

Special Event Venue Rentals at Maddox-Muse Center & Bass Performance Hall



The Bass Performance Hall Complex's six unique and elegant spaces can accommodate a range of party sizes. Full of breathtaking views and luxurious décor, you and your guests will enjoy the classic ambiance of this landmark facility in the heart of downtown Fort Worth. Enjoy the flexibility and convenience of McDavitt Studio and Van Cliburn Recital Hall, the intimacy of the Green and Richardson Rooms, the breathtaking views of the Grand and Mezzanine lobbies, or let us put you in the spotlight in the magnificent Founders Concert Theatre.

McDavid Studio

301 E. 5th Street Fort Worth, TX 76102

Located in the Maddox-Muse Building, this flexible space can host receptions, parties, meetings, and more. When renting this venue, the client has the space for a **10-hour** total rental time. All events have a midnight curfew.

Pricing

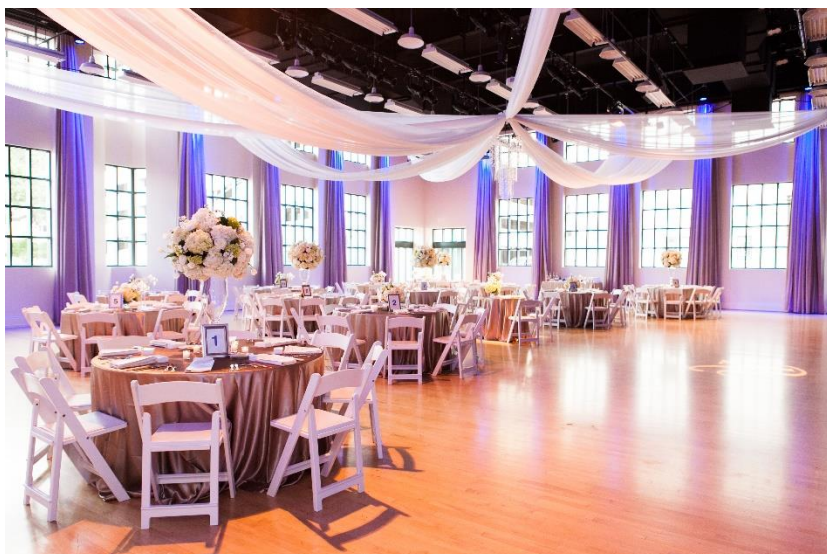
- \$4,500 Saturdays & Sundays
- \$4,000 Fridays
- \$3,500 Mondays-Thursdays

Size & Capacity Specifications

- 72' x 53'
- Banquets and Receptions can hold up to 275 guests, depending on needs

Amenities Included

- Round, Rectangular, Cocktail tables, and white garden chairs
- Set-up and breakdown (bar set-up not included)
- Custodial and Housekeeping Services
- Venue Staff: Manager on Duty
- Liability Insurance and Security
- Free Parking in the *City Center II* or *777 Main* Parking Garages on evenings and weekends



Van Cliburn Recital Hall

330 E. 4th Street Fort Worth, TX 76102

Located in the Maddox-Muse Building, this flexible space can host ceremonies, receptions, parties, meetings, and more. When renting this venue, the client has the space for a **10-hour** total rental time. All events have a midnight curfew.

Pricing

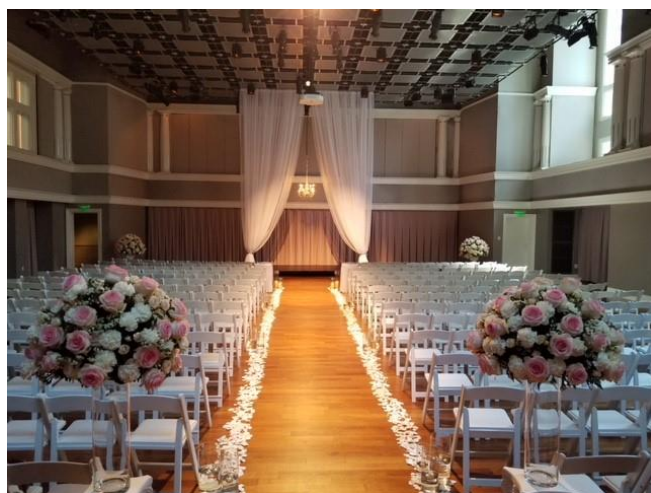
- \$4,500 Saturdays & Sundays
- \$4,000 Fridays
- \$3,500 Mondays-Thursdays

Size & Capacity Specifications

- 67' x 52'
- Ceremonies can hold up to 300 guests
- Banquets and Receptions can hold up to 225 guests, depending on needs

Amenities Included

- Round, Rectangular, Cocktail tables, and white garden chairs
- Set-up and breakdown (bar set-up not included)
- Custodial and Housekeeping Services
- Venue Staff: Manager on Duty
- Liability Insurance and Security
- Free Parking in the *City Center II* or *777 Main* Parking Garages on evenings and weekends



Additional Venue Rental Information & Prices

The “**Canteen**” is a small area outside of Van Cliburn Recital Hall and McDavid Studio. It can be used as additional lobby space, a cocktail hour, or more. Capacity can hold 100 standing guests. Dimensions are 18’ x 63’. This space can be added to either venue for \$400.

