

## Policies and Guidelines for Special Events

### General

1. DCFA policy excludes use of the facility for religious, fund-raising, political and "under 21" events.
2. All aspects of Client's event must meet the express approval of DCFA authorized representative.
3. DCFA is not responsible for any items brought onto the premises by Client.
4. Smoking is not permitted anywhere on DCFA property.
5. Animals are not allowed in the DCFA, except for service dogs.
6. Admission to a private event is by invitation only. Client must provide DCFA with an accurate count of event guests prior to and after the event.
7. Caterer shall provide clean-up services during and following catered events. All areas where food and beverage service is being provided shall be kept by Caterer in a neat, clean orderly and sanitary condition at all times and be returned to their original condition at the end of event. Caterer shall comply with DCFA closing check lists for all service areas.

### Booking and Payment

1. A 50% deposit is required to hold a room with balance due before or on the day of the event.
2. A \$25 fee will be charged for all returned checks.
3. Cancellations for any reason will not result in reimbursement of deposit or full payment.

## Event Planning and Decoration

1. Nothing may be affixed to the walls indoors or out except on pin-able wall space.
2. Per Dallas Fire Department regulations, all hallways and exits shall be kept clear and usable at times.
3. Please notify all parties that rice, confetti, rose petals, bird seed, etc., are not permitted inside or outside the DCFA.
4. The DCFA does not provide storage facilities to Clients.
5. No later than one week prior to the event, Client must submit a floor plan to DCFA indicating decorations and any floral arrangements, locations of musicians, bar locations, service tables, and/or other equipment.

## Photography

Some gallery exhibits may be off limits for photos.

## Setup and Departure

1. Client is responsible for ensuring that all vendors comply with the Agreement and these Policies and Guidelines.
2. Event setup must begin no earlier than 3 hours before the event. Only an authorized DCFA representative may make an exception to this policy.
3. Vendors must pick up all equipment by 10:00am the morning after the event.

## **Parking**

*For daytime events, parking is very limited. However, numerous lots and garages are available in the immediate area.*

### **Imperial Parking (\$9 a day)**

**300 Crescent Ct. #G1**

**Dallas, Texas 75201**

**214-871-3686**

### **Republic Parking (\$10 a day)**

**325 North St. Paul**

**Dallas, Texas 75201**

**214-965-8610**

## **Driving Directions**

### **From Woodall Rogers (going west)**

Exit St. Paul. St. Paul is a one-way street. Stay straight and pass over San Jacinto, Federal and Bryan Street (DART Light Rail). Republic Center is immediately after Bryan Street on right-hand side. Valet parking is second entrance on St. Paul.

### **From Woodall Rogers (going east)**

Exit Pearl Street. There is not an exit for St. Paul in this direction. Stay straight to Ross. Right on Ross and left on St. Paul. St. Paul is a one-way street. Pass over San Jacinto, Federal and Bryan Street (DART Light Rail). Republic Center is immediately after Bryan Street on right-hand side. Valet parking is second entrance on St. Paul.

## Preferred Vendors

### Catering

Great Endings	972.484.5533
Two Sisters	214.823.3075

### Photographers

Allan Akins Photography	214.460.7941
Marc McWilliams Photography	805.451.0350
Jason Wynn Photography	214.673.4422

### Hotels

Fairmont	214.720.2020
Hotel Za Za	214.468.8399
The Melrose Hotel	214.521.5151
Ritz-Carlton Dallas	214.922.0200
W Dallas Victory Hotel	214.397.4100

### Florists

Botanical Art	972.983.8646
Dr. Delphinium Designs	800.783.8790
Urban Flowers and Gift Market	214.370.4441

### Rentals

Ducky Bobs	972.381.8000
M & M	214.350.5373

### Valet Service

Ace	214.651.9630
Gold Crown	214.470.0000

\*more available upon request