in advance of your wedding. If it is less than a month before your wedding, you will need to obtain and submit this form yourself. You can do this at the Raleigh Police Department.

Front Desk Sergeant, Raleigh Police Department
Upper entrance level of the old Municipal Building
110 South McDowell Street
Phone: 919-890-3343

There is no charge for the permit. However, you must present the approved Rose Garden Reservation Form to the Police Department at the time you request the permit. The permit must be presented to Raleigh Little Theatre no later than one week in advance of the wedding.

Other Events/Activities

The Rose Garden is City property and is thus a City-owned park. The Raleigh Little Theatre attempts to provide a service by informing interested individuals of activities we know are occurring in the area, but the theatre and/or private individuals cannot prevent activities from occurring simultaneously.

Photography and Rehearsals

Photography sessions and rehearsals must also be reserved and scheduled with the Special Events Coordinator to avoid conflicting events. There is no additional charge for use of the Rose Garden for these purposes. Photographers are also asked to contact Special Events Coordinator to schedule sessions for their clients who are not renting The Rose Garden for their event. The city of Raleigh requires all professional photographers to have a city authorized permit. These permits are obtained on a yearly basis from the City of Raleigh. Restrooms will not be available for rehearsals or photography sessions. A Raleigh Little Theatre staff member will not be available to assist you during your photography session or rehearsal.

General Information

For your wedding invitations, the address of the Rose Garden is:

The Raleigh Rose Garden
301 Pogue Street
Raleigh NC 27607

Reservations for the use of The Rose Garden are ONLY made through the Special Events Coordinator.

Your rental period is ONLY for the time stated in your contract. Please remember set up and deliveries are **NOT** accepted prior to your rental period as there are other activities scheduled in the facility and on the grounds. Allow time for setup and teardown in your rental period.

The restrooms are accessible from the outside entrances adjacent to the lobby entrance. Admittance into the lobby itself or the theatre building generally is not permitted without an additional rental agreement.

Reservation times for the Rose Garden are limited to times when no Raleigh Little Theatre performances and/or events are scheduled.

You or your agents are responsible for picking up any and all waste or litter from the grounds and depositing it in the provided receptacles. Failure to do so may result in city fines.

Please direct all questions and requests to the Special Events Coordinator who will be present at the time of your wedding. The office is located in the back of the building (look for the sign "Office" up the stairs to the right of the Stage Door entrance).

Please do not knock on windows or doors as it disturbs classes and rehearsals going on in the building. Theatre staff will not be able to answer last minute questions.

The theatre is not available as an alternative rain location – **sorry, no exceptions**. We recommend that you have a rain plan for your wedding in the event of inclement weather.

Parking

The theatre has free off-street parking in a parking lot adjacent to the Rose Garden and Amphitheatre. Please do not use the staff parking lot between the theatre and Rose Garden except for vehicles unloading and loading items for the wedding. These vehicles must leave the parking area as soon as their deliveries have been made or risk being towed at their owner's expense.

Parking spaces in the staff parking lot are **not** included in your rental fees. If you have extenuating circumstances, you may review them with the Special Events Coordinator. Approval of parking space use will be in writing and may be obtained ONLY from the Special Events Coordinator. If you do not have written approval, your vehicle may be towed at your expense.

Vehicles may not be driven on the grass. It is your responsibility to make sure that everyone making deliveries for your wedding knows and abides by this.

Set Up, Clean Up and Decorations

Deliveries of chairs, tents, tables, etc. may not be made prior to the beginning of your rental period and must be removed before the end of your rental period. Neither Raleigh Little Theatre nor the City of Raleigh are responsible for damages incurred prior to, during or after your rental period for equipment or supplies.

You may **NOT** cut flowers from the Garden under any circumstances.
Alterations to the grounds themselves are not allowed.

Individuals using the Rose Garden are responsible for leaving the grounds in the condition in which they were found.

Chairs, pianos and tables may be used in the outside areas, as well as additional floral arrangements. Tents may be used as long as they are not spiked into the ground. Sandbags or cement buckets are acceptable alternatives. Raleigh Little Theatre does not have any of these items for loan or rent.

Alcohol

Receptions may be held in the outdoor area. However, fires and cook-outs are prohibited. In order to have wine, beer and spirits, including champagne, an Alcohol Permit **MUST** be obtained. The permit applies **only** to serving alcohol **NOT** selling it and it does **NOT** permit the serving of hard liquor. Raleigh Little Theatre will help you obtain this permit through the Raleigh Department of Parks and Recreation. If you wish to serve alcoholic beverages, Raleigh Little Theatre needs at least **6 weeks advance notice.**

Rain

In case of rain, the theatre building is **not** available as a back up site. If the wedding is rained out, the fees less \$90 is refundable. Please present a written request to the Special Events Coordinator for a refund of fees paid, minus the \$ 90.00 administration fee. The refund will go to the person(s) who made the payment.

For further information call the Special Event Coordinator at Raleigh Little Theatre on 919-821-4579, ext.320 or weddings@raleighlittletheatre.org.