Wedding Rehearsal space can be rented for 2 hours for an additional \$500 if available.

Prices for the total Maddox-Muse package

including McDavid Studio, Van Cliburn Recital Hall, & the Canteen

- \$6,300 Saturdays & Sundays
- \$5,500 Fridays
- \$4,800 Mondays through Thursdays

All catering, linens, décor, florals, desserts, and items outside of the included amenities are the responsibility of the client. Please see Preferred Vendor packet for recommendations.



Lighting & Audio Packages

Custom Lighting & Audio Packages are available for Maddox-Muse Center spaces only. Please ask about available options for Bass Performance Hall spaces. All prices are subject to change.

Custom Lighting Packages

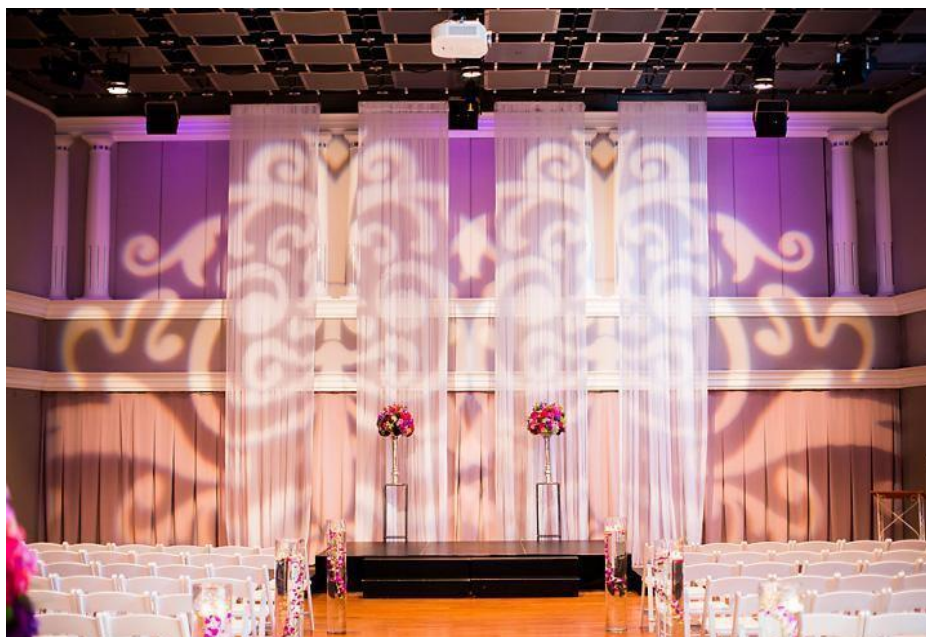
- **Classic Ceremony** Lighting Package **\$235**: *Stationary spot lighting for aisle and altar*
- **Dramatic Ceremony** Lighting Package **\$415**: *Includes Classic Ceremony package plus LED color wall wash*
- **Classic Reception** Lighting Package **\$235**: *Stationary spot lighting for cake, buffet, and dance floor*
- **Dramatic Reception** Lighting Package **\$520**: *Includes Classic Reception package plus LED color wall wash*

Custom Audio Packages

- **Basic Audio Package** includes 1 standing wired microphone and access to utilize the existing sound system in the venue.
 - **\$200** for McDavid or Van Cliburn Recital Hall
 - **\$350** for *both* venues in Maddox-Muse Center
- **Premium Audio Services** – Pricing will be customized for needs

Optional Rentals

- | | |
|---|---|
| • Wireless Microphone | \$130 (does not include required Base Audio Pkg) |
| • Podium with microphone | \$52 (does not include required Base Audio Pkg) |
| • Platform (4'x8') | \$38 each (can be combined for custom stage sizing) |
| • Hanging Projector Screen (7.5' x 14') | \$125 |
| • Video Projector | \$540 |



Bass Performance Hall

4th & Calhoun Street Fort Worth, TX 76102

Within Bass Performance Hall, there are four rentable event spaces.

These spaces have limited availability. Lighting and Audio additions are limited. Pricing can be customized for individual needs.

Grand Lobby

Capacities

- Ceremonies up to 180 guests
- Banquets & Receptions up to 200 guests
- Cocktail Receptions up to 350 guests

Dimensions: 170' x 23'

Mezzanine Lobby

Capacities

- Ceremonies up to 120 guests
- Banquets & Receptions up to 100 guests
- Cocktail Receptions up to 200 guests

Dimensions: 108' x 23'

