



Crystal Terrace Restaurant





Crystal Terrace Restaurant Music Hall at Fair Park

The Music Hall at Fair Park is a nationally recognized venue for Broadway touring companies, grand opera, ballet and a variety of other live performances. The restaurant inside the Music Hall, the Crystal Terrace, provides a refined location for meetings, parties, receptions, banquets, and small performances without the higher costs of renting the stage. The room can be set-up in a variety of ways to accommodate 20 for a lunch meeting to 3000 for a reception.

Due to the open design of the Music Hall lobbies, the restaurant at the Music Hall is available for private events only if there is no other event in the theatre.

Please see the attached rate and information sheet.

If you have any questions or would like to arrange for a site preview, please contact:

Jayne Basse, Venue and Accounting Manager
Music Hall at Fair Park
214-565-1116 ext. 153
jbasse@dsmmanagementgroup.org
www.liveatthemusichall.com

For food and beverage catering for special events contact:

Jay Schulte, Manager
214-413-3947
jschulte@ciemail.com
www.musicchaldining.com

***There will be separate contracts with each company for your event.**

Restaurant Location:

Music Hall at Fair Park
909 First Avenue
Corner of First Avenue and Parry Avenue
Dallas, TX 75210



Crystal Terrace Restaurant Music Hall at Fair Park

For rental information and available dates and arrange site visits for M-Dining
Contact Jayne Basse, Venue and Accounting Manager
jbasse@dsmmanagementgroup.org or 214-413-3953

Once your date is on hold, you will receive a Lease Application to be completed and returned to DSM Management Group, Inc. Once the application is verified and approved, you will receive a Lease Agreement for the restaurant space. The signed Lease Agreement with the \$500.00 Damage Deposit will be due by the date stipulated in the Agreement. The building rent will be due at least 30 days prior to the event date. The rental Agreement will be for the Crystal Terrace and lobby areas only, there will be no access to the theatre or backstage. Once a Lease Agreement is fully executed for your event, you can begin making the food and beverage and set-up arrangements.

Required Fees:

- Refundable Damage Deposit:** \$500.00 refunded within 10 business days if no damage occurs to venue and all other fees are paid.
- Basic Rental Rate:** \$500.00 for a daytime event held on Monday through Friday between 9:00am and 4:00pm and lasting no more than 4 hours.
\$1200.00 for an evening, weekend or holiday event and lasting no more than 8 hours inclusive of move-in and move-out.
- Day(s) Before Set-Up:** \$500.00 for set-up for day(s) before event between 9:00am and 5:00pm. Additional time will be charged at \$100.00 per hour after 5:00pm.
- Catering:** All food and beverage needs will be contracted through Culinaire International. All tables, chairs, crystal, silverware, restaurant staffing, will be part of the food and beverage Agreement. If your event requires a different set-up than what is available at the Music Hall for tables, chairs, crystal, etc., rental costs will be included in the proposal from Culinaire International.

Contact Jay Schulte, Manager: jschulte@ciemail.com or 214-413-3947

- Security:** One Security Guard is required for events at \$16.00 per hour for a four- hour minimum (actual time TBD). If additional security is requested, DSM Management Group will make arrangements according to your specifications. Off-duty police is required for events involving minors even if chaperones are scheduled for the event.
- Insurance Coverage:** The City of Dallas and DSM Management Group, Inc. requires that a Certificate of Insurance be presented from the tenant's Insurance provider. The required coverage is \$1,000,000 for General Liability. The Certificate will DSM Management Group, Inc. as the insured and the City of Dallas, its officers, agents and employees named as additional insureds.

Merchandise Commission: If applicable: 10% for non-profit and 15% for for-profit organizations. If your event includes vendors offering items for sale, DSM Management Group will collect a Merchandise Commission from the vendors on the gross sales. The 8.25% Sales Tax will also be collected unless the vendor provides a letter stating the vendor will pay the Sales Tax. DSM Management Group requires a list of the approved vendors that will be on-site for your event.

Optional Additional Fees:

The Music Hall, DSM Management Group or Culinaire International will not provide a dance floor, piano or other instruments, decorations or exhibits, etc. for your event. Tenant will make arrangements for all additional items including the construction of props, delivery, pick-up, and payment to vendor. The tenant will inform DSM Management Group what will be delivered and the delivery and pick-up time frame all for rented items for the event.

Contact Ben Perrin, General Manager concerning all Optional Additional items
bperrin@dsmmanagementgroup.org and 214-413-3956

- Audio/Visual:** The Music Hall has one small screen and projector for Power Point or DVD presentations.
- Sound:** DSM Management Group has a portable sound system with speakers and the restaurant and lobby areas have the in-house sound available. DSM Management Group also has two Lucite podiums with mics.
- Staging:** DSM Management Group can build a stage suitable for speakers and smaller entertainment groups. The largest stage size available is 12x12.
- Valet Parking:** If your event requires Valet parking, DSM Management Group will make arrangements with Parking Company of America. Arrangements for pre-paid valet parking or cash valet can be arranged. Valet parking will not be possible from the 1st week of September through the 4th week of October due to the State Fair of Texas.
- Parking:** Parking is available in the Music Hall parking lot without charge for events in the Music Hall restaurant that do not require tickets or admission fee. DSM Management Group will be notified of other events on the Fair grounds that may affect parking at the Music Hall and we will recommend to you that the lot be protected for your event. The cost to block the Music Hall lot from other Fair Park events is \$300.00 and an employee from ACE Parking will monitor the lot. Beginning with the 1st week of September through the 4th week of October, the Music Hall parking lot will be taken over by the State Fair of Texas for exhibits. DSM Management Group cannot guarantee that the Music Hall parking lot will be available during that time frame.
- Furniture:** If your event requires the furniture in the lobby to be removed, there may be a labor charge depending on how much is to be moved and where it is to be moved.