Green Room & Richardson Room

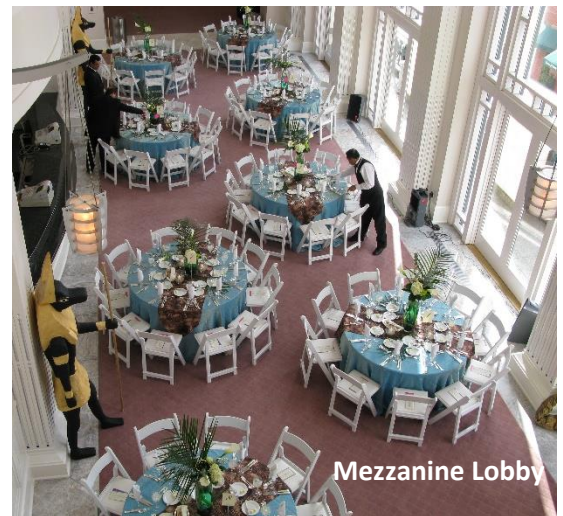
Capacities

- Theater Style up to 70 guests
- Banquets & Receptions up to 60 guests
- Cocktail Receptions up to 100 guests

Dimensions 70' x 22'

Prices for Grand Lobby, Mezzanine Lobby, OR Green/Richardson Room

- \$3,000 for a ceremony, 3 hours total
- \$5,000 Saturdays or Sundays
- \$4,500 Fridays
- \$3,700 Mondays-Thursdays



Founders Concert Theater

This space has very limited availability

Hourly rates and fees are associated with this rental. Amenities included in other venues are not included in this venue rental.

Capacities:

- Stage Receptions up to 350 guests
- Theatre seating up to 2,042 guests

Dimensions 115' x 51'

Price: \$10,250



Beverage Service

No outside alcohol will be permitted. No exceptions. Due to our TABC License, and the Texas Alcoholic Beverage Commission rules and regulations, all alcohol consumed, provided, or sold must be arranged through PAFW. Beverage services menu and pricing available upon request.

Bar Pricing

Bar Set-up Fee:

- 1-100 Guests \$145.00
- 101-150 Guests \$195.00
- 151-200 Guests \$230.00
- 201 + Guests \$330.00

Bar Labor Fee: \$32.00 per bartender (minimum of two) for a min. of 2 hours/max. 5 hours.

There are two ways to host a bar at PAFW venues:

1. **Host bar.** Host bar is based off consumption to which client may set the budget. The budget can be increased during the event if desired. PAFW adds a 20% gratuity onto every bar invoice. Estimate, Gratuity, labor, and set-up are all paid in advance by client.
2. **Cash bar.** Cash bar allows the guests to pay (cash or card). Bar set up fee and labor is still the responsibility of the client.

Bar Service Details

Bars will close at least *30 minutes prior* to your event's ending time.

Bars will be open a *maximum of 5 hours consecutively*.

Red wine is only available at the Maddox-Muse Center. It is not permitted in Bass Hall.

PAFW provides clear disposable acrylic ware for beverage service. Client must make accommodations for glassware.

Venue Rules & Procedures

- Any candle must be contained in a glass or metal container and must be approved by PAFW Management.
- No taper candles are allowed
- Only silk flower petals are acceptable for use on floor.
- Sparklers and Confetti are strictly prohibited inside and outside of Bass Performance Hall and Maddox- Muse Center.
- Frozen drink machines, beverage blenders, and helium-filled balloons are not permitted in any of the facilities
- There will be a \$300 charge for any caterer used that is not on our preferred vendors list. All caterers must provide an Operating Permit and Certificate of Insurance with Workers Compensation showing an amount of \$1,000,000 general liability, naming Performing Arts Fort Worth, Inc. as an additionally insured.
- Damages to the building caused by the Licensee, its sub-contractors, patrons, attendees, visiting company or any other person not connected with PAFW will be the responsibility of the Licensee.
- All events are limited to the hours of operation agreed to in Exhibit B of the executed License Agreement. Changes or extension of function hours requires written approval from PAFW Management. Extended hours can incur a fee of \$500 per hour.
- PAFW is not responsible for any property other than its own.
- Floor plans for parties or receptions must be reviewed and approved by PAFW Management.
- All changes need to be made two weeks prior to the event and are subject to approval and availability.
- All forms of entertainment must conform to local ordinances and must be approved in advance by PAFW Management.
- A function may not in any way interfere with any other event elsewhere in Bass Performance Hall or Maddox-Muse Center. Guests and attendees must remain in the spaces reserved for their event.
- All Rentals and Materials brought in for events must be taken off premises during load out. No items can be left behind.
- All persons involved with the set-up of an event, such as caterers, florists, photographers, rental companies, etc., should have the approval of PAFW Management of delivery times prior to the event.
- Performing Arts Fort Worth, the owner and operator of Bass Performance Hall and Maddox-Muse Center, will be following industry guidelines and Center for Disease Control and Prevention guidelines for all events, due to the ongoing Covid-19 pandemic.

Payment Schedule

Deposit Payment: 50% of the room rental is due with the signed License Agreement

Final Room Payment: The remaining balance of the room rate is due 120 days (4 months) prior to event.

Additional Amenities Payment: A final walkthrough will be scheduled at least 30 days before the event. At this time, bar and production options will be added and charged to the client. Payments for all expenses are due no later than two weeks prior to the event.

*Client may reschedule contracted event pending availability. An administration fee of \$500 will be charged for rescheduling a contracted event.

For more information contact our team:

Email: specialevents@basshall.com

Phone 817-212-4210

